



**NDSU**

SCHOOL OF PHARMACY

# **PHARMD STUDENT HANDBOOK 2025-2026**

Last revision 8/12/2025

## TABLE OF CONTENTS

WHERE TO GO FOR HELP .....	3
NDSU POLICIES .....	3
SCHOOL OF PHARMACY POLICIES .....	3
WORKLOAD STATEMENT .....	4
PROGRAM REQUIREMENTS .....	4
SCHOLARSHIPS AND AWARDS .....	4
TECHNOLOGY REQUIREMENTS FOR PHARMACY STUDENTS .....	4
TUITION .....	4
CURRICULUM and RELATED MINORS .....	5
PHARMD EDUCATIONAL OUTCOMES .....	5
EXPERIENTIAL EDUCATION PLACEMENT .....	5
INTRODUCTORY AND ADVANCED PHARMACY PRACTICE EXPERIENTIAL EDUCATION .....	6
PHARMACY REGULATIONS FOR EXPERIENTIAL EDUCATION .....	6
STUDENT INVOLVEMENT .....	6

## WHERE TO GO FOR HELP

- [Where to Go for Help](#): websites and contact information for resources such as Student Health Service, Counseling Center, Center for Accessibility and Disability Resources, Dean of Students Office, and other academic, financial, and student support services can be found here
- [Frequently Asked Questions](#): common academic related questions are answered at this website

## NDSU POLICIES

The School of Pharmacy adheres to all NDSU 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](#) which is located on the School of Pharmacy website and in the Resources section of the Blackboard School of Pharmacy – PharmD Students.

#### Section 2: ADMISSIONS

- 2.21 Repetition of Pre-Pharmacy Courses
- 2.22 Minimum Grade Point Average
- 2.23 Evaluation of Admission Into the Pharm.D. Program
- 2.24 Program Capacity
- 2.25 Re-application
- 2.26 Readmission
- 2.27 Current Competency in Coursework
- 2.28 Pharm.D. Student Transfer

#### Section 3: ACADEMIC STANDARDS

- 3.20 Academic Remediation and Repetition of Required Professional Courses
- 3.21 Minimum Grade Requirement for Pharmacy Coursework
- 3.22 Maximum Time Frame for Completion of Entry-Level and Post-B.S.
- 3.23 Prerequisites for Professional Courses
- 3.24 Pharm.D. Professional Electives
  - List of approved electives can be found in the PharmD Student Blackboard Org
- 3.25 Double Counting of Credits
- 3.26 Student Complaint Procedures
- 3.27 Doctor of Pharmacy (Pharm.D.) Student Technical Standards
- 3.28 Examination Administration
- 3.29 Intern Licensure
- 3.30 Professional Liability Insurance
- 3.31 Health Insurance

#### Section 4: STUDENT AFFAIRS

- 4.21 Student Academic and Conduct Standards
- 4.22 Criminal Background Checks
- 4.23 Professional Appearance
- 4.24 Student File Contents
- 4.25 Substance Misuse Testing

## WORKLOAD STATEMENT

All eligible pharmacy students may use their pharmacy intern licenses as a source of monetary income. The School of Pharmacy 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 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 list contains items such as the academic and student conduct policy, technical standards policy, health insurance documentation such as BLS/CPR training, required immunizations, and titers, annual trainings, etc. Many of these items are tracked in CastleBranch or CEI.

## SCHOLARSHIPS AND AWARDS

The School of Pharmacy has a limited number of scholarships and awards available for assistance to students. More information about the application process and due date for scholarships and awards are available at <https://www.ndsu.edu/health-human-sciences/current-students/scholarships>.

## TECHNOLOGY REQUIREMENTS FOR PHARMACY STUDENTS

The 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 exams if/when necessary.

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; *RAM*: 8 GB or higher recommended; 4 GB required;
- b) *Screen resolution* at least 1280 x 768; scaling should be set to 100%
- 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 23H2 and Windows 11 24H2. (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.
- d) Software characteristics for Mac:
  - Mac OS Operating System: Ventura, Sonoma or Sequoia. Only genuine versions of Mac operating systems are supported; server version of Mac OS X is not supported.
  - CPU: Intel or M series processor; macOS devices with M4 processors must use version 3.7.2 or higher
- e) Webcam, integrated or external USB camera supported by the operating system
- f) Microphone, integrated or external USB camera (no headphones, no virtual mics)
- g) Internet: 2.5 Mb/s upload speed
- h) Download the latest Examplify version and make sure the software is set to update automatically or follow the emailed updating instructions from ExamSoft or from the NSDU administrator.

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](mailto:brad.sonmor@ndsu.edu).

## TUITION and FEES

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 Tuition and Student Fees 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

Trial cards for each semester, professional-level curriculum, professional electives, and residency information can be found under **Resources in the PharmD Student Blackboard Organization** for professional-level students.

- [Pre-Pharmacy Curriculum](#)
- [Pharmacy Curriculum](#)
- [Related Minors of Study](#)

## PHARM D 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.

- ABO Domain 1. Knowledge
- ABO Domain 2. Skills
- ABO Domain 3. Attitudes
- EPAs

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 (ACPE Accreditation Requirement). At NDSU, first year professional students will complete 152 hours of IPPE in a community pharmacy setting during the summer between their P1 and P2 year. Second year professional students will complete 152 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 (40 hours per 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. 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 may seek additional hours of internship experience 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](http://www.nodakpharmacy.com)*

## STUDENT INVOLVEMENT

### SOP Class Representatives

One student representative from each of the PharmD professional years is elected annually by their respective class. Reps can serve as a liaison between their class and faculty/college administration/staff. They will at times be the contact person for relaying information to their class. These students serve as representation of their class to interact directly with faculty/college administration/staff, the Dean's Office, and to problem-solve on matters of interest and concern to students. Commonly, student representative sends reminders and updates to classmates about what is going on during semester. Utilizes Teams or email to share information.

### School of Pharmacy committees with student representation

#### **Curriculum Committee**

The Curriculum Committee shall function to manage the development, organization, delivery, evaluation, and improvement of the pharmacy program curriculum, including enhancement of teaching and student learning based upon assessment data generated by systematic reviews of curricular structure, content, process, and outcomes.



### **Assessment Committee**

The functions of the Assessment Committee are to systematically assess student achievement of educational outcomes and institutional attainment of programmatic goals by a) developing, maintaining, executing and monitoring the PharmD Program Evaluation Plan; b) evaluating faculty assessment of student learning reports in conjunction with the Curriculum Committee course review process; and c) reviewing external feedback including, but not limited to, those from accrediting bodies and the University Assessment Committee.

### **Student Organizations**

#### ***NDSHP/ASHP (American Society of Health-System Pharmacists)***

Our mission is to inform students about pharmacy practice opportunities in health-systems, which includes areas such as hospital pharmacy, ambulatory care clinics, home health care, and long-term care. We invite guest speakers each semester to discuss pharmacy opportunities in the region, including regional residency programs. Each year we hold a clinical skills competition in the fall semester, with the local winning team representing NDSU at the American Society of Health-System Pharmacists (ASHP) Midyear Clinical Meeting. NDSHP-NDSU members are also involved with several community service activities throughout the year. Our organization is a member of the Student Societies of Health-System Pharmacy (SSHP) in coordination with ASHP and NDSHP. Membership is open to all pre-pharmacy and pharmacy students at NDSU with an interest in health-systems pharmacy.

#### ***SCCP (Student Chapter - American College of Clinical Pharmacy)***

NDSU-SCCP is a student chapter of the American College of Clinical Pharmacy (ACCP). Our mission is to familiarize students with the field of clinical pharmacy by providing information about careers and opportunities within the field of clinical pharmacy, to advocate for the role of clinical pharmacists in providing direct patient care, and to encourage participation in the American College of Clinical Pharmacy at the national level and in local/regional chapters.

#### ***APhA-ASP (Academy of Student Pharmacists)***

The mission of the American Pharmacist Association Academy of Student Pharmacist (APhA-ASP) is to be the collective voice of student pharmacists, to provide opportunities for professional growth, to improve patient care, and to envision and advance the future of pharmacy. APhA-ASP membership has opportunities which will help NDSU student pharmacists navigate their way through their education and career through the development of leadership skills, eligibility for awards and scholarships, participation in patient care projects, community outreach, networking opportunities, and advocating for their profession

#### ***College Ambassadors***

The College of Health and Human Sciences Ambassadors is a selective student organization of 35+ members that represents each of the departments within the College, with members from many of the programs within each department as well as the different stages of the programs ranging from pre-professional to graduate students. The members of this student organization serve an essential role in the College of Health and Human Sciences. This premiere group of students works to promote the College through involvement in a variety of events, including: Sudro Hall building tours for prospective students interested in the majors within the College, homecoming tours for alumni, the White Coat ceremony, the Nurse Pinning ceremony, Discover NDSU, and a host of other events for prospective students, current students, and alumni.

#### ***CPFI (Christian Pharmacists Fellowship International)***

Christian Pharmacists Fellowship International (CPFI) is a worldwide ministry of individuals working in all areas of pharmaceutical service and practice. Its mission is to serve Christ and the world through pharmacy. The NDSU student chapter of CPFI was established in Fall of 2003. The group holds a monthly meeting that involves challenging each other to share and grow in faith and learn more about integrating faith into practice. We share in devotion, prayer, struggles and successes in addition to hosting a guest speaker at each meeting. In past years CPFI has participated in Boo! at NDSU handing out candy to trick-or-treaters from the Fargo-Moorhead community, prepared a faculty appreciation breakfast for pharmacy professors, and completed an annual volunteer project by assembling kits to make shoes for children in Uganda through Sole Hope. There are also opportunities for students to attend the CPFI Annual Conference & National Student Retreat. The meetings and events hosted by CPFI are open to anyone.

#### ***Kappa Psi***

Kappa Psi is a professional, co-ed fraternity whose main purpose is to unite its members and to help them become better professionals. We try to achieve this by being actively involved in community affairs, university affairs, and the College of Health Professions. Throughout our history, the Beta Sigma Chapter of Kappa Psi has maintained a stout brotherhood founded on industry, sobriety, fellowship, and high ideals. Our chapter has been

involved in many community service events including volunteering for Bethany Homes, the New Life Center, the American Diabetes Association, the Ronald McDonald house, the Arthritis Foundation, Dorothy Day Food Pantry. We also provide a monthly meal along with a blood pressure screening at low-income housing in West Fargo. We consistently earn the highest cumulative all-Greek GPA. We sponsor an annual Homecoming pig roast, a faculty appreciation dinner, a Spring Formal, and other social activities. We are also active on the local, regional, and national levels of Kappa Psi.

### ***NCPA (National Community Pharmacists Association)***

National Community Pharmacists Association is an organization for both Pre-Pharmacy and Professional Pharmacy students. This organization focuses on community pharmacy with a particular emphasis on independently owned pharmacies. NCPA members can attend monthly meetings, participate in various volunteer events throughout the community, attend speakers from local and national levels, and travel to the National Convention annually in October. Membership is open to all NDSU students enrolled and in good standing with the University.

### ***PLS (Phi Lambda Sigma) (P1-P3)***

The purpose of Phi Lambda Sigma, the National Pharmacy Leadership Society, is to promote the development of leadership qualities in pharmacy, especially among young pharmacy students. By peer recognition the Society encourages participation in all pharmacy activities. Membership crosses fraternal and organizational lines; thus, the Society does not compete with any other organization. The Society describes a leader as a "do-er" in pharmacy, one who gets the job done. It avoids the stigma of being called an "officers club" by recognizing the performance, not the office. Membership in Phi Lambda Sigma consists of four categories: students, faculty, alumni, and honorary. For a student to be eligible for membership, he or she shall be of high moral and ethical character, shall have completed at least 135 quarter hours or 90 semester hours of scholastic work applicable toward the pharmacy degree, and shall have a grade point average of 2.5 on a 4.0 grading system. Prospective members are considered for membership by applying during the fall semester. Applicants are evaluated by the existing membership for admittance into the Society on the basis of their demonstration of dedication, service, leadership in the advancement of Pharmacy, and nomination by existing members. Through recognition of dedication and service by pharmacy students, Phi Lambda Sigma provides an incentive for the development of future leadership potential for the profession of pharmacy.

### ***PPA (The Pediatric Pharmacy Association)***

PPA is a pediatric-focused pharmacy organization committed to educating student pharmacists and the community on safe and effective medication use in children. Members will focus on the various aspects of pediatric care and safe medication practices in order to positively impact the pediatric community

### ***Rho Chi***

The Rho Chi Society is a national pharmacy honor society. The Society encourages high standards of conduct and character and advocates critical inquiry in all aspects of pharmacy. Only the top 20% of the second-year professional class is selected for membership. The Society's activities focus on the advancement of its members through scholarship and service to the community.

***North Dakota State University does not discriminate in its programs and activities on the basis of age, color, gender expression/identity, genetic information, marital status, national origin, participation in lawful off-campus activity, physical or mental disability, pregnancy, public assistance status, race, religion, sex, sexual orientation, spousal relationship to current employee, or veteran status, as applicable.***

***Direct inquiries to: Vice Provost for Faculty & Equity and Title IX/ADA Coordinator, Old Main 201, 701-231-7708,***

***[www.ndsu.edu/equity](http://www.ndsu.edu/equity), [ndsu.eoaa@ndsu.edu](mailto: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.