



Drake University Pharmacy Student Handbook

■ Updated July 2026

COLLEGE OF PHARMACY & HEALTH SCIENCES

2802 Forest Ave | Des Moines, IA 50311-4505 | T 515-271-3018



Table of Contents

<u>Introduction</u>	1
<u>College of Pharmacy and Health Sciences Vision</u>	1
<u>College of Pharmacy and Health Sciences Mission</u>	1
<u>Disclaimer</u>	1
<u>Accreditation</u>	1
<u>Student Feedback and Complaint Process</u>	2
<u>Educational Goals of the Doctor of Pharmacy Curriculum</u>	2
<u>Technical Standards for the PharmD Program</u>	3
<u>PharmD Curriculum</u>	5
<u>Admission into the Professional Program</u>	5
<u>Pathway Declaration and Progression</u>	7
<u>Dual Degrees</u>	7
<u>Pharmacy/MBA</u>	7
<u>Pharmacy/MPH</u>	7
<u>Pharmacy/MSL</u>	7
<u>Pharmacy/Law</u>	7
<u>Minors and Concentrations</u>	8
<u>Professional Electives Policy</u>	8
<u>Special Problems Courses/Research Opportunities</u>	9
<u>The Drake Curriculum</u>	9
<u>Areas of Inquiry</u>	9
<u>Honors Program</u>	10
<u>Adjunct Faculty</u>	10
<u>Pharmacy Advising and Mentoring</u>	10
<u>Purpose and Objectives of Blended Advising Model</u>	10
<u>Respective Roles</u>	11
<u>Office of Student Affairs</u>	11
<u>Faculty Mentor</u>	11
<u>Student</u>	11
<u>Course Registration</u>	11
<u>Degree Evaluations</u>	11
<u>Career and Professional Development</u>	12
<u>University Academic Regulations</u>	12
<u>Attendance and Enrollment Validation</u>	12
<u>Transfer Credit Policy</u>	13
<u>Credits by Examination</u>	13

<u>Grading Policy</u>	13
<u>Credit/No Credit</u>	14
<u>Graduation and Residency Requirements</u>	14
<u>CPHS Policies and Procedures</u>	14
<u>Credit Overload Request Procedure</u>	14
<u>Exception to Program Policy</u>	14
<u>Requirements for Progression</u>	15
<u>Remediation Policy</u>	16
<u>Final Grade Appeal Policy</u>	17
<u>Length of Program Policy</u>	17
<u>CPHS Academic Honors System</u>	18
<u>Academic Standing Policy</u>	19
<u>Non-Academic Suspension or Dismissal Policy</u>	20
<u>Appeal Process for Suspension or Dismissal</u>	20
<u>Re-Enrollment Policies</u>	20
<u>CPHS Honor Code Policy</u>	21
<u>CPHS Chemical Dependency Policy</u>	21
<u>Criminal Background Checks/Drug Screens</u>	21
<u>Electronic Communications Policy</u>	22
<u>Laptop Computer Requirement</u>	23
<u>Social Media Guidelines</u>	23
<u>Student Immunization Policy</u>	24
<u>Change of Legal Name Procedure</u>	24
<u>Pharmacy Tuition/Fees and Scholarships</u>	25
<u>Student Organizations</u>	25
<u>Standard Meeting Time</u>	25
<u>Board of Pharmacy Internship Requirements</u>	26

Introduction

The PharmD Student Handbook has been compiled to provide students important information regarding the Pharmacy curriculum, an overview of academic policies and procedures, and a list of resources and services offered through the University and the College of Pharmacy and Health Sciences (CPHS). Pharmacy students should be familiar with critical policies, procedures, and information related to all Drake professional students found in the [General Catalog of the University](#) and in the [University Student Handbook](#).

To the extent that the provisions of this handbook conflict with the General Catalog or the University Handbook, this handbook shall prevail regarding all Pharmacy students registered in the College of Pharmacy and Health Sciences. This handbook is not meant to discourage students from utilizing more personal sources of information; namely, faculty mentors, the Office of Student Affairs & Enrollment Management, or other members of the faculty. The pharmacy program of the Drake University College of Pharmacy and Health Sciences is accredited by the Accreditation Council on Pharmacy Education and is a member of the American Association of Colleges of Pharmacy.

The Vision for the College

A diverse community of learners leading the way to a healthy world.

College Mission Statement

Preparing Today's Learners to be Tomorrow's Health Care Leaders.

The College of Pharmacy and Health Sciences provides an intellectually stimulating learning environment with collaborative learning among students, faculty, and staff. Graduates are liberally educated professionals who are dedicated to serving their clients, patients, profession, and community. The College emphasizes excellence and leadership in education, service, and scholarship.

Disclaimer

None of the information provided here or elsewhere by the College of Pharmacy and Health Sciences constitutes a contract between the University and the student. The College of Pharmacy and Health Sciences reserves the right to make changes in curricula, admission policies, procedures, tuition and financial aid, academic standards and guidelines, student services, and other regulations or policies without giving prior notice.

Accreditation

Drake University College of Pharmacy & Health Sciences (CPHS) is accredited by the Accreditation Council for Pharmacy Education. The [Accreditation Council on Pharmacy Education](#) (ACPE), the pharmacy program accreditation agency, is required by the U.S. Secretary of Education to require its pharmacy programs to record and handle student complaints regarding a school's adherence to the ACPE Standards:

1. The student who wishes to file a complaint with the pharmacy accrediting organization (ACPE) should do so at: <https://www.acpe-accredit.org/complaints/>. The college/school will be contacted by ACPE for a response.
2. In addition, the student may communicate this to the Drake CPHS using an online form available [at this link](#). This form will be directed to the Student Affairs Office, where it will be considered, recorded, and a response provided.
3. The file of student complaints will be made available for inspection to ACPE at on-site evaluations, or otherwise at ACPE's written request. The findings of this inspection, and the resulting implication(s) to the accreditation of the professional program, shall be noted in the Evaluation Team Report.

Educational Goals and Objectives of the Doctor of Pharmacy Curriculum

Adopted by the Faculty: February 12, 2025

The purpose of the Pharmacy Professional Program is to provide the graduate with the relevant knowledge base, skills, attitudes, ethics and values to engage in the entry-level practice of pharmacy. The curriculum is designed to provide the graduate with competence in the following areas:

1.1 Scientific Thinking (Learner) Seek, analyze, integrate, and apply foundational knowledge of medications and pharmacy practice (biomedical; pharmaceutical; social, behavioral, administrative; and clinical sciences; drug classes; and digital health).

2.1 Problem-solving Process (Problem-solver) Use problem solving and critical thinking skills, along with an innovative mindset, to address challenges and to promote positive change.

2.2 Communication (Communicator) Actively engage, listen, and communicate verbally, nonverbally, and in writing when interacting with or educating an individual, group, or organization.

2.3 Cultural and Structural Humility (Ally) Mitigate health disparities by considering, recognizing, and navigating cultural and structural factors (e.g. social determinants of health, diversity, equity, inclusion, and accessibility) to improve access and health outcomes.

2.4 Person-centered Care (Provider) Provide whole person care to individuals as the medication specialist using the Pharmacists' Patient Care Process

2.5 Advocacy (Advocate) Promote the best interests of patients and/or the pharmacy profession within healthcare settings and at the community, state, or national level.

2.6 Medication-use Process Stewardship (Steward) Optimize patient healthcare outcomes using human, financial, technological, and physical resources to improve the safety, efficacy, and environmental impact of medication use systems.

2.7 Interprofessional Collaboration (Collaborator) Actively engage and contribute as a healthcare team member by demonstrating core interprofessional competencies.

2.8 Population Health and Wellness (Promoter) Assess factors that influence the health and wellness of a population and develop strategies to address those factors.

2.9 Leadership (Leader) Demonstrate the ability to influence and support the achievement of shared goals on a team, regardless of one's role.

3.1 Self-awareness (Self-aware) Examine, reflect on, and address personal and professional attributes (e.g., knowledge, metacognition, skills, abilities, beliefs, biases, motivation, help-seeking strategies, and emotional intelligence that could enhance or limit growth, development, & professional identity formation.

3.2 Professionalism (Professional) Exhibit attitudes and behaviors that embody a commitment to building and maintaining trust with patients, colleagues, other health care professionals, and society.

Upon graduation from the Drake University pharmacy program, the graduate also shall fulfill the outcomes of the Drake Curriculum.

Technical Standards for the PharmD Program

The professional program leading to the PharmD degree requires a certain level of cognitive, behavioral, and technical skill and ability inherent in a professional education. The following technical standards describe non-academic qualifications considered essential for successful completion of the educational objectives of the pharmacy curriculum. Candidates and students must possess the ability to perform or ability to learn to perform the non-academic skills listed below.

Students may seek reasonable accommodations for a disability, medical condition, or temporary injury/condition by contacting University's Office of Access and Success. The Office will determine a student's eligibility for and, when warranted, approve appropriate accommodations and services.

In all cases, the integrity of the curriculum must be maintained, and all elements deemed essential to successfully complete the program must be preserved. Fulfillment of the technical standards for the program does not guarantee the ability to fulfill any specific post-graduation field or employment technical requirements. Candidates or students who have concerns about meeting the technical standards should contact the Assistant Dean of Student Affairs.

Observational Skills:

Candidates and students must have the ability to:

- Acquire information presented through demonstrations, experiments, and exercises.
- Evaluate a patient accurately at a distance and close at hand to assess relevant health, behavioral, and medical information.
- Obtain and correctly interpret information through patient assessment and evaluation.
- Obtain and interpret patient information via electronic health records while maintaining patient confidentiality.

Communication Skills:

Candidates and students must have the ability to:

- Communicate interactively with patients to elicit information.
- Interpret nonverbal communication displayed by patients.
- Communicate effectively and sensitively to enable effective patient care including verbal, written and nonverbal communication.
- Communicate effectively and efficiently with all members of the health care team.
- Clearly and accurately record information necessary to document patient health care.

Clinical Skills:

Candidates and students must have the ability to:

- Perform physical examination and assessment.
- Perform diagnostic and therapeutic maneuvers to provide patient care.
- Respond to emergency situations in a timely manner.
- Follow universal precaution procedures and applicable safety standards for the environment.

Intellectual, Conceptual, Integrative and Quantitative Abilities:

Candidates and students must have the ability to:

- Consistently, quickly, and accurately integrate information received.
- Integrate, analyze, synthesize, and interpret data in order to make decisions in clinical settings where there may be distractions.
- Perform clinical functions in a timely manner and under a high amount of stress in diverse clinical settings and patient populations.
- Perform clinical functions where others may be present.
- Perform basic mathematical functions and read and interpret information in an accurate and timely manner.
- Integrate and process information promptly and accurately in a time-sensitive environment.
- Process information to solve problems, make decisions quickly, and respond immediately when necessary.
- Interpret causal connections and make accurate, fact-based conclusions based on available data and information.
- Formulate a hypothesis and investigate potential answers and outcomes to reach appropriate and accurate conclusions.

Behavioral and Social Attributes:

Candidates and students must have the ability to:

- Exercise good judgment.
- Promptly complete all responsibilities.
- Develop mature, sensitive, and effective relationships with patients and others (team members, families, caregivers, etc.).
- Effectively handle and manage heavy workloads and function effectively in stressful situations.
- Adapt to changing environments and display flexibility.
- Function in the face of uncertainties inherent in-patient care.
- Demonstrate compassion, integrity, concern for others, interpersonal skills, interest, and motivation.
- Accept feedback and respect boundaries.
- Care for all patients in an effective and respectful manner regardless of any protected status.
- Understand and function within the legal and ethical aspects of the practice of pharmacy.
- Display ethical and moral behaviors commensurate with the role of a pharmacist in all interactions.

The applicant should evaluate themselves for compliance with these technical standards. Students sign an acknowledgement during CPHS Professional Student Orientation confirming that they have received, read, and know all requirements in the program student handbook including program technical standards. The CPHS Office of Student Affairs and Enrollment Management maintains record of this acknowledgement.

The PharmD Curriculum

Effective Fall 2025, students may pursue either the Traditional or Extended PharmD Pathway. The pharmacy curriculum is designed to be responsive to evolving trends and standards within the profession; as a result, course requirements may vary based on catalog year or anticipated graduation term. For the most current curriculum requirements, please visit the [CPHS Advising](#) website.

Admission to the Professional Program

Doctor of Pharmacy (PharmD) Program Admissions Policy

1. Admission Philosophy

Admission to the Drake University PharmD program is based on academic and personal qualifications that are necessary for successful, competent practice as a pharmacist. Candidates are evaluated based on the fit between their personal goals and the mission and goals of the PharmD program. Prior education, work experience, honors, awards, service to others and leadership activities are also considered in the admission process. Prior shadowing in a pharmacy environment is helpful, but not required.

Drake University's Doctor of Pharmacy (PharmD) program operates on a rolling admission process. We will interview and admit students until the P1 class is full and a sufficient number of applicants have been identified for the wait list. We recommend submitting application materials early in order to ensure your application is processed and considered in a timely manner. Students with strong applications and academic credentials will be invited to complete the second phase of the admission process, which includes a required virtual or on-campus admission interview.

2. Application Requirements

Students who complete their prerequisite coursework at another regionally accredited institution or in a major other than pre-pharmacy at Drake may apply to our PharmD program by meeting the following requirements. Please note that these are the requirements applicants must meet in order for their applications to be considered complete. Meeting these requirements does not guarantee admission to the PharmD program. These requirements can also be found on our [PharmCAS School Directory page](#).

- Submit an application through the Pharmacy College Application Service (PharmCAS).
- Complete the required Drake-specific questions within the PharmCAS application.
- Complete at least 2 years of undergraduate coursework (approximately 64 credit hours).
- No minimum GPA is required, although 3.0 (as calculated in PharmCAS) is considered competitive.
- Complete (or be in the process of completing) the prerequisite coursework outlined below. All required courses must be completed by the end of the summer term prior to entering the PharmD program.

3. Prerequisite Coursework

Applicants must complete the following prerequisites by the end of the summer term preceding enrollment. Beginning with the Fall 2028 first-year pharmacy (P1) class, students must earn a grade of C- or higher to fulfill prerequisite courses. Students who wish to fulfill prerequisites using Advanced Placement (AP) scores must earn a 4 or higher on the AP exam. Students may transfer in a cumulative maximum of 66 credit hours from all 2-year institutions they have attended. Generally, math and science prerequisites must be completed within ten years of application. Coursework outside of the ten-year timeframe may be considered on a case-by-case basis for applicants with extensive relevant experience in a subject area. Please see Drake University's [Transfer Credit Information page](#) or contact the College of Pharmacy and Health Sciences at (515) 271-3018 for more information.

Subject	Courses/Credit Hours	Drake Courses
General (Inorganic) Chemistry A complete year course sequence in general (inorganic) chemistry is required. Courses must fulfill the prerequisite requirements for organic chemistry. Labs are required.	2 courses/8 credit hours (including labs)	CHEM 001, 002, 003, 004
Organic Chemistry A complete year course sequence in organic chemistry is required. Labs are required.	2 courses/8 credit hours (including labs)	CHEM 097, 098, 108, 110
Biological Sciences A complete year course sequence in the biological sciences is required. Must include topics in human anatomy. Additional courses may include ecology, evolution, anatomy/physiology, cell biology, and biological diversity/structure. Labs are required.	2 courses/8 credit hours (including labs)	BIO 012, 012L, HSCI 141, 141L
Microbiology A one-semester course in microbiology is required. A course intended for health care majors is recommended. A lab is not required.	1 course/3 credit hours	BIO 095
Statistics A one-semester course in general statistics is required. Business statistics, psychology statistics, or biological science statistics courses are accepted.	1 course/3 credit hours	HSCI 060, STAT 071, or STAT 072
Calculus A one-semester course in calculus is required. Business calculus, applied calculus, or calculus courses designed for the social sciences are accepted.	1 course/3 credit hours	MATH 050 (or MATH 070 or 100)
English Composition/Writing A complete year course sequence in college-level English writing or composition is required. The sequence can be made up of a one-semester college-level composition course and a one-semester intensive writing course.	2 courses/6 credit hours	FYS and Written Communication AOI
Public Speaking A one-semester course focused on public speaking is required. Students may submit non-public speaking courses for syllabus review if the course contains a robust classroom presentation component. Interpersonal communication courses will NOT be accepted.	1 course/3 credit hours	ENG 063

General Electives

22 credit hours

[Drake Curriculum](#)
[Areas of Inquiry](#)

22 semester credit hours in general electives are required; Drake requires students to complete a minimum of 2 years of undergraduate coursework (at least 64 credit hours).

Pathway Declaration and Progression

Students are required to declare their pathway (Traditional or Extended) upon admission to the PharmD program. Once the Last Day to Add of the first semester of the PharmD program has passed, students are not permitted to switch between pathways. If a student in the Traditional Pathway needs to slow their progression due to performance, illness, or personal concerns, the progression policies for the Traditional Pathway will apply.

Movement from the Extended Pathway to the Traditional Pathway is not allowed, as courses in the Traditional Pathway that are taken concurrently are taken across different semesters in the Extended Pathway.

Students in the Extended Pathway may register for additional courses beyond those outlined in the curriculum guide on a case-by-case basis. It is recommended that they revise their academic plan in consultation with their Advising Specialist and/or Faculty Mentor to understand any potential impact on progression. Adding courses does not equate to following the Traditional Pathway curriculum.

Dual Degrees

The College of Pharmacy and Health Sciences offers opportunities for Doctor of Pharmacy students to pursue a master's level dual degree in Business Administration, Public Health, and Leadership. PharmD students also could pursue a dual degree in law, a Doctor of Jurisprudence (JD).

[Pharmacy/MBA](#)

[Pharmacy/MPH](#)

[Pharmacy/MSL](#)

[Pharmacy/Law \(JD\)](#)

Additional Information

Once admitted to a dual degree program, MBA, MPH, MSL, and Law credits will fulfill the required professional pharmacy electives (5 credits). Additionally, students in the MBA and MSL programs begin to earn graduate level credits and will have two separate grade point averages on their Drake transcript: Professional Health Care GPA and Graduate GPA. The following graduate coursework will be applied to professional pharmacy electives and count towards both the Professional Health Care GPA and Graduate GPA:

- MBA: MBA 240 and MBA 245
- MSL: LEAD 202 and LEAD 203
- LAW: LAW 106 and LAW 108

Students admitted to the MPH program at Des Moines University will have a graduate level transcript and GPA through Des Moines University. Students in the Law program will have a Law GPA in addition to their Professional Health Care GPA.

Minors and Concentrations

Drake University has established departmental requirements for academic minors and concentrations. Students who earn academic minors and/or concentrations will have these credentials recorded on their diplomas and on their transcripts. Pharmacy students, based on catalog regulations, should be able to earn minors or concentrations in many different disciplines without expanding the hours required for graduation.

Common minors and concentrations for pharmacy students include a second language, Psychology, Global and Comparative Public Health, Diabetes, and Leadership. However, pharmacy students can pursue a minor or concentration in any academic area. A complete list of minors and concentrations is available on the [Undergraduate Programs website](#). For information regarding the requirements for minors or concentrations, see the departmental website and the [Drake University Academic Catalog](#).

Students interested in pursuing an academic minor or concentration should coordinate their coursework with the CPHS Office of Student Affairs. Students may declare a minor/concentration using the Change of Record Request link under the Student Records menu on the [MyDrake](#) Student Homepage.

Professional Electives Policy

Core curricula of CPHS degree programs may require professional elective courses that permit exploration of and/or advanced study in areas of professional interest within the student's primary degree.

Professional electives provide the student with an opportunity to not only pursue areas of intellectual interest, but also to develop an individual "brand" that may benefit them in their professional or academic future. Professional electives should (a) expand upon information presented in the standard curriculum, (b) introduce new information that is relevant to the field of study, (c) or prepare the student for graduate study. Professional electives must be CPHS-labeled courses, those indicated on approved curriculum guides, or courses otherwise approved by the College's Academic Affairs Committee (AAC). Any professional elective must be numbered 100-level or higher for graduate and doctoral-level programs. Other courses (even if taught by CPHS faculty) are not considered professional electives except with an approved Exception to Program Policy (request form available on the [CPHS Forms Library](#)). AAC shall review and approve courses as professional electives when submitted for consideration as a professional elective by the instructor. CPHS professional electives will be indicated in the Drake University Academic Catalog.

Students who desire to have a non-approved elective count toward professional elective credit should apply for an Exception to Program Policy, via the form available on the CPHS Forms Library, prior to taking the course whenever possible. Professional electives must be taken for a grade unless the course is designed as credit/no credit. Students should refer to their degree evaluation for determination of the total number of required professional electives.

Additional policies for Doctor of Pharmacy Professional Electives:

- Professional electives should be taken no earlier than the first semester in the PharmD curriculum. Professional electives taken prior to admission into the professional program are not to be counted toward the required total. If the required total is not met, it may delay the student's progression to advanced pharmacy practice experiences.

- Independent study may be allowed as professional elective credit if (a) the experience is not applied toward required course and (b) appropriate for the degree of study. While students may engage in multiple independent studies as allowed by their schedule, no more than 50% of total professional elective credits required may be obtained via independent study. Independent study must be conducted with CPHS faculty to be considered as a professional elective.
- Students completing the joint degree programs for MBA, MPH, JD, and MSL may apply these courses in these programs toward professional elective requirements.
- Students completing any PharmD concentration offered by CPHS, the Global and Comparative Public Health Concentration, or the Leadership Education and Development Minor may apply core required (100 level) courses in these programs toward professional elective requirements.

Special Problems Courses/Research Opportunities

Students may elect to enroll in Special Problems in Pharmacy courses (PHAR 164-166) in the professional program. These are one to three credit hour courses which must be prearranged and approved by the overseeing faculty member, department chair, and Associate Dean. Many students will enroll in these courses as an opportunity to participate in undergraduate research in a specific area in pharmacy. These courses may be used towards the general and professional elective requirements in the curriculum. To enroll in a special problems course, an [independent study form](#) must be completed by the student and the faculty member overseeing the program. Before completing the form, the faculty member and student should discuss the independent study description, objectives, and activities. The Independent Study Form is approved and signed electronically by the overseeing faculty member, department chair, and Associate Dean. Additional information regarding research opportunities is available on the [Undergraduate Research website](#).

The Drake Curriculum

The Drake Curriculum is not required of those students who meet the criteria of Drake's [General Education Articulation Agreement](#).

Areas of Inquiry

Pharmacy students who do not meet the criteria of the General Education Articulation Agreement will complete the Drake Curriculum. The Drake Curriculum serves to provide students the breadth of knowledge and skills necessary to function in a complex and rapidly changing world. There are two components to the Drake Curriculum: First-Year Seminar (FYS) and a set of Areas of Inquiry (AOI) requirements or Honors Program requirements. Each component is described on the [Drake Curriculum website](#). The following table lists the AOIs that are completed through the pre-pharmacy and PharmD major requirements and those that will be fulfilled by various electives. Note that one course may only fit into one area.

Area of Inquiry	Required Pharmacy Course
Artistic Literacy	Elective
Engaged Citizen	PHAR 171: Health Care Systems and Policies
Historical Foundations	Elective
Global & Cultural Understanding	Elective
Written Communication	Pre-Requisite Requirement for PharmD Program
Information Literacy	PHAR 145: Basic Pharmacy Skills & Applications II
Scientific Literacy (including lab)	BIO 012/L: General Biology I & Lab

Quantitative	MATH 050: Calculus I
Values & Ethics	PHAR 162: Pharmacy Law & Ethics
Equity & Inclusion	PHAR 184: Advanced Pharmacy Skills & App I

Honors Program

Students can choose to complete the [Honors Program](#) rather than the AOIs to fulfill the Drake Curriculum. The following table lists the courses required of students pursuing the Honors Program, and those that are fulfilled by the pharmacy requirements.

Honors Requirement	Pre-Professional Course
Scientific Literacy (including lab)	BIO 012/L: General Biology & Lab I
Quantitative Literacy	MATH 050: Calculus I
Artistic Literacy	Elective
HONR 100: Paths to Knowledge	Elective
15 additional credits in Honors	Electives

Adjunct Faculty

Adjunct faculty members are evaluated and appointed by the University after approval by the Colleges faculty. Adjunct faculty members are utilized primarily in the Introductory Pharmacy Practice Experiences (IPPE) and Advanced Pharmacy Practice Experiences (APPE) of the curriculum. These are established and respected scientists, practitioners, and administrators who participate in the program on a volunteer basis. Adjunct faculty serving these roles are referred to as preceptors. Preceptors are responsible for the on-site supervision, teaching, and evaluation of pharmacy students IPPE and APPE activities.

Pharmacy Advising and Mentoring

Purpose and Objectives of Blended Advising Model

The CPHS blended advising model seeks to support the mission of Drake University and the Pharmacy program in the provision of a student-centered learning environment. This academic care team includes a faculty mentor and an advising specialist through the Office of Student Affairs. Through the model, students have multiple sources of information to address questions related to the PharmD curricular objectives and their professional goals. An individual academic plan will be developed by the student with input from the faculty mentor and advising specialist. The development of the plan will seek to achieve the following:

- I. confirmation of the student's major and track within the pharmacy program,
- II. discussion of professional life goals including career paths and post-graduate work,
- III. satisfactory completion of requirements of the program,
- IV. completion of annual requirements for progression within the program,
- V. development of skills necessary for succeeding in the program that they have chosen, and
- VI. referral of the student to resources and services on campus if needed.

Respective Roles

Office of Student Affairs (Advising Specialist)

- I. Answer student questions regarding registration, credit completion, course transfer process, and study abroad opportunities
- II. Coordinate registration process, verifying appropriate registration of courses
- III. Review/approve educational plan and transfer credit requests
- IV. Update degree evaluations regarding substitutions, program exceptions, and transfer courses
- V. Serve as a resource for additional degree opportunities such as minors and concentrations and accelerated programs
- VI. Coordinate and communicate opportunities for internship, study abroad, research, and post-graduate study

Faculty Mentor

- I. Help students adapt to the college environment
- II. Assist in the development of the student's academic plan by providing input and feedback
- III. Encourage discussions about the appropriateness of their chosen career path and the career options within the profession
- IV. Assist students in identifying opportunities for professional skill development
- V. Make appropriate referrals to university student service offices when academic or personal difficulties arise
- VI. Discuss professional career path opportunities and requirements

Student

- I. Initiate conversations with academic care team
- II. Utilize resources and services provided by the Office of Student Affairs and Enrollment Management
- III. Access degree evaluation to verify correct records
- IV. Be familiar with policies/procedures and take responsibility for deadlines and if unsure, ask
- V. Take an active role in the development of the advising process
- VI. Research career and professional pathways
- VII. Seek out opportunities for involvement, leadership, and professional development
- VIII. Maintain and update the individual academic plan

Course Registration

Pharmacy students complete registration online through the University's Self Service system. Students can access Self Service through [myDrake](#). The Drake University Office of the Registrar provides comprehensive information regarding the registration process including adding and dropping courses, error messages, wait lists, and registration dates and times on the [Registration webpage](#). In addition, the CPHS Office of Student Affairs distributes detailed registration information to students through email communication and the CPHS Weekly Announcements.

Degree Evaluations

Degree evaluations are a tool that enable students to evaluate their progress towards graduation. Pharmacy students are responsible for reviewing their degree evaluations on a periodic basis to assure that transfer credits are received, and curricular requirements are being met. Students should always

generate a new degree evaluation when reviewing their progress. Students are encouraged to view the [CPHS Advising webpage](#) for tools and resources regarding advising, course registration, and degree evaluations.

Career and Professional Development

Students are responsible for shaping their own careers, but CPHS supports them through a range of opportunities. A dedicated Career Services liaison, faculty mentors, and professional organizations all provide guidance on career planning and internship preparation throughout the pharmacy curriculum.

CPD I-VII: Continuing Professional Development

A structured series of courses integrated throughout the curriculum, featuring pharmacy guest speakers and workshops on CV writing, letters of intent, interview strategies, board preparation, and more.

Internships

Pharmacy students may begin earning internship hours in Iowa starting the first day of their first professional year. Internship opportunities are posted on [Handshake](#), Drake's online job platform. Networking with peers, faculty, and professional organizations is also a valuable way to discover opportunities.

Employer Connections

Pharmacy recruiters and employers engage with students through seminars, on-campus recruiting events, and career fairs to discuss their opportunities.

Graduate Symposium

A culminating spring event held prior to commencement, featuring informative sessions on post-graduation planning, NAPLEX/MPJE preparation, loan repayment, and more. The day concludes with a celebration with faculty and the P4 Awards Ceremony.

Each year at the College of Pharmacy and Health Sciences Doctoral Hooding and Commencement Ceremony, graduates complete a survey detailing their post-graduation plans, including employer, salary, and geographic location.

University Academic Regulations

Attendance and Enrollment Validation

Attendance is the responsibility of students and is essential for ideal learning to take place. Faculty members appreciate the courtesy of knowing when commitments cannot be met. Attendance policies are determined for each course by the instructor(s) and will be presented to the students at the beginning of that course. Failure to attend the first class may result in the student being dropped from the course. Noncompliance with attendance policies may affect the final grade in a course.

In the event of extenuating circumstances, students should contact the Office of Student Affairs for assistance in notifying instructors of their absence from class.

Additional information regarding [Attendance and Enrollment Validation](#) is available in the Drake University Undergraduate General Catalog.

Transfer Credit Policy

Transfer credits are reviewed by the Office of the Registrar upon receipt of official transcripts from the transfer institution. The CPHS Office of Student Affairs & Enrollment Management may exercise additional discretion to award transfer credit for curricular requirements. The complete Transfer Credit Policy is available on the Drake University Office of the Registrar [Transfer Credit Information](#) webpage.

Important Notes:

All records of transfer credits must be received prior to beginning Advanced Pharmacy Practice Experiences. Students who desire to enroll in coursework at other U.S. institutions should complete the [Transfer Credit Request Form](#) to assure that the course will fulfill the intended requirement. Students who do not believe their coursework has been equated appropriately should contact the CPHS Office of Student Affairs & Enrollment Management. Pharmacy students are awarded a maximum of four credits of career/vocational technical transfer coursework.

Credits by Examination/Advanced Placement

Pharmacy students may earn college credit by examination through the College Level Examination Program (CLEP), Advanced Placement (AP) Tests, International Baccalaureate Program (IB), and/or other special credit examinations. Students are ineligible to earn credit by examination in a lower-level course in a sequence of courses after they have completed a higher-level course in the same sequence. Credits may not be earned through CLEP or other examinations that duplicate credit previously earned. Students are not eligible to earn credit through an examination if they have withdrawn from an equivalent course after the midpoint of the semester. Credit earned by examination does not apply to the last 30 hours, which must be earned at Drake. More information is available on the [AP, IB, CLEP Credit](#) webpage on the Registrar's website.

Grading Policy

Information regarding Grades and GPA can be found on the [Office of the Registrar website](#).

Pharmacy students are required to obtain a C or higher (CR in 'credit/no credit') in all required courses in the professional program. Pharmacy students are permitted to repeat a required course one time only. Students who fail to receive a C or higher (CR in 'credit/no credit') in the repeated course will be dismissed from the pharmacy program.

During the experiential rotation coursework, students who do not achieve and maintain a minimal proficiency score of three (3) as defined in the Pharmacy Experiential Manual will be required to complete a remediation rotation. If enrolled in a remediation rotation, students who receive a failing grade (NC) will be dismissed from the pharmacy program.

Once a student enters the professional program, all didactic coursework must be completed in four years. Students who are unable to complete the didactic coursework in this time period will be dismissed from the program.

Credit/No Credit

Pharmacy students may register for and apply a maximum of 9 hours of coursework on a credit/no credit basis toward graduation. These courses may only count as general elective credits. Courses regularly graded on a credit/no credit basis are not included within the maximum 9 hours. Students wanting to enroll in a course for credit/no credit should review the complete [Credit/No Credit](#) policy and procedures outlined in the Drake University Undergraduate Catalog.

Graduation and Residency Requirements

A student is required to be in residence in the College of Pharmacy and Health Sciences for all professional education coursework to be eligible for graduation.

Students must meet the following requirements to graduate with a PharmD degree from the College of Pharmacy and Health Sciences:

1. Successfully complete all academic requirements and be in good standing with the University.
2. To the extent that such information is brought to the attention of the dean, exhibit the requisite professionalism, character, and professional promise in the judgment of the Dean of the College of Pharmacy and Health Sciences.
3. Satisfactorily resolve all financial obligations owed to the University.

The final responsibility for the completion of graduation requirements is the student's responsibility, and accordingly, each student should become familiar not only with the curriculum but also with the academic regulations of the College.

CPHS Policies and Procedures

Credit Overload Request Procedure

1. Complete and submit the [Credit Overload Request Form](#) found on the [Office of the Registrar's website](#), prior to registration day/time. This form must be completed prior to the conclusion of the second week of the semester.
2. The [Credit Overload Request Form](#) will be reviewed by the CPHS Student Affairs Office. Students will receive a confirmation email once the form is reviewed and processed.
3. Overload fee waiver requests are reviewed in the first weeks of the fall and spring semesters. Students waiting on the review of their overload fee waiver request should not pay the overload fee but wait for the review process to be carried out and the fee to be removed by Student Account Services.
4. Overload Fee Waiver requests made after the third week of a fall or spring semester will not be considered and the student will be responsible for the fee incurred.

Exception to Program Policy

Pharmacy students may request a course waiver, course substitution, or other program exception via the Exception to Program Policy form available on the [CPHS Forms Library](#). Requests will be considered by the Associate Dean of Curriculum and Assessment in consultation with the student's faculty mentor, the Offices of Student Affairs and Enrollment Management, and/or the College Administrative Committee inclusive of college administrators and department chairs.

Requirements for Progression

There are several policies that impact progression in the PharmD curriculum and, if not met, may result in a delayed graduation date. These policies are summarized below.

1. Once a student enters the professional program, didactic coursework (non-APPE requirements) must be completed in four years. Students who are unable to complete the requirements in this time period will be dismissed from the program. (see also in Grading Policy section)
 - a. If a student's program is extended to four years of didactic coursework, PHAR 175 and PHAR 176 (Continuing Professional Development V and VI) must be taken in the fourth year as these courses are intended for students who will enroll in PHAR 285: Rotations the following May.
2. Students are required to obtain a C or higher (CR in 'credit/no credit') in all required courses in the professional program. (see also in Grading Policy section)
3. Students are permitted to repeat a required course one time only. Students who fail to receive a C or higher (CR in 'credit/no credit') in the repeated course will be dismissed from the pharmacy program. (see also in Grading Policy section)
4. Students who fail to earn a C or higher (CR in 'credit/no credit') in three or more required courses during a semester will automatically have a delayed graduation date of one academic year.
5. Students who do not have a delayed graduation date and fail to earn a C or higher (CR in 'credit/no credit') in required coursework cannot repeat more than 2 courses during a semester.
6. Students who are repeating coursework during a semester cannot enroll in more than 21 credit hours.
7. Any student's academic standing or non-academic suspension status can delay progression in the professional pharmacy program. Specific criteria may be found in the Academic Standing Policy and Non-Academic Suspension Policy sections of this handbook.
8. Progression to advanced pharmacy practice experiences requires completion of 170 credit hours. This includes all requirements for entry into the professional pharmacy program as well as successful completion of all the requirements of the professional pharmacy program.
9. Information obtained from background checks and drug screens may inhibit students from progressing in the professional program. (See also Criminal Background Checks and Chemical Drug Screening policies).
10. Successful progression to graduation means the Advanced Pharmacy Practice Experience (APPE) coursework has been completed and the student has achieved and maintained a minimal proficiency score of three as defined in the Pharmacy Experiential Manual. Students who do not meet this requirement may be placed in an experiential remediation course. Students who receive a failing grade (NC) in the experiential remediation course will be dismissed from the pharmacy program. (See also Grading Policy section)
11. Successful progression to graduation means completing all academic requirements and be in good standing with the University. (See also Graduation Requirements section)
12. Candidates for graduation must have at least a 2.00 cumulative grade point average. (See also University Graduation and Residency Requirements section)

Note on tracking progression: At the end of each semester, the Office of Student Affairs reviews student progression in the professional program and monitors graduation timelines to improve student services and communication. If a student does not meet a progression policy outlined in this document,

the Office will notify the student and require submission of the [Professional Student Progression Agreement](#). This ensures that any revisions to the academic plan are properly documented and that the student understands the relevant progression policies. Students with a delayed graduation date must also meet with a representative from the CPHS Office of Student Affairs and a Pharmacy Department Chair to develop a revised academic plan and ensure appropriate support is in place.

Students may also be required to repeat previous coursework in the event of significant content changes.

Remediation Policy

Purpose

To promote a culture of student success, this policy outlines policies and procedures for course remediation for students at risk for a grade of less than C but greater than or equal to 60%. Remediation is intended to provide students with an opportunity to demonstrate competency in a required didactic course while minimizing disruption to progression. This policy governs students in the Doctor of Pharmacy Professional (PharmD) program. This policy will be effective Fall 2026, is not retroactive, and may be amended at any time.

Definitions

- Course Remediation: a process in which some or all information regarding core concepts within the course are re-introduced and the student is re-assessed to demonstrate competency.
 - An example remediation might involve the student viewing previously recorded lectures, completing assignments, discussing material with course instructors, and repeating assessments to demonstrate knowledge.
 - Elective courses, experiential courses (i.e., Introductory or Advanced Pharmacy Practice Experiences—IPPE or APPE), and skills-based courses (e.g., Pharmacy Skills and Applications) are not eligible for remediation.
- Course Retake: Student retakes a course in its entirety the next time the course is offered, possibly delaying graduation.

Eligibility

Reasonable efforts will be made to ensure remediation is available. However, due to potential extenuating circumstances, remediation offerings cannot be guaranteed. In this case, the student would re-take the course at the next available course offering.

If course remediation is offered, the student must also meet the following conditions to be eligible:

1. Course grade of less than a C and greater than or equal to 60%.
 - a. Must not have failed the course due to a code of conduct violation (e.g., cheating, plagiarism)
 - b. Must not have made less than a C in the same course previously
2. May complete the remediation process for only one course during an academic semester.
3. Must have shown investment in the original course, as determined by the course coordinator.
 - a. Investment is demonstrated through regular course engagement (e.g., timely submission of assignments, class attendance, seeking support, responsiveness to communications).

Procedure

The student will indicate their desire to pursue remediation through email communication to the Assistant Dean for Student Affairs (ADSA) within 48 hours of the Registrar's grade deadline. The ADSA will review the student's academic record and consult with the course coordinator to determine if remediation will be offered. The decision on whether remediation will be offered will be communicated to the student within 3 business days after receipt of the request. If remediation is not offered or the student is not eligible, the student will retake the course if the student has not already repeated the course.

If remediation is offered, the following will occur:

1. The student will have the letter grade that they initially received recorded as their final grade with the Office of the Registrar.
2. The course coordinator, in collaboration with the ADSA, will determine the timeframe for remediation. Most often, this will be during the J-term for fall courses and the summer term for spring courses. The remediation must be complete prior to the start of the next academic semester. The date will be documented on the Remediation Plan.
3. The student will meet with the course coordinator to complete and sign a Remediation Plan outlining the actions needed to learn the material, the methods of assessment, and the feedback the student will receive throughout the process. A copy of the plan will be on file with the ADSA until completion of the course remediation.
4. If the student successfully completes remediation with a passing grade, the course coordinator will complete a change of grade submission, and the student's original course grade will be replaced with a "C". Students seeking to have Academic Notice removed from their transcript for that term must contact the Registrar's Office.
5. If a student is unsuccessful in remediation, the student will retain the grade that was submitted to the Registrar prior to the remediation attempt. The student will be referred to the ADSA for discussion of their academic plan. The student would remain eligible to retake the course.
6. Students remediating a course may complete remediation activities alongside other students; therefore, confidentiality regarding a student's need to participate in remediation cannot be guaranteed.

Final Grade Appeal Policy

Pharmacy students may appeal a final grade in a course. It is the right and responsibility of the faculty to establish students' grades. Thus, the appeal process for students who question a final grade in a course is to discuss the grade with the instructor and provide clear and convincing evidence of procedural error, instructor bias, and/or arbitrary grading. Students are expected to review the full [Final Grade Appeal Policy](#) to determine if their circumstances fulfill the evaluation criteria for an appeal.

Length of Program Policy

Once a student enters the professional program, all didactic coursework must be completed in four years. This four-year timeframe may be paused for medical or personal leave approved by the College as outlined elsewhere in this document. However, the entire PharmD curriculum must be completed within 150% of the expected timeline (i.e., 6 academic calendar years) laid out in the current PharmD curriculum guide inclusive of approved medical or personal leave, suspensions, repeated courses, and experiential coursework. Students who are unable to complete all coursework within this period will be dismissed from the program.

Students requiring any absences from the College for greater than 12 cumulative months must meet with the Assistant Dean of Student Affairs for development of an academic success plan upon re-entry into the program. The Assistant Dean of Student Affairs in consultation with the department chairs of the Department of Pharmaceutical and Administrative Sciences and Pharmacy Practice Department will appoint an ad hoc committee for review of the student's case. The ad hoc committee will be comprised of the student's faculty mentor, one member of the Department of Pharmaceutical and Administrative Sciences, and one member of the Pharmacy Practice Department. The ad hoc review committee may suggest items including, but not limited to:

- Examination(s) that may reveal retention of knowledge of prior coursework
- Repeating select courses for grade or audit
- Assignment of other remediation including study with individual faculty members for focused content
- Setting specific timelines for completion of remaining coursework
- Follow up meeting plan with a faculty mentor or the Student Affairs Office to determine progress

The ad hoc review committee may also conclude that no special remediation steps are needed. The Assistant Dean of Student Affairs will review the recommendations with the student and make a final plan available to any necessary parties.

Academic Honors System

The College of Pharmacy and Health Sciences (CPHS) is committed to recognizing academic excellence among its students. The CPHS Academic Honors System was established to honor those who have demonstrated outstanding academic achievement in their professional programs. This system will acknowledge students' hard work and dedication by awarding special distinctions at commencement and on their official academic records.

Recognition in the commencement program is based on the student's Professional Level Grade Point Average (GPA) as of the end of the Fall semester prior to graduation. Distinctions noted on the academic transcript and diploma are based on the Professional Level GPA as of the end of the Spring semester before graduation. The distinction designations are as follows:

- Honors (White Cord)
 - o GPA: 3.50 - 3.69
- High Honors (Silver Cord)
 - o GPA: 3.70 - 3.89
- Highest Honors (Gold Cord)
 - o GPA: 3.90 - 4.00

Pharmacy students may earn academic honors each semester—such as recognition on the Dean's or President's List—based on their combined GPA. Eligibility criteria for the [Dean's and President's List](#) is outlined in the Drake University Undergraduate Catalog.

Additional recognition including University Honors Program participation and membership in an honorary society is awarded at the time of graduation in the University Commencement program. For more information, visit the [Honors at Graduation](#) webpage.

Academic Standing Policy

Objective and Purpose

The College of Pharmacy & Health Sciences (CPHS) is responsible for monitoring and notifying professional students who are not making satisfactory progress toward degree completion. This policy defines academic progress, as indicated on the student record, and how academic progress affects a student's academic standing at the university.

Academic Standing Policy

The CPHS academic standing policy is grounded in the philosophy that students enrolled in a professional program should:

1. maintain a level of C or higher (CR in 'credit/no credit') grade performance in all required courses and
2. demonstrate they can reasonably expect to attain the 2.00 cumulative professional level grade point average (G.P.A.) required for graduation within the length of program policy.

Procedure

The CPHS Office of Student Affairs will review academic progress standards at the end of each fall and spring semester. Evaluation of academic progress is based on all coursework completed at Drake University during the respective semester regardless of the level of the course. If a student receives a grade change after academic standing determinations have been made, the student can petition to have their academic standing re-evaluated through the midpoint of the following semester.

It is the CPHS practice to email academic standing notifications to the student's official Drake University email address within 10 business days of the semester's final grade submission due date.

Academic Progress Standards

Students must meet both academic progress standards to be considered in good academic standing with the university.

Standard 1: Minimum Grade Requirement

Students are required to obtain a C or higher (CR in 'credit/no credit') in all required courses.

Standard 2: Cumulative GPA

Students must maintain a 2.00 cumulative professional level grade point average (GPA) and remain on track to graduate within the length of program policy. Only coursework taken at Drake University is included in the cumulative GPA calculation.

Academic Standing Designations

Good Academic Standing

A student who satisfies both academic progress standards is in good academic standing. A notation of "Good Academic Standing" will be recorded on the student's transcript for the respective semester of evaluation.

Academic Notice

A student who does not satisfy one or both academic progress standards at the end of the semester will be placed on academic notice. A notation of "Academic Notice" will be recorded on the student's transcript for the respective term of evaluation and will remain each semester until the student

returns to good academic standing. To return to good academic standing, the student must satisfy both academic progress standards by retaking coursework in which they received a non-passing grade. (See also Requirements for Progression section)

Academic Dismissal

A student will be dismissed from the program if they fail to receive a C or higher (CR in credit/no credit') in a repeated course. A notation of "Academic Dismissal" will be recorded on the student's transcript for the respective semester of evaluation. Students may appeal against their academic dismissal by following the appeal process outlined below. If the appeal is denied, the action is permanent, and the student may not be readmitted to the professional program. (See also Requirements for Progression section)

Non-Academic Suspension or Dismissal Policy

Suspension or Dismissal from the College and/or University may result from failure to adhere to any of the following policies:

1. [CPHS Honor Code Policy](#)
2. [CPHS Chemical Dependency Policy](#)
3. [Nondiscrimination and Accessibility Policies](#)
4. [Drake University Student Code of Conduct](#)
5. [Student Immunization Policy](#)

Appeal Process for Suspension or Dismissal

A student may appeal their suspension or dismissal by submitting an [Exception to Program Policy form](#) and supporting documentation. Students must submit the form within five business days of the suspension or dismissal notification. No appeals will be reviewed following the deadline.

Appeal Review Process

1. The Dean/their designees will review and assess all appeals and supporting documentation.
2. Following the appeal deadline, the Dean/their designees will meet to discuss and determine the status of the appeal.
3. Appeal decisions will be communicated to students via email by the CPHS.
4. For granted appeals, terms and conditions for re-enrollment will be included in the email to the student and uploaded to the student's electronic file.

Re-Enrollment Policies

Re-Enrollment following Suspension

Professional students who have been suspended due to a non-academic issue (e.g., Honor Code, Chemical Dependency, etc.) may apply for re-enrollment after the specified time outlined in the suspension letter. Students must complete the Re-Enrollment Request Form to initiate the re-enrollment process. Criteria to be met for re-enrollment will be evaluated based on the respective policy related to the suspension decision.

Re-Enrollment following Dismissal

A student who has been dismissed from a CPHS professional program is not eligible for re-enrollment to the same program.

Additional Re-Enrollment Documentation

The CPHS may request additional documentation from a student requesting to re-enroll. Additional documentation may include but is not limited to the following:

1. A written personal statement asserting the student's ability to successfully pursue the professional curriculum after having been suspended. The student must also submit documentation that the factor(s) or condition(s) responsible for the original suspension have been remedied or significantly improved.
2. Submission of official transcripts of any coursework completed at another institution since the time of suspension from Drake University.

The College's Student Affairs Officer will notify a suspended student of their re-enrollment decision at the email address provided on the Re-Enrollment Request Form. If re-enrollment is denied, the student has five (5) business days to appeal the decision in writing to the Dean of CPHS.

Re-enrollment following Withdrawal for Medical Leave of Absence

Students approved for a medical leave of absence must complete the [Voluntary Medical Leave of Absence Re-enrollment Request Form](#). This request form and all supporting documentation must be submitted to the CPHS Student Affairs Officer by the deadline outlined on the request form. The full Medical Leave of Absence Policy and required documentation for re-enrollment is provided on the [Division of Student Affairs](#) webpage.

Questions and requests for re-enrollment should be directed to the Office of Student Affairs and Enrollment Management in the College of Pharmacy and Health Sciences.

CPHS Honor Code Policy

Students in the College of Pharmacy and Health Sciences are expected to maintain a professional manner and conduct in practice settings and on campus. Unprofessional behavior and academic dishonesty are not accepted and will not be tolerated.

Pharmacy students are expected to read the full [CPHS Honor Code Policy](#) and sign the Pledge of Honor. Assignments requiring completion of these tasks are integrated into Career, Academic, and Professional Success (CAPS) courses and CPHS Professional Student Orientation and transition programs.

CPHS Chemical Dependency Policy

Pharmacy students are expected to read the full [CPHS Chemical Dependency Policy](#) and sign the Student Agreement. Required completion of these tasks are integrated into Career, Academic, and Professional Success (CAPS) courses and CPHS Professional Student Orientation and transition programs. If a student is suspected or known to have a use disorder or concern, it should be brought to the attention of the Assistant Dean of Student Affairs.

Criminal Background Checks

Pharmacy students will submit to a criminal background check prior to the first day of class and prior to entering rotations. Because many early and advanced experiential sites require background checks, information obtained may inhibit students from progressing into the professional program or into their rotation experiences. The background check will include social security number validation, address history for past 10 years, felony and misdemeanor criminal history search for all counties identified by

the address history for the last seven years, national criminal history database, sex offender registries, child/elder abuse registries, motor vehicle driving record, and governmental agencies such as the Office of Inspector General. Results of the backgrounds checks will be filed securely on the College's file storage system in Microsoft Teams. The results of the background check will be shared within and outside the University on a need-to-know basis only. Within the University, such results will be available only to those school officials with a legitimate educational or security purpose for accessing the information. The College will notify students of findings as required by the Fair Credit and Reporting Act. Students will be assessed a fee to cover the cost of the background check. Furthermore, information obtained from background checks may be included on or with board licensure applications or other regulatory bodies that request information from the Drake University College of Pharmacy and Health Sciences. Students have the right to request, from the College of Pharmacy and Health Sciences, copies of all documents and other information shared with any regulatory body pertaining to their licensure.

Chemical Drug Screens

Pharmacy students will be required to complete a chemical drug screen prior to the first day of class as well as before entering their rotation experiences. Because many early and advanced experiential sites require drug screens, information obtained may inhibit students from progressing into the professional program or into rotations. The College will determine the vendor and location of the drug screen. Drug screens completed for employment or independently by the student will not be accepted. Students will be assessed a fee to cover the cost of the drug screen. The drug screen will include a 10-panel drug screen with point of custody through an outside vendor. The results of the drug screen will be shared within and outside the University on a need-to-know basis only and filed securely on the College's file storage system in Microsoft Teams. Only CPHS personnel designated by the Assistant Dean of Student Affairs will be allowed access to these files. Within the University, such results will be available only to those school officials with a legitimate educational or security purpose for accessing the information. Initial positive screens will undergo medical review by the vendor. Any confirmed positive findings will be handled under the Chemical Dependency Policy of the College.

Electronic Communications Policy

College faculty and staff use electronic communication methods to disseminate information to and communicate with students. This information may be time-sensitive and require action on the student's part. Thus, College expectations are as follows:

- Email from the College is sent to Drake email addresses.
- Students are responsible for the consequences of not reading and/or responding to CPHS communications sent to their Drake email address.
- Members of the College community are requested to check their email twice daily such as once in the morning and once in the afternoon. It is recommended that you close your email client unless it is your scheduled time to check email to facilitate in person work and project completion.
- All members of the College community are committed to responding to email in a timely manner (2 business days). Emails, telephone calls, or office visits to follow-up on an unanswered email may occur after 2 business days. Exceptions will be made for scheduled professional or personal absences or circumstances that prohibit routine email access (i.e., international travel).
- No member of the College community is expected to acknowledge or return emails in the evenings, on weekends, during vacation/sick/personal time, or during holidays.

- Electronic communication methods (e.g., email, BlackBoard learning management system, CORE, etc.) may be required as part of courses and experiential requirements for content delivery, exams and assessments, class discussion, active learning exercises, and other professional program needs. The requirements will be specified in the course syllabus. If these requirements pose a problem for a student, the student must contact the instructor/coordinator to work out a solution.
- The lack of access to electronic communication is not a valid excuse for failure to respond to a request, complete an assignment or exam, or meet a deadline. However, any technology issues or outages with Drake University technology systems (e.g., Drake email, BlackBoard learning management system) as identified and communicated by Drake Information Technology Services are not the responsibility of the student.

Laptop Computer Requirement

CPHS professional program students enrolled in the Doctor of Pharmacy program are required to have a laptop computer. Professional program students will utilize laptop computers for completing coursework, accessing electronic learning management systems, electronic testing and assessments, and other professional program needs.

The laptop computer requirements for CPHS students may be found on the [Drake Information Technology Services](#) webpage.

- Any device that does not meet the University requirements may not be compatible with testing requirements. It is each student's responsibility to make sure that their device is acceptable.
- It is recommended that students have high speed internet access at their home.
- Students are responsible for maintaining a functioning laptop computer. Drake Information Technology Services provides student technology resources on their webpage.

Social Media Guidelines

Drake University faculty, administrators, staff, and students should conduct themselves personally and professionally in a manner that does not compromise their professional responsibilities. This includes participating in online social networking platforms (Facebook, TikTok, Instagram, etc.). **Think about what you post, when in doubt don't post.**

Drake University supports the individuals' expression of First Amendment rights of free speech. It is your responsibility – as a visible member of the institution and the larger community – to protect the values of Drake University when using social media. Any inappropriate use of social media platforms shall not be tolerated. Inappropriate or malicious use may include but is not limited to:

1. Posting information (photos, comments, etc.) about Drake University administrators, faculty, staff, or students without consent.
2. Posting information that violates HIPAA or FERPA policies.
3. Using derogatory language or remarks about administrators, faculty, staff, or students at Drake University or other colleges and universities.
4. Using demeaning statements or threats that endanger the safety of another person.
5. Posting incriminating photos or statements regarding illegal criminal behavior, underage drinking, usage of illegal drugs, sexual harassment, or violence.
6. Indicating knowledge of the acts listed above.

Please keep the following guidelines in mind as you participate on social networking platforms:

1. Before participating in any online community, understand that posts may be available to anyone, even with limited access to your platform.
2. Do not post information, photos, or other items online that could jeopardize your well-being, your relationships, or your professional career. This includes items that may be posted by others on your platform.
3. Exercise caution when sharing location and/or plans.
4. Individuals within the University and law enforcement personnel check these platforms regularly.

Violations of these guidelines will result in a review of the incident and may include action as appropriate under the CPHS honor code policy. Those who believe they have been targets of unprofessional behavior via social media or suspect any other violations of these guidelines should contact the Student Affairs Officer (students) or their supervisor (faculty/staff) to address their concerns.

Student Immunization Policy

Prior to enrollment at Drake, students are required to provide Drake University with their medical history and immunization record. The requirements for submitting appropriate documentation to the Drake Student Health Center is available on the [Health Centers Policies and Forms](#) webpage.

In addition to the documentation required by the [Drake Student Health Center](#), pharmacy students must upload health information into CORE. This includes a completed Medical Certification Form (available in the CORE Document Library) and a current immunization record. All information must be submitted prior to beginning IPPEs and APPEs. Although CPHS does not have vaccine requirements, some vaccinations are required by experiential sites as a condition of employment/clinical practice at their institutions. Students seeking exemptions from immunizations will be required to request an exemption from each site using their site-specific process.

Change of Legal Name Procedure

To ensure the accuracy and integrity of all academic, financial aid, and student loan records maintained by Drake University and the College of Pharmacy and Health Sciences, the Notification of Change of Legal Name form is available.

To take advantage of this service, please access the Notification of Change of Legal Name form in the [CPHS Forms Library](#).

- It is important to note, as stated on the electronic form, students are responsible for notifying the Social Security Administration of the name change. Only Drake University offices will be notified upon receipt of the electronic form by the College of Pharmacy and Health Sciences.
- The Iowa Board of Pharmacy Examiners must also be notified of name change information.

Please direct any questions related to the online Change of Legal Name process to the Office of Student Affairs and Enrollment Management.

Pharmacy Tuition/Fees and Scholarships

For information about tuition and fees for pharmacy students, please visit the [Financial Aid Office website](#). Refund policy information is also available at this site.

Each year pharmacy students may apply for pharmacy scholarships. A common application form for these scholarships is available online by December 1st and are due on February 1st of the following year. Pharmacy students may apply for these scholarships for every year of enrollment in the College. Many scholarships include criteria that specify P3 and P4 student recipients. However, students are eligible to apply during the first year of the professional program.

Student Pharmacy Organization and Committees

Several pharmacy student organizations exist within the college for students to join and participate in. Alliance for Leadership, Integration, Growth, and Networking in the College of Pharmacy and Health Sciences (ALIGN CPHS) serves as the umbrella organization for all student organizations in the College, including the following active national pharmacy groups: Academy of Managed Care Pharmacy (AMCP); Academy of Student Pharmacists (APhA-ASP); American Society of Health-System Pharmacists (ASHP); American Society of Consultant Pharmacists (ASCP); Christian Pharmacists Fellowship International (CPF); National Community Pharmacists Association (NCPA); and American Association of Pharmaceutical Scientists (AAPS). Although not under the umbrella, ALIGN CPHS works very closely with the two active professional pharmacy fraternities on-campus as well: Kappa Psi and Phi Delta Chi. Students may also be invited to join one of the two honor societies: Rho Chi and Phi Lambda Sigma. In addition to the national organizations, fraternities and honor societies, students may apply to serve as a representative on one or more college committees including the Honor Code committee. A complete list of CPHS student organizations and other opportunities for involvement can be obtained on the [CPHS Student Organizations and College Committees](#) website.

Meeting Time

A standard meeting time has been implemented for both Fall and Spring semesters. A specific time for each academic year will be determined based on course schedules. This standard meeting time will provide a block of time for student professional organizations and college committees to meet with reduced incidence of scheduling conflicts. Experiential education that requires students to be off-campus is exempt from this policy.

Board of Pharmacy Internship Requirements

The College reserves the right to deny internship opportunities to those who do not obtain the appropriate intern registration. The Iowa Board of Pharmacy requires that every student must register as a pharmacist-intern before beginning their internship, but not before their first professional year in a college of pharmacy. Pharmacist-interns must be registered with a current/active registration before beginning an internship or working as an intern. The College will aid in helping students to apply for their State of Iowa Board of Pharmacy Intern Registration. Internship forms are available on the [Iowa Board of Pharmacy](#) website. The request for preparation of the college's verification of enrollment is automatically sent to the Iowa Board of Pharmacy following admission into the professional pharmacy program. Students should notify their employer should they change their major from pharmacy to another program.

Internship hour requirements vary from state to state. Therefore, it is important to contact the Board of Pharmacy of the state in which a student plans to practice and/or take the board exam for details. Hours may not count toward internship requirements until after two years of college in many states. To receive credit for hours, students must register as an intern or apprentice with the appropriate Board of Pharmacy as soon as they begin employment in a pharmacy. A student who resides and works as an intern in one state, but plans to practice in another state after graduation, must be registered as an intern with the Board of Pharmacy in both states. It is recommended that students practicing and registered in Iowa are familiar with the [Pharmacist-Intern Rules and registration requirements](#) on the Iowa Board of Pharmacy website.

To obtain licensure as a pharmacist in the State of Iowa, the completion of internship hours beyond those required by the pharmacy curriculum are not necessary. Some states, such as Minnesota, require some of the hours to occur in specific categories (e.g., traditional compounding, patient counseling, and dispensing) beyond what the curriculum provides. Students should verify those additional hours through the Board of Pharmacy.

Questions regarding Iowa internship and licensure requirements should be directed to:

Iowa Board of Pharmacy

6200 Park Ave Suite 100

Des Moines, IA 50321

(515) 281-5088

Fax (515) 281-4609

[The National Association of Boards of Pharmacy](#) website includes links and address information for other state board of pharmacies.