

STUDENT HANDBOOK

2024-2025

This Handbook provides University of Iowa College of Pharmacy (UICOP) Doctor of Pharmacy (PharmD) students with information and answers to questions concerning collegiate and university policies.

Students are encouraged to contact the **Office of Professional Education** in 231 CPB with any additional questions, concerns, or suggestions.

*The policies and procedures in this handbook are subject to change.
Students will be notified when the handbook is updated.*

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ABOUT THE COLLEGE OF PHARMACY

Vision & Mission

Our Vision

We are driven to be a preeminent college of pharmacy in the world. Our world begins in Iowa.

Our Mission

To excel in educating the next generation of leaders in pharmacy practice and pharmaceutical sciences.


Office of Professional Education

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Other Key Leadership & Administrative Units

Office of the Dean

📍 301 CPB ✉️ pharmacy-deansoffice@uiowa.edu ☎️ 319-335-8794

Dean, College of Pharmacy: Jill M. Kolesar
Assistant to Dean Kolesar: Julia Woodiwiss
Executive Associate Dean: Gary Milavetz
Assistant to Dean Milavetz: Lisa Havel
Director, Human Resources: Brenda Dodge

Human Resources Coordinator: Julie Arnold
Director of Finance: TBD
Building Coordinator: Bradley Gilchrist
Associate Dean, UIHC: Michael Brownlee
Assistant Dean, VA Health Care System: Traviss Tubbs

External Relations

Director, External Relations: Barbara Kelley
Alumni Relations Specialist: Kayla Sanders

Administrative Services Coordinator: Holly Lauer
Marketing Coordinator: Michelle Moore

Office of Information Technology

📍 261 CPB ✉ pharmacy-helpdesk@uiowa.edu ☎ 319-335-8649

Director: Anthony Clark
Educational Technology Coordinator: Peter Yohe

IT Support Consultant: Randy Woodruff

Department of Pharmacy Practice & Science

Chair: Arinze Nkemdirim Okere
Head, Division of Health Services Research: Bill Doucette
Head, Division of Applied Clinical Science: Jim Hoehns
Director, Community Pharmacy Residency: Stevie Veach
Director, Pain and Palliative Care Residency: Lorin Fisher
Administrative Services Specialist: Angie Tiedt
Administrative Services Coordinator: Emory Blair

Professional Experience Program (PEP)

PEP Director: Jennifer Seyfer
PEP Assistant Director: Colleen Gross-Advani
Director of Preceptor and Site Development: Karri Reising
PEP Administrative Services Coordinator: Mindy Miller

Department of Pharmaceutical Sciences & Experimental Therapeutics

Chair: Jonathan Doorn

Administrative Services Coordinator: *TBD*

Full Faculty & Staff Directory

Access the full College of Pharmacy directory at: <https://pharmacy.uiowa.edu/people>.

PHARMD CURRICULUM OVERVIEW

Class of 2028 Curriculum Summary

The PharmD curriculum is subject to change.

First Professional Year (P1)

P1 Fall		
Course		SH
PHAR:8130	Foundations of Pharmacy Practice I	4
PHAR:8131	Engagement: Professional Skills & Values	1
PHAR:8134	Foundations of Health Services	3
PHAR:8135	Health Information Retrieval & Informatics	3
PHAR:8136	Foundations of Pharmaceutical Sciences	6
PHAR:8152	Fundamentals of Compounding	1
PHAR:8132	Continuing Professional Development	--
PHAR:8133	IPPE Career Exploration (fall or spring)	1
Total Required Hours		18-19

P1 Spring		
Course		SH
PHAR:8140	Foundations of Pharmacy Practice II	4
PHAR:8148	Pharmacokinetics & Dose Optimization	2
PHAR:8149	Foundations of Pharmacology & Toxicology	3
PHAR:8150	Health, Wellness and Disease	2
PHAR:8151	Clinical Investigation I	3
PHAR:8153	IP: Dermatology & Sensory	2
PHAR:8132	Continuing Professional Development	--
PHAR:8133	IPPE Career Exploration (fall or spring)	1
Professional Electives ¹		
Total Required Hours		16-17

Second Professional Year (P2)

P2 Fall		
Course		SH
PHAR:8250	Applications of Pharmacy Practice I	2
PHAR:8254	IP: Endocrine	3
PHAR:8276	Clinical Investigation II	2
PHAR:8260	IP: Cardiovascular	4
PHAR:8256	IP: Renal, Fluids and Electrolytes	2
PHAR:8132	Continuing Professional Development	--
PHAR:8207	IPPE Community (timing varies)	3
PHAR:8209	IPPE Hospital (timing varies)	3
Professional Electives ¹		
Total Required Hours		13-19

P2 Spring		
Course		SH
PHAR:8261	IP: Neurology & Psychiatry	4
PHAR:8263	IP: Infectious Diseases	4
PHAR:8265	Applications of Pharmacy Practice II	2
PHAR:8275	Advanced Health Services	2
PHAR:8132	Continuing Professional Development	--
PHAR:8207	IPPE Community (timing varies)	3
PHAR:8209	IPPE Hospital (timing varies)	3
Professional Electives ¹		
Total Required Hours		12-18

Third Professional Year (P3)

P3 Fall		
Course		SH
PHAR:8301	IPPE Clinical	1
PHAR:8370	IP: Respiratory & Allergy	2
PHAR:8372	IP: Gastroenterology & Nutrition	3
PHAR:8352	IP: Musculoskeletal	4
PHAR:8374	Applications of Pharmacy Practice III	2
PHAR:8132	Continuing Professional Development	--
Professional Electives ¹		
Total Required Hours		12

P3 Spring		
Course		SH
PHAR:8378	Pharmacy Law & Ethics	2
PHAR:8353	IP: Genitourinary & Reproductive	2
PHAR:8371	IP: Oncology & Hematology	2
PHAR:8384	Applications of Pharmacy Practice IV	1
PHAR:8132	Continuing Professional Development	1
Professional Electives ¹ or Early APPE		4-6
Total Required Hours		12 ²

Fourth Professional Year (P4)

P4 Summer	
Course	SH
Advanced Pharmacy Practice Experiences (APPE)	12

P4 Fall	
Course	SH
Advanced Pharmacy Practice Experiences (APPE)	18

P4 Spring	
Course	SH
Advanced Pharmacy Practice Experiences (APPE)	18

¹ Students must complete 10 semester hours of professional electives to begin APPEs

² Students must take a minimum of 12 semester hours in the P3 Spring semester

Class of 2027 Curriculum Summary

The PharmD curriculum is subject to change.

First Professional Year (P1)

P1 Fall	
Course	SH
PHAR:8130 Foundations of Pharmacy Practice I	4
PHAR:8131 Engagement: Professional Skills & Values	1
PHAR:8134 Foundations of Health Services	3
PHAR:8135 Health Information Retrieval & Informatics	3
PHAR:8136 Foundations of Pharmaceutical Sciences	6
PHAR:8152 Fundamentals of Compounding	1
PHAR 8132 Continuing Professional Development	--
PHAR:8133 IPPE Career Exploration (fall or spring)	1
Total Required Hours 18-19	

P1 Spring	
Course	SH
PHAR:8140 Foundations of Pharmacy Practice II	4
PHAR:8148 Pharmacokinetics & Dose Optimization	2
PHAR:8149 Foundations of Pharmacology & Toxicology	3
PHAR:8150 Health, Wellness and Disease	2
PHAR:8151 Clinical Investigation I	3
PHAR:8153 IP: Dermatology & Sensory	2
PHAR 8132 Continuing Professional Development	--
PHAR:8133 IPPE Career Exploration (fall or spring)	1
Professional Electives ³	
Total Required Hours 16-17	

Second Professional Year (P2)

P2 Fall	
Course	SH
PHAR:8250 Applications of Pharmacy Practice I	2
PHAR:8254 IP: Endocrine	3
PHAR:8276 Clinical Investigation II	2
PHAR:8260 IP: Cardiovascular	4
PHAR:8256 IP: Renal, Fluids and Electrolytes	2
PHAR:8132 Continuing Professional Development	--
PHAR:8207 IPPE Community (timing varies)	3
PHAR:8209 IPPE Hospital (timing varies)	3
Professional Electives ³	
Total Required Hours 13-19	

P2 Spring	
Course	SH
PHAR:8261 IP: Neurology & Psychiatry	4
PHAR:8263 IP: Infectious Diseases	4
PHAR:8265 Applications of Pharmacy Practice II	2
PHAR:8275 Advanced Health Services	2
PHAR:8132 Continuing Professional Development	--
PHAR:8207 IPPE Community (timing varies)	3
PHAR:8209 IPPE Hospital (timing varies)	3
Professional Electives ³	
Total Required Hours 12-18	

Third Professional Year (P3)

P3 Fall	
Course	SH
PHAR:8301 IPPE Clinical	1
PHAR:8370 IP: Respiratory & Allergy	2
PHAR:8372 IP: Gastroenterology & Nutrition	3
PHAR:8352 IP: Musculoskeletal	4
PHAR:8374 Applications of Pharmacy Practice III	2
PHAR:8132 Continuing Professional Development	--
Professional Electives ³	
Total Required Hours 12	

P3 Spring	
Course	SH
PHAR:8378 Pharmacy Law & Ethics	2
PHAR:8353 IP: Genitourinary & Reproductive	2
PHAR:8371 IP: Oncology & Hematology	2
PHAR:8384 Applications of Pharmacy Practice IV	1
PHAR:8132 Continuing Professional Development	1
Professional Electives ³ or Early APPE	
Total Required Hours 12 ⁴	

Fourth Professional Year (P4)

P4 Summer	
Course	SH
Advanced Pharmacy Practice Experiences (APPE)	12

P4 Fall	
Course	SH
Advanced Pharmacy Practice Experiences (APPE)	18

P4 Spring	
Course	SH
Advanced Pharmacy Practice Experiences (APPE)	18

³ Students must complete 6 semester hours of professional electives to begin APPEs and 24 semester hours of general education electives to graduate (can include any pre-pharmacy general education courses)

⁴ Students must take a minimum of 12 semester hours in the P3 Spring semester

Class of 2026 Curriculum Summary

The PharmD curriculum is subject to change.

First Professional Year (P1)

P1 Fall		
Course		SH
PHAR:8130	Foundations of Pharmacy Practice I	4
PHAR:8131	Engagement: Professional Skills & Values	1
PHAR:8134	Foundations of Health Services	3
PHAR:8135	Health Information Retrieval & Informatics	3
PHAR:8136	Foundations of Pharmaceutical Sciences	6
PHAR:8152	Fundamentals of Compounding	1
PHAR:8132	Continuing Professional Development	--
PHAR:8133	IPPE Career Exploration (fall or spring)	1
Total Required Hours		18-19

P1 Spring		
Course		SH
PHAR:8140	Foundations of Pharmacy Practice II	4
PHAR:8148	Pharmacokinetics & Dose Optimization	2
PHAR:8149	Foundations of Pharmacology & Toxicology	3
PHAR:8150	Health, Wellness and Disease	2
PHAR:8151	Discovery I: Introduction & Background	3
PHAR:8153	IP: Dermatology & Sensory	2
PHAR:8132	Continuing Professional Development	--
PHAR:8133	IPPE Career Exploration (fall or spring)	1
Professional Electives ⁵		
Total Required Hours		16-17

Second Professional Year (P2)

P2 Fall		
Course		SH
PHAR:8250	Applications of Pharmacy Practice I	2
PHAR:8254	IP: Endocrine	3
PHAR:8255	Discovery II: Design & Methods	1
PHAR:8260	IP: Cardiovascular	4
PHAR:8256	IP: Renal, Fluids and Electrolytes	2
PHAR:8132	Continuing Professional Development	--
PHAR:8207	IPPE Community (timing varies)	3
PHAR:8209	IPPE Hospital (timing varies)	3
Professional Electives ⁵		
Total Required Hours		12-18

P2 Spring		
Course		SH
PHAR:8261	IP: Neurology & Psychiatry	4
PHAR:8263	IP: Infectious Diseases	4
PHAR:8265	Applications of Pharmacy Practice II	2
PHAR:8264	Discovery III: Data Collection & Results	1
PHAR:8275	Advanced Health Services	2
PHAR:8132	Continuing Professional Development	--
PHAR:8207	IPPE Community (timing varies)	3
PHAR:8209	IPPE Hospital (timing varies)	3
Professional Electives ⁵		
Total Required Hours		13-19

Third Professional Year (P3)

P3 Fall		
Course		SH
PHAR:8301	IPPE Clinical	1
PHAR:8370	IP: Respiratory & Allergy	2
PHAR:8372	IP: Gastroenterology & Nutrition	3
PHAR:8352	IP: Musculoskeletal	4
PHAR:8374	Applications of Pharmacy Practice III	2
PHAR:8376	Discovery IV: Presentation of Results	
PHAR:8132	Continuing Professional Development	--
Professional Electives ⁵		
Total Required Hours		12

P3 Spring		
Course		SH
PHAR:8378	Pharmacy Law & Ethics	2
PHAR:8353	IP: Genitourinary & Reproductive	2
PHAR:8371	IP: Oncology & Hematology	2
PHAR:8384	Applications of Pharmacy Practice IV	1
PHAR:8132	Continuing Professional Development	1
Professional Electives ⁵ or Early APPE		4-6
Total Required Hours		12 ⁶

Fourth Professional Year (P4)

P4 Summer		
Course		SH
Advanced Pharmacy Practice Experiences (APPE)		12

P4 Fall		
Course		SH
Advanced Pharmacy Practice Experiences (APPE)		18

P4 Spring		
Course		SH
Advanced Pharmacy Practice Experiences (APPE)		18

⁵ Students must complete 6 semester hours of professional electives to begin APPEs and 24 semester hours of general education electives to graduate (can include any pre-pharmacy general education courses)

⁶ Students must take a minimum of 12 semester hours in the P3 Spring semester

Class of 2025 Curriculum Summary

The PharmD curriculum is subject to change.

First Professional Year (P1)

P1 Fall	
Course	SH
PHAR:8130 Foundations of Pharmacy Practice I	4
PHAR:8131 Engagement: Professional Skills & Values	2
PHAR:8134 Foundations of Health Services	3
PHAR:8135 Health Information Retrieval & Informatics	3
PHAR:8136 Foundations of Pharmaceutical Sciences	6
PHAR:8152 Fundamentals of Compounding	1
PHAR:8132 Continuing Professional Development	--
PHAR:8133 IPPE Career Exploration (fall or spring)	1
Total Required Hours 19-20	

P1 Spring	
Course	SH
PHAR:8140 Foundations of Pharmacy Practice II	4
PHAR:8148 Pharmacokinetics & Dose Optimization	2
PHAR:8149 Foundations of Pharmacology & Toxicology	3
PHAR:8150 Health, Wellness and Disease	2
PHAR:8151 Discovery I: Introduction & Background	3
PHAR:8153 IP: Dermatology & Sensory	2
PHAR:8132 Continuing Professional Development	--
PHAR:8133 IPPE Career Exploration (fall or spring)	1
Professional Electives ⁷	
Total Required Hours 16-17	

Second Professional Year (P2)

P2 Fall	
Course	SH
PHAR:8250 Applications of Pharmacy Practice I	2
PHAR:8252 IP: Musculoskeletal	4
PHAR:8253 IP: Genitourinary & Reproductive	3
PHAR:8254 IP: Endocrine	3
PHAR:8255 Discovery II: Design & Methods	1
PHAR:8132 Continuing Professional Development	--
PHAR:8207 IPPE Community (timing varies)	3
PHAR:8209 IPPE Hospital (timing varies)	3
Professional Electives ⁷	
Total Required Hours 13-19	

P2 Spring	
Course	SH
PHAR:8260 IP: Cardiovascular	4
PHAR:8261 IP: Neurology & Psychiatry	4
PHAR:8263 IP: Infectious Diseases	4
PHAR:8265 Applications of Pharmacy Practice II	2
PHAR:8264 Discovery III: Data Collection & Results	1
PHAR:8132 Continuing Professional Development	--
PHAR:8207 IPPE Community (timing varies)	3
PHAR:8209 IPPE Hospital (timing varies)	3
Professional Electives ⁷	
Total Required Hours 15-21	

Third Professional Year (P3)

P3 Fall	
Course	SH
PHAR:8301 IPPE Clinical	1
PHAR:8370 IP: Respiratory & Allergy	3
PHAR:8371 IP: Oncology & Hematology	2
PHAR:8372 IP: Gastroenterology & Nutrition	3
PHAR:8373 IP: Renal, Fluids and Electrolytes	2
PHAR:8374 Applications of Pharmacy Practice III	2
PHAR:8375 Advanced Topics in Health Services	2
PHAR:8376 Discovery IV: Presentation of Results	1
PHAR:8132 Continuing Professional Development	--
Professional Electives ⁷	
Total Required Hours 17	

P3 Spring	
Course	SH
PHAR:8132 Continuing Professional Development	1
PHAR:8377 IP: Capstone	4
PHAR:8378 Pharmacy Law & Ethics	2
PHAR:8379 APPE Preparation	1
Professional Electives ⁷ or Early APPE	
Total Required Hours 12 ⁸	

Fourth Professional Year (P4)

P4 Summer	
Course	SH
Advanced Pharmacy Practice Experiences (APPE)	12

P4 Fall	
Course	SH
Advanced Pharmacy Practice Experiences (APPE)	18

P4 Spring	
Course	SH
Advanced Pharmacy Practice Experiences (APPE)	18

⁷ Students must complete 6 semester hours of professional electives to begin APPEs and 24 semester hours of general education electives to graduate (can include any pre-pharmacy general education courses)

⁸ Students must take a minimum of 12 semester hours in the P3 Spring semester

Required Courses

»» Key Contact: **Director of Student Success**

To view the courses offered at the College of Pharmacy, go to the registrar's [general catalog website](#).

Elective Courses

»» Key Contact: **Director of Student Success**

Approved , General Education“ Electives

Students accepted for admission are required to complete at least 16 SH of general electives (6 in social sciences) by the time they begin the P1 year. *Note: Students from the Classes of 2025-2027 must have completed or complete an additional 8 SH of approved general education electives before graduation.* Approved "general education" electives are courses of the student's choice, usually in liberal arts educational departments (i.e., courses in the humanities, social sciences, behavior sciences, etc. are acceptable). Additional math and science, activity-based classes, and vocational/technical classes are not accepted. These electives may not double count toward professional elective requirements.

How do students know they have completed General Educational Electives?

Students can view their degree progress by reviewing their degree audit through [MyUI](#). Please contact the Director of Student Success in the Office of Professional Education with questions regarding electives or how they are listed on the audit.

Professional Electives

The Classes of 2025-2027 are required to complete a minimum of six semester hours of professional electives to begin APPEs. Classes of 2028 and thereafter are required to complete a minimum of ten semester hours of professional electives.

Professional electives are courses that enhance and expand a student's own professional and career goals beyond that of the required Doctor of Pharmacy curriculum. Students may use these courses to concentrate in some area of interest and broaden their education. Professional Electives will allow students to choose course work that will prepare them for traditional and emerging areas of pharmacy practice.

Approved PharmD professional electives require a PHAR designation. Other electives may be considered for approval on a case-by-case basis by the Director of Student Success, including courses used toward dual degrees, distance-learning and/or online courses offered by other pharmacy programs, or as otherwise approved and accepted by the College of Pharmacy and the University of Iowa.

Courses such as physical education, sports, and fine arts performance classes are not accepted.

Professional Electives required in P3 Spring Semester

Students must enroll in a minimum of 12 SH during the P3 spring semester. This typically includes 8 hours of required coursework plus a minimum of 4 SH of professional electives (or one 6 SH APPE (i.e., PHAR:9400 course)).

KEY COLLEGIATE POLICIES & INFORMATION

Absences

Students are expected to observe a policy of consistent, timely attendance. Policies regarding absences and make-up work are course-specific and determined by the course coordinator. Read the course syllabus for expectations in each course and refer questions to the course coordinator. University regulations require that students be allowed to make up examinations which have been missed due to illness, religious holy days, military service obligations, jury duty, or other unavoidable circumstances or other university-sponsored activities.

Absences for Military Service Obligations

Students absent from class or class-related requirements due to U.S. veteran or U.S. military service obligations (including military service-related medical appointments, military orders, and National Guard Service obligations) shall be excused without any grading adjustment or other penalty. Instructors shall make reasonable accommodations to allow students to make up, without penalty, tests and assignments they missed because of veteran or military service obligations. Reasonable accommodations may include making up missed work following the service obligation; completing work in advance; completing an equivalent assignment; or waiver of the assignment without penalty. In all instances, students bear the responsibility to communicate with their instructors about such veteran or military service obligations, to meet course expectations and requirements.

Absences for Religious Holy Days

The university is prepared to make reasonable accommodations for students whose religious holy days coincide with their classroom assignments, test schedules, and classroom attendance expectations. Students must notify their instructors in writing of any such Religious Holy Day conflicts or absences within the first few days of the semester or session, and no later than the third week of the semester. If the conflict or absence will occur within the first three weeks of the semester, the student should notify the instructor as soon as possible. See [Policy Manual 8.2 Absences for Religious Holy Days](#) for additional information.

Absences from Introductory and Advanced Pharmacy Practices Experiences

Key Contact: Professional Experience Program Office

For Advanced and Introductory Pharmacy Practice Experiences (IPPE and APPE), refer to separate absence policies in the [Student Manual for Experiential Education](#).

Unanticipated Absences

Examples of Unanticipated Absences: Illness, Emergencies, Bereavement

In the case of illness or other circumstances that could not be anticipated in advance, it is the student's responsibility to:

1. Notify the course coordinator promptly if they are absent from class or miss a scheduled examination for any reason. If the student is unable to reach the instructor or the course coordinator, or the student will likely miss several classes, the **Office of Professional Education** may be contacted and will relay a message from the student to the coordinator. Students must still contact the coordinator directly as soon as they are able.
2. Arrange to make up any work missed during the absence at the instructor's convenience.

3. The course coordinator decides whether to excuse an absence and/or allow make up of assignments, quizzes, and/or examinations. Students may be asked to provide documentation to verify reasons for absence using the [Explanatory Statement for Absence from Class form](#) from the Office of the Registrar.

Anticipated Absences

Examples of Anticipated Absences: Professional Meetings, Religious Holy Days, University Sports Activities, Jury Duty

If a student knows in advance that they will be absent from class or miss a scheduled examination, the student must:

1. Contact **all** course coordinators via email at the beginning of the semester and no later than the third week of the semester. If the conflict or absence will occur within the first three weeks of the semester, the student should notify the instructor as soon as possible, to **request** an absence from class or other activity. A coordinator may request the review of an absence for appropriateness by the Office of Professional Education if not communicated within this timeline.
2. The student is responsible for completing any assigned work, quizzes, and exams. **Missed examinations must be taken after the planned absence.**
3. Each course coordinator is responsible for deciding whether to excuse an absence and/or allow make up of assignments, quizzes, and/or examinations. It is the responsibility of the student to meet these parameters to be excused and receive credit. If the work is not completed, or the course coordinator was not contacted in a timely manner, credit will not be assigned.

Limits on Anticipated Absences for Professional Meeting Attendance

Participation in local, state, and national pharmacy organizations is highly encouraged and supported by the college. The process for anticipated absences above must be followed for an excused absence. Like the pharmacy workplace, absences for professional meetings:

1. **Approval cannot be guaranteed.** Absences have the potential to cause considerable disruption to classes and exams, particularly courses employing active learning strategies because the class experience can be difficult or impossible to make up. For this reason, absence from certain activities may not be possible.
2. **Absences must be limited in number.** Attendance at professional meetings may be excused for a **maximum of three days per semester** (including travel). Absences beyond three days per semester due to unique circumstances must be approved, in advance, by the Office of Professional Education, in collaboration with course coordinators.

Unexcused Absences

Absences from class or exams for the following reasons are not acceptable or excused without permission, in advance, from the Office of Professional Education and the course coordinator:

1. Working
2. Attending service events such as immunization clinics or educational events
3. Fulfilling responsibilities for a different course (e.g., Completing IPPE hours)
4. Attending or traveling for personal events such as vacations, weddings, concerts, etc, including leaving classes early or arriving to them late.

Assignments or other assessments due to an unexcused absence may be assigned a penalty or be assigned a zero. Completion may still be required for a course grade to be assigned. Missed examinations must be taken after the student's return.

Academic Distinction & Recognition

The University recognizes high scholastic achievement by awarding degrees "with distinction" (3.5 GPA), "with high distinction" (3.75 GPA), and "with highest distinction" (4.0 GPA). Distinction is based on the pharmacy cumulative grade point averages and recognized accordingly. This determination is based on grades earned through the end of the P3 year. The final year is graded pass/fail.

Academic Progression

»» Key Contact: **Associate Dean of Student Affairs**

To progress from one academic year in the pharmacy program to the next (e.g., P1 to P2 year), the student must meet the following criteria:

1. Complete all courses in the previous year with a passing grade, including the resolution of all incomplete grades.
2. Successful progress demonstrated in longitudinal courses (e.g., Continuing Professional Development).
3. Meet criteria outlined in the APPE Readiness Plan including completion of all necessary remedial work from the previous academic year.

Progression may be halted if the student does not meet the above criteria or in accordance with the [Academic Progression Policy](#). The Student Success and Progression Committee (SSPC) oversees PharmD student progression, student success plans, and academic probation throughout the PharmD program.

Accommodations for Students with Disabilities

»» Key Contact: **UI Student Disability Services** »» OPE Liaison: **Director of Student Success**

The University is committed to providing an educational experience that is accessible to all students. If a student has a diagnosed disability or other disabling condition that may impact the student's ability to complete the course requirements as stated in the syllabus, the student may seek accommodations through [Student Disability Services](#) (SDS). SDS is responsible for making Letters of Accommodation (LOA) available to the student. The student must provide a LOA to the instructor as early in the semester as possible. The LOA will specify what reasonable course accommodations the student is eligible for and those the instructor should provide. Additional information can be found on the [SDS website](#).

The UICOP accommodates qualified students with disabilities. **Note: Accommodations will not be provided until a Letter of Accommodation is provided by SDS.**

Please follow the steps below to Request Accommodations:

1. Complete the SDS Application.
2. Provide documentation from your health care provider to SDS.
3. Once eligibility status confirmed you will be assigned an Accommodations Coordinator and invited to schedule an intake appointment to discuss services.
4. Ensure that your Letter of Accommodation (LOA) is viewable to each course coordinator in ICON or provide them with a copy directly to ensure they are aware of your accommodation needs.
5. Work with each course coordinator and/or instructor to determine how the accommodation will be provided.

Please note that requests not made at least two weeks prior to the scheduled activity for which an accommodation is sought may not be able to be accommodated.

Contact your Accommodations Coordinator from SDS or the **Director of Student Success** if you are having difficulty receiving an academic accommodation.

Adding/Dropping Courses

»» Key Contact: **Director of Student Success**

To add or drop a class after the semester has begun, please see the **Director of Student Success**.

Admissions

»» Key Contact: **Director of Admissions**

Students seeking admission to the Doctor of Pharmacy Program must apply through [PharmCAS](#). To be considered for admission, students must submit a complete application and complete an admissions interview session which includes an individual interview and a written essay. All candidates for entry into the PharmD program are reviewed and selected by the **Admissions Committee**.

All [prerequisite courses](#) must be completed with a minimum grade of C- (C minus) and a cumulative or prerequisite GPA of greater than 2.5 on a 4.0 scale. Admitted students will be allowed to take up to one science or math prerequisite course and up to one general education course the summer before starting the PharmD program in the fall. All prerequisite courses must be satisfactorily completed prior to matriculation into the PharmD program. Prerequisite courses and experiences outside the US may be considered through evaluation of a [World Education Service](#) (WES) transcript.

Advising

»» Key Contact: **Director of Student Success**

Academic Advising

The Director of Student Success acts as the Academic Advisor for all students in the PharmD program. The purpose of Academic Advising in the College of Pharmacy is to:

- Create a welcoming, inclusive, accessible environment where students feel comfortable asking questions and raising concerns.
- Provide students with clear, accurate, timely information about what is needed to complete their academic program.
- Teach students how to identify, access, and effectively use various resources that support their success in the academic environment.
 - These resources may be directly related to academics (i.e. tutoring, study strategies, and testing accommodations) or indirectly related (i.e. counseling services, career development, and financial aid).
- Help students understand policies and use tools necessary to navigate University systems (i.e. MyUI registration and planning tools, progression policy, financial aid website).

All P1 students are expected to meet with the Director of Student Success the fall semester of the P1 year and are strongly encouraged to meet at least annually in the following years to check on their progress towards the degree.

Career Advising

There are a variety of avenues for career advising. PharmD students may take advantage of the various online tools offered through the [Pomerantz Career Center](#), including interview tips and virtual mock interviews on [Big Interview](#), information about jobs and employers posted through [Handshake](#), and other instructive information posted through their website. Students can also meet with the Director of Student Success with questions related to the job search process and internships.

Students are assigned a faculty mentor to assist with career counseling, networking, and academic success. Mentors serve as role models to guide student's professional development, stimulate curiosity in career opportunities, and encourage independent thinking. Mentors meet with students to discuss goals, experiential learning reflection, and overall well-being.

Academic Support

The Doctor of Pharmacy program is both fast-paced and rigorous. To support students' successful completion of the program, the College of Pharmacy offers a variety of tools to help students.

Peer Tutoring

All PharmD students have access to peer tutoring at no charge. To request tutoring, schedule a meeting with the Director of Student Success.

Faculty Office Hours

All faculty offer office hours – some as drop-ins and some by appointment. Students are encouraged to take advantage of these times to ask questions, clarify points of confusion, or seek further information on a topic of interest.

Study Skills and Time Management

Students may meet with the Director of Student Success to develop a plan to improve study skills and time management strategies.

Learning at Iowa

The university provides online resources for students, including learning and study strategies, at [Learning at Iowa](#).

Advanced Pharmacy Practice Experience (APPE) Readiness

»» Key Contact: **Assessment & Accreditation Manager**

The University of Iowa College of Pharmacy defines Advanced Pharmacy Practice Experience (APPE) readiness as a holistic concept requiring knowledge-, skills-, and behavior-based competencies. The [APPE Readiness Plan](#), developed by faculty and staff and overseen by the Assessment Committee, includes a mix of assessments and metrics embedded throughout the first (P1) through third (P3) professional years.

The [APPE Readiness Plan](#) establishes a specific "Readiness Standard" for each parameter. Sustained struggles in one area or a combination of several deficits may signal concerns regarding a student's ability to succeed on APPEs. Student data will be collected to monitor the effectiveness of the curriculum and program in preparing students to enter APPEs, to support student success, and to allow students to track their own progress in the APPE Readiness measures.

Basic Needs and Support for Students

»» Key Contact: **UI Student Care & Assistance**

»» OPE Liaison: **Director of Student Success**

[Student Care & Assistance](#) provides assistance to University of Iowa students experiencing a variety of crisis and emergency situations, including but not limited to medical issues, family emergencies, unexpected challenges, and sourcing basic needs such as food and shelter. More information on the resources related to basic needs can be found at: <https://basicneeds.uiowa.edu/resources>. Students are encouraged to contact [Student Care & Assistance](#) in the Office of the Dean of Students (Room 135 IMU, dos-assistance@uiowa.edu, or 319-335-1162) for support and assistance with resources.

Code of Conduct & Classroom Expectations

»» Key Contacts: **Associate Dean of Student Affairs, Associate Dean of Academic Affairs**

All students are required to review and adhere to the college's [Code of Conduct](#). The [Code of Conduct](#) is administered by the student Honor Council, comprised of three members of each cohort (P1- P4), with the guidance of the Associate Deans of Academic and Student Affairs.

Students are also expected to comply with university policies regarding appropriate classroom behavior as outlined in the [Code of Student Life](#). While students have the right to express themselves and participate freely in class, it is expected that students will behave with courtesy and respect both in person and in any virtual class setting (whether asynchronous or synchronous). Failure to follow behavior expectations as outlined in the [Code of Student Life](#) may be addressed by the instructor and may also result in discipline under the [Code of Student Life](#) policies governing E.5 Disruptive Behavior or E.6 Failure to Comply with University Directive.

Committees: PharmD Students on Collegiate and Departmental Committees

Each fall, the UICOP will appoint students to the following collegiate committees:

1. PharmD Admissions Committee
2. Assessment Committee
3. PharmD Curriculum Committee
4. Professional Experience Program Student Advisory Committee

Faculty and staff in the Office of Professional Education (OPE) will appoint students on these committees each year based on their application, previous committee appointment, and active involvement in any previous committee assignments. When appointing students to committees, OPE will consider a variety of factors so that committee representation is diverse and represents the student body whenever possible.

Complaint or Concern Procedures

Any person may file a formal complaint with the college regarding its Doctor of Pharmacy Program. All complaints and concerns are taken seriously, investigated, and managed confidentially. Depending on the nature of the complaint or concern, it may have to be elevated to the appropriate office of the university to investigate. If you do not know where to go, please reach out to the Director of Student Success or anyone in the Office of Professional Education.

Code of Conduct, Professionalism, or Academic Misconduct Concerns

»» Key Contacts: **Associate Dean of Student Affairs, Associate Dean of Academic Affairs**

Students can report concerns related to the [Code of Conduct](#), professionalism, or academic misconduct to the Associate Dean of Student Affairs, the Associate Dean of Academic Affairs, or any member of the Honor Council.

Curriculum Concerns

»» Key Contact: **Associate Dean of Academic Affairs**

Students with concerns related to the PharmD curriculum may contact the **Associate Dean of Academic Affairs**.

Discrimination Concerns

»» Key Contact: **UI Office of Civil Rights and Compliance**

The University of Iowa [Office of Civil Rights and Compliance](#) investigates complaints of discrimination pursuant to the University's Policy on Human Rights, which provides, in part:

The University is committed to the principle of equal opportunity including access to facilities. Differences in treatment are prohibited when based on race, creed, color, religion, national origin, age, sex, pregnancy (including childbirth and related conditions), disability, genetic information, status as a U.S. veteran, service in the U.S. military, sexual orientation, gender identity, or associational preferences. This principle must be observed in the internal policies and practices of the University; specifically in the admission, housing, and education of students; in policies governing programs of extracurricular life and activities; and in the university's treatment of applicants and its employees. Consistent with state and federal law, reasonable accommodations will be provided to persons with disabilities and to accommodate religious practices. The University shall work cooperatively with the community in furthering these principles.

Please see the [Discrimination Complaint Procedures](#) regarding concerns related to discrimination. Incidents of prejudice or discrimination can be reported at <https://diversity.uiowa.edu/report>.

Faculty or Staff Concerns

Students with concerns related to individual faculty, staff, or adjunct/guest lecturer should:

1. Attempt to resolve the issue with the individual directly, if possible.
2. If this is not possible or the complaint is unresolved, please contact the individual's department chair (faculty) or supervisor (staff).
3. If the complaint is still unresolved, the student should contact the **Dean** of the College of Pharmacy.

Grading Concerns

»» Key Contact: **UI Office of Civil Rights and Compliance**

If the complaint or concern is regarding grading, please see the [Grade Reconsideration/Appeal Policy](#) for guidance or contact the Associate Dean of Academic Affairs.

Harassment/Misconduct Concerns

Policies and procedures related to harassment vary depending on the perpetrator per university policy. Students with concerns related to sexual harassment can report their concern to an academic or administrative officer, to the Office of the Sexual Misconduct Response Coordinator (319-335-6200), or to the Office of Equal Opportunity and Diversity (319-335-0705).

Other Doctor of Pharmacy Program Complaints

All persons are encouraged to seek informal resolution of complaints or concerns prior to initiating a formal complaint (see the [Complaint Policy](#)).

Procedure for Informal Complaints or Concerns:

1. Attempt to resolve the issue with the instructor faculty directly.
2. If unresolved, and the complaint is related to a course, the student should speak with the course coordinator.
3. If the complaint is still not resolved, the matter should be taken to the appropriate department chair (for faculty).
4. If the complaint is still not resolved, the student may take the matter to the Associate Dean of Student Affairs in the College.
5. If the complaint is still not resolved, the student may take the matter to the Dean of the College.

Procedures for Formal Complaints:

1. To initiate a formal complaint, one must provide a written, signed and dated statement and provide full contact information of the person submitting the complaint. If this is a student complaint related to a course or faculty action, a statement of actions taken, per collegiate policy, to informally resolve the complaint must be included.
2. Complaint forms are available in the Office of Professional Education. Complaints must be submitted to the attention of the Associate Dean of Student Affairs, 231 CPB, College of Pharmacy, The University of Iowa, Iowa City, IA 52242.
3. Formal complaints will be reviewed upon receipt by the Associate Dean of Student Affairs or designated Office of Professional Education staff member and referred to the appropriate collegiate committee or administrative office within the college or university for information, advice and/or response. Complaints may require meetings or hearings with the complaining party or other members of the collegiate or university community. The person submitting the complaint will receive a response or update on its status within 60 days. All effort will be made to provide timely responses to time-sensitive complaints.
4. Outcomes of complaints that result in decisions by College of Pharmacy committees may be appealed to the College of Pharmacy Associate Dean of Student Affairs. Complaint actions or decisions by the Associate Dean of Student Affairs may be appealed to the Dean of the College of Pharmacy. University-related complaints may be appealed through the University of Iowa policies and procedures. Members of the University community may also seek advice on complaints from the [Office of the Ombudsperson](#).

Complaints Related to ACPE Accreditation Standards

Complaints about an unresolved issue pertaining to Accreditation Council for Pharmacy Education (ACPE) accreditation standards for the PharmD program can be submitted directly to ACPE:

Accreditation Council for Pharmacy Education

190 S. LaSalle Street, Suite 3000 Chicago, Illinois 60603-3446

Phone: (312) 664-3575 • Fax: (866) 228-2631 • Email: info@acpe-accredit.org

<https://www.acpe-accredit.org/complaints/>

Certificates & Dual Degrees

»» Key Contact: **Director of Student Success**

Students in the College of Pharmacy have the option to pursue a dual degree with a Masters of Public Health or a Masters of Science in Health Informatics. Students must have earned at least 120 sh prior to starting in either of these programs, and they typically apply during the fall of the P1 year.

Additionally, students may pursue supplementary certificates along with the PharmD. These include the Leadership Certificate, awarded through the Tippie College of Business, and the Palliative Care Certificate, awarded through the College of Pharmacy. Students can learn more about these programs on the [website](#) or talk to the Director of Student Success.

Compliances and Requirements for Students

»» Key Contact: **Administrative Services Coordinator**

All PharmD students must maintain the following to be in good academic standing at the UICOP. Please refer to the ongoing ICON course, "*Compliance-Class of 20XX*" for more information. Contact pharmacy-ope@uiowa.edu with any questions. These compliances and requirements are subject to change based on guidelines, Board of Pharmacy rules, and Board of Regents requirements:

1. **Annual Policy Notifications** quizzes in ICON
2. **Code of Conduct** attestation
3. **Release of Information** form
4. **Student Handbook** attestation
5. **Photography/Videography** release
6. **Substance Abuse Policy** attestation
7. **Authorization for release of Child and Adult Abuse Information** (completed during Engagement Week)
8. **Must Maintain**
 - **Professional Liability Insurance Coverage** (purchased by the college on your behalf – see [Liability Insurance](#))
 - **Registration as Interns** in the state of Iowa and other appropriate states (see [Licensure/Registration as an Intern with the Iowa Board of Pharmacy](#))
 - **Health Insurance Coverage**
All pharmacy students must have hospitalization and health insurance. This may be provided through a personal policy or through one of two available student health insurance plans (SHIP and UIGRADCare) available through The University of Iowa for a fee. More information about available plans can be found at <https://hr.uiowa.edu/benefits/benefits-overview/ui-students-insurance>. Student Health Insurance Enrollment Forms can be accessed at <https://hr.uiowa.edu/benefits/ui-student-insurance/grad-students-and-health->

[science-majors-benefits](#) or in [MyUI](#) under “Student Insurance” (listed under “Student Life Management” on the “Student Information” page).

- BLS for HCPs (see [Basic Life Support for Health Care Providers](#))
- UI Healthcare Seasonal Influenza/COVID-19 Vaccine Reporting (each fall)
- [Student Screening and Immunization Health Requirements](#)
These requirements, outlined by Student Health, are subject to change and must be maintained in order to register for classes each semester and participate in IPPEs and APPEs.

- **Entrance Health Screening**

All entering pharmacy students must provide entrance health screening, which may be done by your own physician or at The University of Iowa [Student Health](#).

Complete the Health Screening form once upon entry to the Health Science program. Can be signed by RN, MD, DO, PA, ARNP. The form link is in this [Health Sciences student section](#).

- **MMR (Measles, Mumps, Rubella)**

(2) vaccines or positive antibody titers (blood tests) of all three diseases. Two doses of each of the single component vaccines are acceptable. The first MMR must be given no sooner than one year after date of birth to be valid, and the MMR vaccines must be at least 28 days apart. For health science students, there is no age exemption for MMR.

- **Hepatitis B**

A vaccine series with 2 or 3 vaccines completed at the appropriate intervals, followed by an initial antibody titer 1 month or more after third vaccine. The titer is REQUIRED, even if series was completed as a child. If you have no hep B vaccination records but believe you got them, you can just get the titer to check for immunity. If antibody titer is negative, follow the algorithm outlined in the “Hepatitis B Titer Protocol” link listed in this Health Science students’ section. You may need more than (1) additional hep B vaccine to achieve a positive titer- so start this process early.

- **Varicella (chicken pox)**

(2) vaccines or positive antibody titer. We do not accept report of disease history. If you had varicella disease as a child and no history of (2) vaccines, you must have a titer to document immunity.

- **Tetanus/diphtheria/pertussis**

(1) Td (tetanus/diphtheria) at least every 10 years. Must have documentation of (1) Tdap (Tetanus, diphtheria, pertussis) vaccine.

- **TB (Tuberculosis) screening**

A two-step TB skin test (TST) or the blood test- IGRA (Interferon Gamma Release Assay- QuantiFERON Gold or T-Spot) is required at the start of your program.

- i. If you have never had any TB skin testing, the two-step TST is done as follows: The first test is placed, and results are read in 48-72 hrs. The second test is placed at least 7 days after the placement of the first test and read at 48-72 hrs. Send documentation of both tests, and include placement date, reading date, result and mm induration. Having (2) negative TSTs within the same calendar year will meet the two-step requirement.
- ii. If you have documentation of (1) negative TST in the past 12 months, or documentation of (2) negative TSTs in your past, you only need one more TST to meet the two-step requirement.
- iii. If you have ever had the Bacille Calmette-Guerin (BCG) vaccine, given to children in some countries to prevent TB, you should get the IGRA blood test instead of skin tests.
- iv. If you have a negative TB blood test (IGRA) performed in the US within the past calendar year, that meets the initial TB screening requirement and a two-step TST is not needed. Indeterminate IGRA results will not be accepted.
- v. If you have a negative IGRA that was done longer than one year ago, you will need to repeat the IGRA (must be done in the US) or complete the two-step TST (if you have never gotten BCG vaccine).

- vi. Those with a history of a positive TST or IGRA must provide a copy of the CXR (Chest x-ray) report. If treated for LTBI (Latent TB Infection), provide medication information and treatment dates. Students with a history of a positive TST are also required to complete a symptom assessment at the start of their program. The “History of Positive TB Screening Results” form is in the link listed in this Health Sciences student section.

9. Basic Life Support for Healthcare Providers

According to Iowa Law, students must be certified in “basic cardiac life support through a training program designated for health care providers that includes hands-on training.”

All students must remain compliant with Iowa Law regarding Basic Life Support (BLS) while in the program. The certification must be achieved before the start of the P1 Fall semester and kept current until program completion. It is the student’s responsibility to monitor the expiration date of their certification and each year in August, students must show proof of validity lasting through the current academic year. If BLS certification will expire before the end of the academic year, under special circumstances, students may be granted an exception to renew their BLS later in the academic year.

If BLS certification lapses at any time, the student will be subject to removal from practice experience site(s).

Approved BLS training options include:

- A. American Heart Association (AHA) Basic Life Support (BLS)—full classroom course (preferred)
- B. American Heart Association (AHA) [HeartCode BLS](#) (blended learning course—online with a hands-on skills session)
- C. [American Red Cross Basic Life Support \(BLS\) for Healthcare Providers](#)

UIHC Emergency Medical Services Learning Resources Center (EMSLRC) is also a good place to start for the American Heart Association (AHA) Basic Life Support (BLS) for “health care providers” with “hands-on training”; their contact information is emslrc@uiowa.edu or 319-356-2597.

10. Patient Care Practicum Training

The University of Iowa online trainings can be completed in the [Compliance and Qualifications](#) system. To begin, go to <https://compliance.hr.uiowa.edu> and log in with your HawkID and password. Select “Enroll in Courses”, search for a course, and select “View Course”. From there you can enroll in and complete each course. To successfully complete a course, you must score at least 80% on each quiz. You may retake quizzes if necessary. If you experience technical problems, contact the ITS Help Desk at its-helpdesk@uiowa.edu or (319) 384-HELP (4357).

- H01897: Annual Combined HIPAA / Fraud, Waste, and Abuse Training (annually)
- H00373: Cultural Diversity and Limited English Proficiency Plan (P1 or once)
- H00403: New Hire Orientation: Students and Part-Time Staff (P1 or once)
- H00446: Domestic Violence (P1 or once)
- H00448: Patient and Staff Rights and Responsibilities (P1 or once)
- H02037: Safety/Infection Control (Initial) (P1 or once)
- H02038: Safety/Infection Control (Renewal) (P2, P3, P4 or annually after the initial training)
- H01898: Mandatory Reporter: Dependent Adult Abuse Training (P1, P4 or every three years) - also required for the State of Iowa
- H01899: Mandatory Reporter: Child Abuse Training (P1, P4 or every three years) - also required for the State of Iowa

11. Criminal Background Check (see [Criminal Background Check](#) below)

Course and Instructor Feedback

»» Key Contact: **Administrative Services Coordinator**

Student feedback on teaching performance provides important information for assessment and improvement of instruction. Students are expected to complete online course and instructor feedback requests as part of their professional commitment to the college through web-based forms (eValue). Email notice is delivered to students when evaluations are open and available for completion at the end of the course meeting period. Course and instructor feedback forms provide opportunity for general “scaled” feedback and written comments about both courses and instructors.

Individual responses to course and instructor evaluations are confidential and are not identifiable by instructors. Comments that are blatantly unprofessional or causing safety concerns may be identified by the **Assessment & Accreditation Manager** and reported to the **Associate Dean of Student Affairs**.

Criminal Background Check

»» Key Contact: **Instructional Services Specialist**

All students are required to have a criminal background check as part the application process via PharmCAS. Students may receive a copy of their report online up to one year after the completion date through their individual Certiphi Screening, Inc. account. **Note: Experiential education sites may need verification of completion date, a copy of the original report, and/or a new/updated report. It is recommended P1 students download a copy of the report and save it to a secure location in print or digital format.** After one year of the original report, contact the Instructional Services Specialist in the Office of Professional Education to verify completion date, receive a digital copy, or obtain instructions for ordering a new report from Certiphi. All subsequent checks are at the student’s expense.

Drug Screening

»» Key Contact: **UI Student Health**

»» OPE Liaison: **Associate Dean of Student Affairs**

If a practice site requires a drug screen, students are responsible for following this requirement. Students can get a drug screening through [Student Health](#). The results should be emailed to the Associate Dean of Student Affairs.

Duplication of Courses

Duplication occurs when you: (a) take the same course more than once or (b) take a course that duplicated the content of a satisfactorily completed course. Hours earned by duplication do not count toward degree requirements. Grades for both courses, however, are used in computing the overall cumulative grade point average. **Note: Students may take the same APPE course more than once if at a different practice site, as the content at each practice site is different.**

Examination Policy

»» Key Contact: **Assessment & Accreditation Manager**

Students must know and abide by the [PharmD Student Examination Policy](#).

Fees

There are fees associated with enrollment within the Doctor of Pharmacy, including course-specific fees, certificate fees, and program fees. Course fees are noted in MyUI and the [Program-Specific Fees](#) page of the Office of the Registrar outline additional fees.

FERPA

The Family Educational Rights and Privacy Act (FERPA), also known as the Buckley Amendment, is a Federal law that protects the privacy of student education/academic records. In 1974, Congress enacted FERPA to guarantee students access to their educational records and to prohibit dissemination of educational records without the student's consent. Detailed information about FERPA and student rights may be found in the [Student Records Policy](#), administered by the university's Dean of Students.

»» Financial Aid

Key Contact: **UI Office of Student Financial Aid**

OPE Liaison: **Director of Student Success**

Financial Aid is handled through the [Office of Student Financial Aid](#), located in the University Capitol Center. The Director of Student Success acts as liaison to this office, communicating important information regarding aid to students in the college via regular emails.

Students can access their financial aid information through the portal on [MyUI](#) and should check this each semester. Students are responsible for filing their FAFSA form annually by the posted deadline for full consideration of aid. Aid is disbursed at the beginning of the fall and spring semester, with the exception being for P4 students who begin their APPE rotations in the summer. During that year, aid disbursement happens at the start of the summer term.

Aid for the PharmD program is primarily in the form of loans and based on cost of attendance, not financial need. Students can learn more about aid available through the [Financial Aid](#) website.

Additionally, there are a few scholarships which are administered by the Director of Admissions, who contacts students via email when applications open. Scholarships are awarded as part of the fall and spring aid, typically the month that the semester begins.

General questions can be directed to the Director of Student Success. Questions about your specific package or loan offerings should be directed to the [Office of Student Financial Aid](#).

Satisfactory Academic Progress (SAP) for Receipt of Federal Financial Aid

Students must maintain satisfactory academic progress for receipt of financial aid. If any of the stated criteria are not met, students will need to appeal to receive financial aid. A representative of the Office of Student Financial Aid (OSFA) will contact student(s) if they are not maintaining SAP.

PharmD SAP Criteria

- Students must maintain a UI 2.00 GPA. Compliance verified by OSFA after spring semester grades post each year.
- Students must maintain a 67% course completion rate (i.e., passing 67% of courses without failing, W, or incomplete grades). Compliance verified by OSFA after spring semester grades post each year.
- Students must not exceed a total of 225 professional credit hours (excluding undergraduate hours). Compliance verified by OSFA each semester after grades post.

Free Speech & Expression

The University of Iowa supports and upholds the First Amendment protection of freedom of speech and the principles of academic and artistic freedom. We are committed to open inquiry, vigorous debate, and creative expression inside and outside of the classroom. Visit the [Free Speech at Iowa](#) website for more information on the university's policies on free speech and academic freedom.

Grades

»» Key Contact: **Director of Student Success**

Grade Reconsideration & Course Grade Appeal

In accordance with the [Grade Reconsideration and Appeal Policy](#), students may request grading reconsideration for an assignment, quiz or examination question, or other assessment. Students may also appeal a course grade with appropriate justification. **Note: There are very tight timelines related to these requests.**

Grade Reports

You can access your grade report at any time through [MyUI](#).

Grading System

Grades used by the college are defined by the UI Office of the Registrar.

Grade	GPA Point Value	Interpretation
A+	4.33	Excellent
A	4.00	
A-	3.67	
B+	3.33	Good
B	3.00	
B-	2.67	
C+	2.33	Fair
C	2.00	
C-	1.67	
D+	1.33	Weak, but passing
D	1.00	
D-	0.67	
H (Honors)	No value	Excellent
P (Pass)	No value	Good
F (Fail)	No value	Failure
I (Incomplete)	No value	<i>must meet specific criteria (see Incomplete Grades)</i>
W (Withdraw)	No value	

Symbols Key: = Changed grade # Grade not included in GPA

Incomplete Grades

“Incomplete” grades may only be utilized with instructor permission when all the following are met:

1. the unfinished part of the student’s work is small
2. the work is unfinished for reasons acceptable to the instructor (e.g., illness, accident, or other circumstances beyond the student’s control)
3. the student’s standing in the course is satisfactory.

When an incomplete grade is utilized, the student and instructor must prepare a written completion plan, including the date of completion. Instructor will forward a copy to the Director of Student Success.

If a student receives an Incomplete in spring semester, coursework must be completed prior to the next fall semester. If a student receives an Incomplete in fall semester, coursework must be completed prior to the upcoming spring semester.

Second-Grade-Only Option

A student may repeat a course taken at the University of Iowa and have only the grade and credit of the second registration used in calculating total hours earned, the Iowa cumulative, total cumulative, and pharmacy grade point averages with written permission of the Associate Dean of Student Affairs. It is the student's responsibility to notify the Office of Professional Education if they seek this option. Unless a student decelerates in the program, re-taking courses for second-grade-only option may be impractical and not permitted due to course scheduling conflicts.

Graduation

»» Key Contact: **Director of Student Success**

Graduation from the college requires that a student successfully complete all required courses including 10 SH of professional elective credit. The Pharmacy GPA and the total cumulative GPA must be at least 2.00.

Health & Wellness for Students

»» OPE Liaison: **Director of Student Success**

To be a successful student, it is important for students to take care of their health and well-being. The university offers a variety of services to support students in these areas, which are available to students in the College of Pharmacy. Students who would like support in navigating non-academic challenges or identifying appropriate resources may reach out to the Director of Student Success.

University of Iowa Health & Wellness Resources

Office of Student Wellness

The [Office of Student Wellness](#) offers appointments, group workshops, events, and other programs on nutrition, fitness, stress management, alcohol and drugs, tobacco/e-cigarettes, sexual health, and sleep.

University Counseling Services (UCS)

[University Counseling Services](#) offers individual and group clinical mental health services, relationship therapy, community referrals, trans-inclusive services, and houses the eating disorders collaborative network. Additionally, they offer a variety of outreach programs, support groups, and self-guided resources accessible online. Students may take advantage of these services as needed, and student organizations may invite staff from UCS to offer a workshop or program for their group.

Student Health

[Student Health](#) provides family medicine, gynecology, and psychiatry services to enrolled students. Additional services include: immunizations, allergy treatment, international travel consultation, LGBTQIA+ health services, men's health, weight management, and the Nurseline for referrals and general questions.

Recreation Services

[Recreation Services](#) offers a variety of recreational and fitness opportunities for students at multiple locations.

Student Care and Assistance

[Student Care and Assistance](#) (SAC) provides assistance to students experiencing crises and emergency situations.

Mental Health

Students are encouraged to be mindful of their mental health and seek help as a preventive measure or if feeling overwhelmed and/or struggling to meet course expectations. Students are encouraged to talk to their instructor for assistance with specific class-related concerns. For additional support and counseling, students are encouraged to contact University Counseling Service (UCS). Information about UCS, including resources and how to schedule an appointment, can be found at counseling.uiowa.edu. Find out more about UI mental health services at: mentalhealth.uiowa.edu.

Iowa Professional Health Committee-Pharmacy (IPHC-P)

[IPHC](#) established to monitor and support pharmacy professionals and student pharmacists who report difficulties with mental health, physical disabilities and/or drug and alcohol abuse or dependence. Pharmacy professionals, including student pharmacists, who have a condition that may have the potential to affect their ability to practice safely should self-report or may be referred to IPHC-P. By not reporting, they put themselves and their patients at risk. Please refer to the [IPHC](#) website for information regarding reporting.

Interprofessional Education (IPE)

Students will learn and work with other health profession's students or health professionals during required activities within Foundations of Pharmacy Practice II and Applications of Pharmacy Practice I as well as during their Introductory and Advanced Pharmacy Practice Experiences.

Leave of Absence

»» Key Contact: **Associate Dean of Student Affairs**

A student who intends to return to the PharmD program may request a leave of absence for up to one year for personal, professional, or medical reasons. To initiate a leave of absence, a request must be submitted in writing to the Associate Dean of Student Affairs or Director of Student Success. Students receiving financial aid are also encouraged to inquire about the possible impact on their loan status.

Students taking a leave for medical reasons must provide documentation from a health care professional indicating the student's ability to return. Depending on the circumstances of the leave, students may be required to repeat courses based on the recommendations of the Student Success and Progression Committee.

A student who has taken a leave of absence but does not return after one year is considered withdrawn from the program.

Liability Insurance

»» Key Contact: **Administrative Services Coordinator**

All pharmacy students must carry professional liability insurance. The college arranges professional liability insurance, for which a fee is assessed, for all student pharmacists registered for classes and in good standing within the college.

This policy covers students when they are acting on behalf of the university as part of their coursework. This policy does not cover students working in a pharmacy outside their coursework. Coverage is obtained for a minimum of \$1,000,000 per occurrence, \$3,000,000 aggregate. The cost of satisfying this requirement is paid by the college. Please refer to the ongoing ICON course, "*Compliance-Class of 20XX*" for more information and to obtain the document for proof of coverage.

Licensure/Registration as an Intern with the Iowa Board of Pharmacy

»» Key Contact: **Administrative Services Coordinator**

Internship is usually spent in a community or hospital pharmacy, under the supervision of a licensed preceptor. Internship hours are required for licensure in every state, with the amount of required hours varying. The Iowa Board of Pharmacy requires each candidate for licensure to complete 1500 hours of internship.

Our academic program is recognized for providing more than the 1500 hours needed for an Iowa Pharmacist License. Other states may require that some portion of the required hours be satisfied through independent internship/employment by the student in a licensed community or hospital pharmacy.

The student will become a licensed intern in Iowa at the beginning of the P1 year. Please go to the Iowa Board of Pharmacy website for [Pharmacist-Interns](#) for detailed information regarding internship requirements. Should you need to complete a practice experience or wish to pursue employment in another state, you will be required to obtain an internship license in that state. Please contact the Administrative Services Coordinator in the Office of Professional Education if a “Dean’s Letter” is needed to obtain an intern license.

Students who have been convicted of a felony may not be able to obtain a license to practice pharmacy. A student must be able to secure an Iowa internship license/registration to continue enrollment in the college. If this is a concern, please contact the [Iowa Board of Pharmacy](#) or appropriate board office.

Maximum and Minimum Credits Per Semester

»» Key Contact: **Director of Student Success**

Students on a regular schedule must register for at least 12 semester hours per semester of enrollment. A fall or spring semester course schedule of more than 18 semester hours (including independent study) or a summer session course schedule of more than 12 semester hours requires approval from the Director of Student Success.

Non-Discrimination

The University of Iowa prohibits discrimination in employment, educational programs, and activities on the basis of race, creed, color, religion, national origin, age, sex, pregnancy (including childbirth and related conditions), disability, genetic information, status as a U.S. veteran, service in the U.S. military, sexual orientation, gender identity, or associational preferences. The university also affirms its commitment to providing equal opportunities and equal access to university facilities. For additional information on nondiscrimination policies, contact the Senior Director, [Office of Civil Rights Compliance](#), the University of Iowa, 202 Jessup Hall, Iowa City, IA 52242-1316, 319-335-0705, daod-ocrc@uiowa.edu.

Pharmacy Student Educational Activities outside the United States

»» Key Contact: **Director of Student Pharmacist International Activities**

Student pharmacists participating in any UICOP related educational activity that will occur outside the United States, in whole or in part, must contact the Director of Student Pharmacist International Activities to verify whether the activity is a college-sponsored or individual experience.

To be eligible for funding (e.g., need-based, or other scholarships), students must be participating in a university-based experience and complete necessary paperwork and requirements. Need-based scholarships must be submitted to the University of Iowa Office of Study Abroad prior to each semester’s deadline.

Students completing an APPE outside the US must attend an international APPE orientation, complete all necessary documentation, verify intent to pursue recommended immunizations (if applicable), and provide travel-related information that might be relevant from the University and/or the United States State Department.

International student pharmacy experiences are subject to cancellation in the instance of issuance of US State Department travel warning without advance notice. The college is not responsible for expenses encountered due to cancellations, delays, etc. Students failing to comply with rotation requirements or local laws may be asked to return home early at the student's expense and without credit. The College is not liable for any personal excursions or activities in which the student chooses to participate.

Professional Experience Program

»» Key Contact: **Professional Experience Program Office**

The Professional Experience Program (PEP) is the practice experience component of the Doctor of Pharmacy curriculum. PEP consists of several Introductory Pharmacy Practice Experiences (IPPE) during didactic training and concludes with Advanced Pharmacy Practice Experiences (APPE). Please review the [Student Manual for Experiential Education](#) for policies, procedures, and dates related to IPPE and APPE courses (published annually, available on the eValue homepage). Grading for Introductory Pharmacy Practice Experiences is Pass-Fail. Grading for Advanced Pharmacy Practice Experiences is Honors-Pass-Fail.

Important Notice Regarding Transportation Requirements for PEP

Practice sites affiliated with the UICOP for both Introductory and Advanced Pharmacy Practice Experiences are located throughout the state of Iowa with a few located out of state. The location of these sites will require the student to have access to transportation or to temporarily relocate to fulfill the requirements of the program. Students should expect and plan to complete rotations outside of the Iowa City area. The expense of transportation and relocation is the responsibility of the student. Please note that if all rotation cycles for that semester are located outside the Iowa City/Cedar Rapids area, students will not be charged university fees for Arts & Cultural Events, Recreation, Student Activities, Student Services, Student Union, or Health Fees.

Readmission

»» Key Contact: **Associate Dean of Student Affairs**

Students may request readmission to the College of Pharmacy following a withdrawal or dismissal. Students seeking readmission must re-apply through [PharmCAS](#). (see [Admissions](#)). Applications for readmission will be reviewed by the Student Success and Progression Committee. Students who were dismissed must wait until one year has passed from the date of their dismissal letter to reapply. Students dismissed, if readmitted, will not resume the program at the same academic standing (i.e., P1, P2, P3, P4) as when they were dismissed.

Remediation Policy and Procedure

»» Key Contact: **Associate Dean of Academic Affairs**

Remediation is intended to provide students receiving a failing grade in a required didactic course an additional opportunity to demonstrate competency while minimizing disruption to progression. Course and eligibility requirements are noted in the [Remediation](#) policy.

Release of Information

To complete your degree in the University of Iowa's College of Pharmacy, you are required to participate in clinical education experiences. These experiences take place at various clinical sites. Some clinical sites may be required by applicable law or their own policies to know some of your health information. This includes information about your immunization status, such as whether you have received a specific vaccine or are eligible for an exemption from a vaccination requirement. To coordinate these experiences, the University of Iowa is required to share this information with clinical education sites.

The student is required to acknowledge and agree to the following statement:

Prior to participating in clinical education experiences during my enrollment in the University of Iowa's College of Pharmacy, I understand that the University or I may be required by contract, applicable law, or policy to provide information about my immunization status to clinical education sites.

I understand that this information may include documentation that I have received certain vaccinations, including a COVID-19 vaccine, or that I am eligible for an exemption to a vaccination requirement.

I understand that the information I provide about my immunization status may be directly shared with clinical education sites. I also understand that the University of Iowa may obtain information about my immunization status from its internal systems or from the State of Iowa's Immunization Registry Information System, and I consent to the University accessing these systems for the purpose of providing immunization status information to clinical education sites.

I understand that the requirement to provide information about my immunization status is a requirement of each clinical education site, which may include University of Iowa Health Care sites.

I understand that the consent I have provided will remain in effect throughout the duration of my enrollment in the University of Iowa's College of Pharmacy unless I cancel it by providing written notice to the following contact:

Sexual Harassment /Sexual Misconduct and Supportive Measures

If you or someone you know may be a victim of sexual assault, sexual harassment, dating/domestic violence, stalking, or any other behaviors prohibited under the [Policy on Sexual Harassment and Sexual Misconduct](#), you are strongly encouraged to seek assistance and support. Assistance is available 24 hours a day, 7 days a week, from:

Rape Victim Advocacy Program (RVAP)

Provides confidential, certified victim advocacy services. Phone: 319-335-6000

Domestic Violence Intervention Program (DVIP)

Provides confidential, certified victim advocacy services. Phone: 319-351-1043 or 800-373-1043

Emergency Department, Iowa Health

Provides confidential medical services. Phone: 319-356-2233

University of Iowa Police Department

Provides law enforcement services. Phone: 319-335-5022, or 911 from any campus phone

Additional resources, including information about culturally specific resources, can be found at <https://diversity.uiowa.edu/resources/tixge-resources/complainant-resources>.

Sharing of Class Recordings

Some of the sessions the curriculum will be recorded or live-streamed. Such recordings/streaming will only be available to students registered for the class. These recordings are the intellectual property of the faculty member, and they may not be shared or reproduced without the explicit, written consent of the faculty member. Further, students may not share these sessions with those not in the class or upload them to any other online environment. Doing so would be a breach of the Code of Student Conduct, and, in some cases, a violation of state and federal law, including the Federal Education Rights and Privacy Act (FERPA).

Student Data Use

»» Key Contact: **Assessment & Accreditation Manager**

Student data may be shared with College of Pharmacy personnel with a legitimate educational interest in supporting individual and collective student success. Most data are shared in a de-identified manner, with a limited number of personnel viewing individual data (e.g., the Student Success and Progression Committee, Admissions Committee). See [FERPA](#).

Student Travel Funds

»» Key Contact: **Administrative Services Coordinator**

Funds are available to promote professional development of students through presenting research, and/or serving in leadership roles while experiencing the profession of pharmacy at state, regional, or national pharmacy professional development conferences or meetings. Funds are available on a fiscal year basis (July 1 to June 30). Funds are intended to help decrease the financial burden of traveling to pharmacy professional development conferences or meetings.

Students who receive student travel grants are not automatically excused from coursework and there are limits on the number of days that can be missed (see [Absences](#)). Prior to travel, students must receive approval from all course coordinators if they will be missing any class time, practice lab, or experiential courses.

Travel Fund Policy and Procedures

Eligibility

Students enrolled in the first, second, third, or fourth year of the Doctor of Pharmacy Program at the University of Iowa College of Pharmacy are eligible for student travel funds.

First-year student pharmacists can receive up to \$100 annually for one trip to a state, regional, or national pharmacy professional conference or meeting. Remaining funds will be forfeited if not entirely used in the trip.

Second-, third-, and fourth-year student pharmacists can receive up to \$300 annually for one trip to a state, regional, or national pharmacy professional conference or meeting if the following criteria are met. Remaining funds will be forfeited if not entirely used in the trip.

1. Student is presenting poster, podium, or other presentation at the meeting.
2. Student serves as a local executive committee member, or a state, regional or national officer for the organization.
3. The conference or meeting should be related to healthcare, pharmacy, research, or leadership and should promote the student's continuing professional development plan.
4. These funds are not available to be used if a meeting is held online or virtually.

5. Funds can only be used for registration or travel-related expenses (e.g., airfare, hotels, meals, parking). **Funds cannot be used for alcohol.**

Process:

1. The Student Travel Fund Request Form must be submitted at least one week prior to the dates of the conference or meeting.
2. Receipts must be received within 2 weeks after the return date and completed through workflow within 120 days of travel.
3. The purpose and justification of the travel must be indicated on the request form to determine eligibility.
4. Faculty advisors for student organizations must be aware of travel, but they are not required to approve the forms.

Substance Misuse Policy

»» Key Contact: **Associate Dean of Student Affairs**

Please see the college's [Substance Misuse Policy](#). Students must review and attest to this policy annually.

Technical Standards

»» Key Contact: **Associate Dean of Student Affairs**

The [Technical Standards](#) are skills and abilities that pharmacy students need to possess, with or without accommodations, which will allow successful fulfillment of the requirements necessary to complete the program. Students who graduate from the program are eligible to become pharmacists without restrictions on their practice; therefore, the curriculum requires students to successfully complete all core components of the program and does not allow students to take part in a limited set of required activities.

Technology Requirements

»» Key Contact: **Assessment & Accreditation Manager**

Students must acquire appropriate technology in accordance with the [PharmD Student Technology Requirements](#) to participate in the Doctor of Pharmacy curriculum.

University Policies and Regulations Affecting Students

The university annually publishes "[Student Life Policies and Procedures](#)." This document describes and defines such matters as the "Student Bill of Rights, University Policy on Human Rights, Code of Student Life, Policies Related to Students Rights and Responsibilities, Policy on Sexual Harassment and Policy Regarding the Use of Drugs." That document also describes "Judicial Procedure for Alleged Violations of the Code of Student Life."

Withdrawal of Registration

»» Key Contact: **Director of Student Success**

A student wishing to withdraw from the PharmD program should consult the Director of Student Success or Associate Dean of Student Affairs and must process a *Withdrawal of Registration*. See the Office of the Registrar's [Withdrawal Information](#) website for more details. Students receiving financial aid are also encouraged to inquire about the possible impact on their loan status. If a student wishes to return to the program after withdrawal, the student will need to reapply to the program (see [Readmission](#)).