



NDSU

SCHOOL OF PHARMACY

PHARMD STUDENT HANDBOOK 2024-2025

Last revision 8/7/2024

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WHERE TO GO FOR HELP

- [Where to Go document](#)
- [Frequently Asked Questions](#)

NDSU POLICIES

The School of Pharmacy adheres to all NDSU and College of Health and Human Sciences policies. Information on NDSU academic policies can be found here: <https://www.ndsu.edu/policy/>. Students are encouraged to be aware of NDSU Policies 320-348, and 600-612, as they apply directly to all students at NDSU.

SCHOOL OF PHARMACY POLICIES

PRE-PHARMACY & PROFESSIONAL PHARMACY MAJORS

The faculty reserve the right to change rules and regulations including those relating to admission, instruction and graduation. Such changes may apply to prospective students, as well as students already enrolled. Changes will be shared with students in a timely manner. However, it is the responsibility of the student to periodically contact their adviser or the Dean's Office to obtain current policies.

Please note that additional policies and procedures not contained in this document apply to students in the college. Those policies and procedures are contained in the [College of Health and Human Sciences Policy manual](#).

[Policies below can be found in the School of Pharmacy Policy Manual](#)

- Repetition of Pre-Pharmacy Core Courses Policy 2.21
- Current Competency in Coursework Policy 2.27
- Academic Remediation and Repetition of Professional Pharmacy Courses 3.20
- Minimum Grade Requirement for Pharmacy Coursework Policy 3.21
- Prerequisites for Professional Courses Policy 3.23
- Professional Electives Policy 3.24
 - List of approved electives can be found in the PharmD Student Blackboard Org
- Student Complaint Policy 3.26
- Student Technical Standards Policy 3.27
- Examination Administration Policy 3.28
- Intern License Policy 3.29
- Professional Liability Insurance Policy 3.30
- Health Insurance Policy 3.31
- Student Academic and Conduct Standards Policy 4.21
- Criminal Background Checks Policy 4.22
- Professional Appearance Policy 4.23
- Substance Misuse Testing Policy 4.25

WORKLOAD STATEMENT

All eligible pharmacy students may use their pharmacy intern licenses as a source of monetary income. The School of Pharmacy strongly encourages every eligible pharmacy student to meet with her or his academic advisor to determine a number of paid intern hours that allows the student to balance their paid work hours with their educational and other extra-curricular commitments.

As a general rule, many (but not all) students find that they may be able to work up to 10-15 hours per week during the typical academic year, and during weeks when no exams are scheduled, and continue to maintain strong grades and meet other commitments. Pre-professional and professional pharmacy students are strongly encouraged to reduce the number of hours worked per week when one or more exams are scheduled.

In general, the School of Pharmacy discourages pre-professional and professional pharmacy students from working more than 20 hours per week during the academic year.

PROGRAM REQUIREMENTS

Each academic year PharmD students receive a program requirement checklist in the PharmD Student Blackboard organization. This checklist lists items the Conduct Policy, Technical Standards, health insurance documentation like BLS CPR training, First Aid, required immunizations, and titers. Many of these items are tracked in CastleBranch.

SCHOLARSHIPS AND AWARDS

The College of Health and Human Sciences has a limited number of scholarships and awards available for assistance to students. Applications for scholarships and awards are available beginning with the second Monday in April and ending on the Friday after spring graduation:

https://www.ndsu.edu/healthhumansciences/current_students/scholarships/

TECHNOLOGY REQUIREMENTS FOR PHARMACY STUDENTS

The NDSU School of Pharmacy requires that you have a laptop computer (either a PC or Mac) for the upcoming year and beyond. Access to an iPad is optional, and is no longer a requirement for the PharmD program.

A laptop computer provides us the opportunity to deliver proctored remote examinations (if/when necessary), expand functionality of Blackboard for teaching and learning, increase connectivity to classroom technology (AG Hill Center, etc.), and the possibility to remotely administer standardized exams such as the Pre-NAPLEX and Pre-MPJE.

In the event that course instruction and testing require online delivery, students must have access to a laptop, Wi-Fi connection, and a quiet testing environment. The computer must not be a desktop or tablet (e.g. Windows, Android, Chrome or Linux operating system-based tablets are not permitted). Surface laptops (Microsoft) that are used with attached keyboards are permitted.

The following are requirements of your laptop established by ExamSoft (PC or Mac).

- a) Hard Drive: minimum of 4 GB available space
- b) RAM: 8 GB or higher recommended; 4 GB required
- c) Software characteristics for PC:
 - Operating System 64-bit version of Windows 10 or 11. The versions of Windows certified for use are Windows 10 22H2, Windows 11 22H2, and Windows 11 23H2. (Alternate versions of Windows 10 and Windows 11, such as Windows RT and Windows 10 and 11 S, are NOT supported.)
 - CPU Processor: Non-ARM-based processor supported by your operating system.
 - Screen resolution should be at least 1280 x 768. Scaling should be set to 100%.
 - The English (United States) Language Pack must be installed.

Software characteristics for Mac:

- Mac OS Operating System: Monterey, Ventura and Sonoma. Only genuine versions of Mac operating systems are supported; server version of Mac OS X is not supported.

- CPU: Intel or M series processor. Devices using Apple's M series processors and Apple Rosetta 2 are supported.
- d) Webcam, integrated or external USB camera supported by the operating system
- e) Microphone, integrated or external USB camera supported by the operating system (no headphones, no virtual mics)
- f) Internet: 2.5 Mb/s upload speed
- g) Download the program: Exemplify version 3.5.0 or greater for Windows and version 3.5.0 or greater for Mac

If you are looking for additional guidance for which laptop computer to purchase, the NDSU Bookstore is an official retailer of both PC and Mac. <https://www.ndsubookstore.com/personalcomputers>. Please consider compact size and ease of portability when choosing a laptop to fit on desk spaces within the classrooms.

For more information about computers and electronics available through the NDSU Bookstore, please contact them at 701-231-8013 or send an e-mail to brad.sonmor@ndsu.edu

TUITION

In 2012 the North Dakota Board of Higher Education approved a differential tuition for the pharmacy professional program which is higher than the standard university tuition rate. Differential tuition is needed to cover the higher costs associated with a professional degree program. This differential tuition does not include other student fees, room and boards, and miscellaneous expenses. Students are expected to complete certain degree requirements including Introductory or Advanced Pharmacy Practice Experiences (IPPE or APPE) during summer months in addition to the regular academic year. The amount of differential tuition in an academic term can be found on the [NDSU Financial Aid and Scholarships website](#). There is a non-refundable admission deposit fee of \$500 for students who have been accepted to the pharmacy program. This fee is to assure their place in the class and will be applied to the differential tuition for the first semester of the professional program.

CURRICULUM and RELATED MINORS

- [Pre-Pharmacy Curriculum](#)
- [Professional-Level Curriculum](#)
- [Related Minors of Study](#)
- [Residency Programs](#)
- [Pharmacy Student Organizations](#)

Trial cards with each semester's schedule of courses and more information is posted in the PharmD Student Blackboard Organization for professional-level students.

PHARMD EDUCATIONAL OUTCOMES

These educational outcomes are what students will be able to do upon completion of the Doctor of Pharmacy curriculum at North Dakota State University School of Pharmacy. The educational outcomes reflect competencies essential for an **entry-level** pharmacist in **any setting** to practice collaboratively as a member of an interprofessional team, provide patient-centered care, contribute to the health of diverse patient populations, demonstrate leadership, and effectively manage a complex work environment.

- Domain 1. Foundational Knowledge
- Domain 2. Essentials for Practice and Care
- Domain 3. Approach to Practice and Care
- Domain 4. Personal and Professional Development

More information can be found on the domains in the “Resources” section of the PharmD Student Blackboard Org.

EXPERIENTIAL EDUCATION PLACEMENT

Students in the pharmacy program will be assigned for experiences away from the Fargo-Moorhead community for extended periods of time for their experiential coursework (Introductory Pharmacy Practice Experience and Advanced Pharmacy Practice Experience). Students are expected to make sufficient financial and other preparations in advance of these experiences to allow them to successfully complete the experiential requirements. Students are responsible for housing, board, travel expenses and all other related expenses during these experiences.

Pharmacy students must register **annually** as a Student Intern with the North Dakota State Board of Pharmacy and must continuously hold valid licensure as a pharmacy intern in North Dakota for the duration of the professional program. Students must pay all ND Board internship fees to be eligible for the experiential education program. Students with experiential placement in states outside of North Dakota must also register and pay for an intern license in those states.

INTRODUCTORY AND ADVANCED PHARMACY PRACTICE EXPERIENTIAL EDUCATION

Introductory Pharmacy Practice Experience (IPPE) consists of a total of at least 300 hours throughout the P1 – P2 – P3 years. First year professional students will complete 160 hours of IPPE in a community pharmacy setting during the summer between their P1 and P2 year. Second year professional students will complete 160 hours of IPPE in an institutional (hospital) pharmacy setting during the summer between their P2 and P3 year.

Advanced Pharmacy Practice Experience (APPE) is comprised of 8 five-week rotations during the fourth professional year. Five of the eight rotations are required rotations including; ambulatory care, acute care, institutional, community advanced, and rural health. The remaining three rotations are considered elective rotations and are chosen based on student personal and professional preferences.

PHARMACY REGULATIONS FOR EXPERIENTIAL EDUCATION

North Dakota

A student enrolled in the entry-level PharmD program is required to register as a PHARMACY INTERN per North Dakota Administrative Code prior to the fall term of the first professional year. Registration is conducted at a time specified by the Board of Pharmacy in cooperation with the School of Pharmacy. Students enrolled in the professional pharmacy curriculum are assessed \$100 per year by the Board of Pharmacy for a maximum of four years. Pharmacy students must register annually as a Student Intern with the North Dakota State Board of Pharmacy and must continuously hold valid licensure as a pharmacy intern in North Dakota for the duration of the professional program.

The PharmD degree provides a student 1600 hours of Advanced Pharmacy Practice Experience (APPE) toward North Dakota licensure. Experiential requirements within this program grant a student eligibility for North Dakota licensure examinations as a pharmacist immediately upon graduation. Although all eligibility requirements for North Dakota licensure are satisfied through hours received from the experiential program, students are encouraged to seek additional hours of internship experience by working during their free summer periods to enhance their learning throughout the professional program.

The North Dakota Pharmacy Practice Act allows a student to register as an intern with the Board of Pharmacy prior to beginning PharmD coursework as long as the student has completed a year of college and is registered

in the pre-pharmacy program. For more information concerning this and other internship program details, contact the Board Office as listed below.

Mark Hardy, PharmD, Executive Director

North Dakota Board of Pharmacy, 1906 East Broadway Ave, Bismarck ND 58501

Phone: (701) 328-9535; Fax: (701) 328-9536; Web Address: www.nodakpharmacy.com

Minnesota

The following is a synopsis of the Minnesota Board of Pharmacy internship regulations. Emphasis is placed on pertinent differences that exist between North Dakota and Minnesota regulations. Questions regarding points not covered in this section should be directed to the executive director of the Minnesota Board of Pharmacy whose name, address and phone number is listed below.

Application for registration as a PHARMACY INTERN in Minnesota is available only as on-line application at their web site: <http://mn.gov/boards/pharmacy> .

1. Students are eligible to register as a Minnesota pharmacy intern after successful completion of the first professional year of the pharmacy curriculum.
2. Students interning 240 hours of internship or more in the state of Minnesota are required to complete the Internship Competency Manual, available online at the Minnesota Board of Pharmacy website.
3. It is imperative that students register with and are issued an intern license through the Minnesota Board prior to beginning IPPE/internship experience (within the boundaries of the state of Minnesota), or credit will **not** be given for time accrued.

Jill Phillips, Executive Director Minnesota State Board of Pharmacy

335 Randolph Ave., Suite 230

St. Paul MN 55102

Phone: (651) 201-2825

Fax: (651) 215-0951

Web address: <http://mn.gov/boards/pharmacy>

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***Direct inquiries to: Vice Provost for Faculty & Equity and Title IX/ADA Coordinator, Old Main 201, 701-231-7708,
www.ndsu.edu/equity, ndsu.eoaa@ndsu.edu***

Reservation of Rights: Every effort has been made to provide accurate and current information, however, the right is reserved to change any of the rules and regulations of the university at any time, including those relating to admission, instruction, and graduation. The right to withdraw curricula and specific courses, change or discontinue programs, alter course content, change the calendar, and to impose or increase tuition and fees similarly is reserved. In some cases, requirements for programs and prerequisites for courses offered are effective even if they are not listed in this Handbook. All such changes are effective at such times as the proper authorities determine, and may apply not only to prospective students but also to those who already are enrolled in the university.