



Elective Approval Policy

As an important part of their curriculum PharmD students are required to complete at least 9 hours of professional elective course work from the Approved Course List prior to graduation. Elective course work must be taken while enrolled in the Doctor of Pharmacy program. Courses taken prior to matriculation into the PharmD program cannot be used to satisfy the professional elective requirement.

Approved Course List

The Approved Course List consists of courses that were reviewed by the PharmD Program Committee and determined to be appropriate for use in satisfying the professional elective requirement.

Ineligible Course List

The Ineligible Course List consists of courses that were reviewed by the PharmD Program Committee but did not meet the criteria for inclusion on the Approval Course List. These courses can be taken for personal enrichment, but will not count toward satisfying the professional elective requirement.

Submitting Courses for Approval

Before submitting a proposal students should review both the approved course listing and the ineligible course listing to prevent submitting a duplicate proposal. Students will be given the opportunity to submit proposals twice a year in September and February. Once received, complete proposals will be reviewed by the PharmD Program Committee. If successful, the course will be added to the approved elective list and the student will be notified. If the course is not approved, it will be added to the ineligible course list and the student will be notified.

Upon registering for elective courses students need to make sure the course is on the approved elective list. If a student wishes to have a course added to the Approved Course List they will need to reach out to the College Registrar. A link will be provided to a qualtrics survey that will request the following documentation:

1. Course information, including department, course number, course title, credit hours and terms offered
2. A paragraph explaining how the course fulfills the professional elective requirements
3. An electronic copy of the course syllabus

Upon submitting a completed proposal the information will be provided to the PharmD Program Committee for review and approval. The student will be notified via email of the outcome of the Committee meeting.

Review of Proposed Courses

Elective approvals will be reviewed twice a year, November and April, during the PharmD Program Committee meeting. Upon receiving a completed proposal from a student requesting the review of a course for the approved elective list, an email will be sent to the Committee containing the information provided.

Courses will be reviewed with the following criteria:

1. Rigor – Is the course appropriate for a graduate, professional program?
2. Relevance – Is the course relevant to the development of a professional pharmacy student?
3. Redundancy – Does this course unnecessarily repeat a substantial amount of content already covered in the required professional curriculum?

Timeline for Approval

Access to the schedule of classes is available to students roughly 5-7 weeks before enrollment appointments open. Below is a breakdown of the timeline for approval.

Term	Initial Student Submission Request	Submission Deadline	PharmD Committee Meeting	Decisions Returned to Students
Autumn	3 rd Full Week in February	The last Friday of February	Beginning of March	2 nd Week of March
Spring	2 nd Full Week in September	The last Friday of September	Beginning of October	2 nd Week of October
Summer	1 st Full Week in February	The last Friday of February	Beginning of March	2 nd Week of March