



DATE: November 15, 2011

SUBJECT: Experiential Planning Policy

All students enrolled in a degree program within the Distance Degrees and Programs (DDP) complete advanced pharmacy practice experiences (APPEs) in order to fulfill the experiential training requirements. Students may complete the APPEs through rotations or a combination of rotations and credit-by-challenges.

To plan for APPE rotations, all students will participate in an advising call. The purpose of the advising call is to identify the credit-by-challenge(s) a student may submit (for NTPD students only), which is based on the student's work experience, and determine where the student can complete his or her rotations. Students will complete the experiential planning call within one year of enrolling in the Distance Degrees and Programs or up to one year prior to completing the didactic coursework. By completing the experiential planning call within these timelines students have an increased opportunity for a variety of rotations through advanced scheduling, which can provide further flexibility for students' schedules. If a student does not complete an advising call within these timelines, then a student's rotation start date may be delayed. The completion of the advising call will be based on how many requirements each student has completed, and **each student is responsible for contacting the DDP Office to schedule an experiential planning call.**

All NTPD and ITPD students have the opportunity to complete APPE rotations in Colorado. The DDP Office will email instructions about the Colorado match process to students each fall semester. Students will need to follow the instructions and deadlines regarding the Colorado match process in order to secure a Colorado rotation for the next academic calendar year; otherwise, students may select a Colorado rotation from an unfilled slot. **Please note:** the DDP Office cannot guarantee all students will have the opportunity to select a Colorado rotation from an unfilled slot if students do not follow the deadlines associated with the Colorado match process.

NTPD Students who complete their rotations outside of Colorado, meaning elsewhere in the United States, will work with the Experiential Practice Consultant to identify and secure a rotation site. All ITPD students who complete a rotation outside of the US, including Canada, will work with the International Affairs Coordinator to identify and secure a rotation site.

All students will be subject to the Rotation Site Availability and Drop Policy and the deadlines associated with completing their immunization and certification requirements when planning for their rotations. Also, all students should review the experiential training website page to learn more about the rotation process.