



DATE: January 23, 2019

SUBJECT: Maximum Number of Years in the Program and Extension Policy

All students in the North American-Trained PharmD (NTPD) Program and the International-Trained PharmD (ITPD) Program have six contiguous calendar years upon entry into his/her respective program to successfully complete the program requirements. A student who needs more than six contiguous calendar years to complete the program requirements will apply for an extension and retake the didactic and experiential coursework. This assures the student graduates with the same contemporary and clinical knowledge and skillset as a student who completes the program requirements in six contiguous calendar years.

A student will retake the following coursework for the entire course if the registered coursework is older than six contiguous years upon the student's anticipated graduation date:

- **Didactic Coursework** – The student will retake the didactic coursework associated with the student's respective program. The student does not need to retake elective didactic coursework or portfolio coursework. To encourage a successful experience for the student, the DDP Office strongly recommends, but does not require, the student to complete the pre-requisite didactic coursework for each course that needs to be renewed. A student, who chooses to not complete the pre-requisite didactic coursework first, recognizes he or she may not perform as well when completing the remaining didactic coursework.
 - **NTPD Students Only** – An NTPD student admitted into the program prior to the 2014 fall semester will retake coursework based on a defined renewed hybrid curriculum plan designed to support the updated curriculum released the 2014 fall semester.
- **Experiential Coursework**
 - **APPE Rotations** – The student will retake all required APPE rotations associated with the student's respective program. The student does not need to retake elective APPE rotations. The DDP Office does require the student to complete all identified renewed pharmacotherapy courses and the clinical capstone course prior to starting any APPE rotation.
 - **Drug Information** – An NTPD student whose registered and required Drug Information APPE rotation or credit-by-challenge is older than six contiguous calendar years upon the student's anticipated graduation date will complete the following prior to starting any APPE rotation:
 - **PRDO 7400** – Drug Information Fundamentals*
*The student must complete this course prior to starting APPE rotations.

- **PRDO 7411** – Drug Information Portfolio I*
*The student must complete this portfolio prior to starting APPE rotations.
 - **PRDO 7412** – Drug Information Portfolio II*
*The student will start this portfolio after completing PRDO 7411 – Drug Information Portfolio I, and the student may start this portfolio prior to starting or while completing APPE rotations.
- **Credit-by-Challenge – NTPD Students Only** – The student will retake a required APPE rotation for a registered required APPE credit-by-challenge that is older than six contiguous calendar years upon the student’s anticipated graduation date. The student does not need to retake an elective APPE rotation for registered elective APPE credit-by-challenge.

Extension Process

A student will submit an extension request to the Distance Degrees and Programs (DDP) Office and extensions beyond six contiguous calendar years will be considered on a case-by-case basis by the DDP Committee, with extensions obtained under an extenuating circumstance. The burden of proof to provide evidence of an extenuating circumstance is the responsibility of the student. Poor academic performance is not considered an extenuating circumstance or an acceptable reason to extend the time limit. The student must have exhibited professional behavior while in the program, as outlined in the Student Ethics and Conduct Code.

A student will have three academic years to retake the didactic and experiential coursework starting the semester the extension request is approved. The student will complete an advising call to plan how to complete the program requirements within three academic years. If an extenuating circumstance occurs and the student needs to request an additional extension, the Distance Degrees and Programs Committee will either approve or deny the second extension. Students cannot take more than 10 contiguous calendar years from the beginning of the first semester enrolled in courses to complete the program requirements. Students who need more than 10 contiguous calendar years to complete the program requirements will be administratively withdrawn from the program and will follow the re-admission procedures as outlined in the Student Academic and Advancement policy.

A student who receives an extension will enroll in courses following regular registration procedures and must successfully pass each didactic and experiential course to move forward in the student’s respective program curriculum. The student will be charged current, full tuition and fees for each didactic and experiential course.

The student must also maintain the immunization and certification requirements while enrolled in courses. The Office of Experiential Programs will help each student plan the APPE rotations only if the immunizations and certifications requirements are current. The student will adhere to the deadlines as listed in the [Rotation Prep – Immunization and Certification Deadline policy](#) when updating immunizations and certification requirements.

The Maximum Number of Years in the Program and Extension Policy is effective the 2019 spring semester.