

COLLEGE OF PHARMACY

General Office

Dean: Dr. Lalitha Raman-Wilms

Associate Dean(s): Dr. Lavern Vercaigne (Academic); Dr. Hope Anderson (Research)

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Website: <http://umanitoba.ca/faculties/pharmacy> (<http://umanitoba.ca/faculties/pharmacy/>)

Academic Staff: Please refer to the College website for an Academic Staff listing: http://umanitoba.ca/faculties/pharmacy/staff/academic_staff.html

Pharmacists are specialists in drug therapy and provision of pharmaceutical care. This not only involves the traditional function of preparing and dispensing medications but also includes designing and monitoring drug therapy plans to optimize patient care. The College of Pharmacy has been educating pharmacists for over one hundred years. It has dynamic faculty members characterized by their teaching expertise, research programs and practice partnerships in the health sciences. Members of the College are internationally recognized through their participation in research and various committees and agencies. Their research is funded through a variety of sources including CIHR, NSERC, Research Manitoba, various other government agencies, and the pharmaceutical industry.

The undergraduate pharmacy program is meant to prepare students for entry-level practice in the profession of pharmacy by providing them with a solid foundation in the basic, pharmaceutical and clinical sciences which is applied to the provision of patient care. In addition, the program is designed to provide students with a broad experience in patient care through experiential placements in health orientated settings, hospital

Degree/Diploma	Years to Completion	Total Credit Hours	Has Co-op Option
Pharmacy, B.Sc. (https://catalog.umanitoba.ca/undergraduate-studies/health-sciences/pharmacy/pharmacy-bsc/)	5*	166	
Pharmacy, Pharm.D. (https://catalog.umanitoba.ca/undergraduate-studies/health-sciences/pharmacy/pharmacy-pharmd/)	6**	204	

Note: Students who were accepted for the fall 2018 intake are being transitioned into the PharmD program. Their total credit hours at graduation will be 203.

*This includes one year (30 credit hours) of prerequisite courses

**This includes two years (60 credit hours) of prerequisite courses

and community pharmacies. The experience is further enhanced with an open elective program in the final year of studies.

Professional Designation

The College of Pharmacists of Manitoba

Students who are accepted for admission to the College of Pharmacy shall file an application for registration as a student of the College of Pharmacists of Manitoba, prior to the start of classes in September of the year they are admitted. Information will be included in the admission package sent to each student, and can also be obtained from:

The College of Pharmacists of Manitoba
200 Tache Ave.

Winnipeg, Manitoba R2H 1A7

Telephone, (204) 233-1411

Failure to complete this requirement will result in students being unable to participate in the Experiential Program.

Full information on the requirements for licensure in the Province of Manitoba is available from the Registrar of The College of Pharmacists of Manitoba. (<https://cphm.ca/professional-registration/register-as-a-pharmacist/>)

If students have a change in their academic status, the College of Pharmacists will be notified by the College of Pharmacy.

Pharmacy Examining Board of Canada

All applicants for licensure must pass the qualifying examinations of the Pharmacy Examining Board of Canada. Although PEBC has no language proficiency requirements, Provincial Regulatory Authorities do require these tests and language proficiency does affect candidates' performance in the Qualifying Examination (Part I and Part II). Effective written and verbal communication skills, at levels satisfactory for a health professional, are essential for practice and for success in taking the PEBC examinations.

Programs

Faculty Academic Regulations

Admission Requirements

Bachelor of Science in Pharmacy

Admissions to the B.Sc. Pharmacy program have been suspended. Please review the admission section for the PharmD program..

Doctor of Pharmacy (PharmD)

The following is a summary of the admission requirements. All admission requirements are listed in the Applicant Information Bulletin (<https://>

umanitoba.ca/explore/programs-of-study/pharmacy-pharmd/#how-to-apply) that is available on the university's website.

Minimum 48 credit hours of pre-requisite courses including:

Course	Title	Hours
CHEM 1100	Introductory Chemistry 1: Atomic and Molecular Structure and Energetics (or CHEM 1300) ¹	3
CHEM 1110	Introductory Chemistry 2: Interaction, Reactivity, and Chemical Properties (or CHEM 1310) ¹	3
CHEM 1120	Introduction to Chemistry Techniques	3
CHEM 2100	Organic Chemistry 1: Foundations of Organic Chemistry (or CHEM 2210)	3
CHEM 2700	Biochemistry 1: Biomolecules and an Introduction to Metabolic Energy (or CHEM 2360)	3
BIOL 1020 & BIOL 1030	Biology 1: Principles and Themes and Biology 2: Biological Diversity, Function and Interactions	6
BIOL 2410 & BIOL 2420	Human Physiology 1 and Human Physiology 2	6
MBIO 1010	Microbiology I	3
MATH 1500	Introduction to Calculus (OR)	3
	or MATH 1230 Differential Calculus	
STAT 1000	Basic Statistical Analysis 1 (OR)	3
	or STAT 1150 Introduction to Statistics and Computing	
Select 12 credit hours of Humanities/Social Sciences courses ²		12
Total Hours		48

¹ Applicants who complete CHEM 1300 and CHEM 1310 (6 credit hours) must complete an additional 3 credit hour course (any faculty) to meet the total of 48 credit hours.

² Applicants must complete a 3 credit hour course which meets the University's Written English (W) requirement. Can be part of the above requirements.

Other Requirements

High school prerequisites: Biology 40S, Chemistry 40S and Pre-Calculus Math 40S

Minimum AGPA for consideration: 3.00.

The admission process requires the English CASPER[®] test.

Selection criteria: 75% AGPA, 25% CASPER[®]

Students should be aware that if admitted they must provide a current, official Adult Criminal Record Check, an Adult Abuse Registry Check and a Child Abuse Registry Check. (p. 4) All students enrolled in the College of Pharmacy must be immunized against specific diseases (p. 4).

College Academic Regulations: Bachelor of Science in Pharmacy Program

The provisions of the General Academic Regulations (<https://catalog.umanitoba.ca/undergraduate-studies/general-academic-regulations/>), and the University Policies and Procedures (<https://catalog.umanitoba.ca/undergraduate-studies/policies-procedures/>), apply to all students. In addition, the College of Pharmacy has regulations and requirements, published below, that apply specifically to its students.

Scholastic Progress

For course progression in the College of Pharmacy students must achieve a minimum combined fall and winter term GPA of 2.00, and attain the minimum passing grade of "C" in each course.

A student in any of the first three years of the pharmacy program who records no more than two grades of "D" during the academic year, and who achieves a minimum combined fall and winter term GPA of 2.00, may at the discretion of the dean be permitted to apply for a supplementary examination in those courses.

A student in the fourth year of the pharmacy program who records no more than one grade of "D" during the academic year, and who achieves a minimum combined fall and winter term GPA of 2.00, may at the discretion of the dean be permitted to apply for a supplementary examination in that course.

Application forms for supplementary examinations are available in the College of Pharmacy Dean's Office, and the examination is subject to a prescribed fee. Supplementary exams will normally take place in the following mid-summer examination session each year.

A student who has failed to record a minimum grade of "C" in more than two courses within years one to three of the pharmacy program, or in more than one course in the fourth year of the pharmacy program, or who records a grade of "F" during the academic year at any stage during their program may not be granted supplementary examinations unless the dean by reason of special circumstances applicable to the student's case otherwise decides.

A candidate who has been allowed to sit for a supplementary examination may not be awarded a grade higher than "C" in that course. Grade calculations for any course following supplementary examination will be inclusive of on-course assessment. Grades achieved following supplementary examination will replace those grades originally recorded on the student's academic record.

A student who fails to achieve a passing grade of "C" in one course, following supplementary examination if that option is offered, and who achieves a minimum combined fall and winter term GPA of 2.00, will be required to repeat that course and may at the discretion of the dean be required to repeat all, or a number of courses in that year.

A student whose combined fall and winter term GPA falls below 2.00, or who fails to achieve a minimum passing grade of "C" in two courses, following supplementary examination if that option is offered, and whose combined fall and winter term GPA remains above 1.75, will be considered to have failed that year, and will be required to repeat all subjects in the following academic year.

The records of all students who fail a year, and the disposition of the cases, shall be reported to College Council for information, but not for debate. Students who have cause to disagree with the disposition may file an appeal against the decision.

A student who fails more than one year in the program, or who fails the same year twice, shall be required to withdraw from the Pharmacy program.

A student who fails to achieve a passing grade in more than two courses in the academic session, or whose combined fall and winter term GPA falls below 1.75, or who fails to achieve a passing grade in a repeated year, will be required to withdraw from the Pharmacy program.

Appeals Concerning Scholastic Progress

Should a student wish to appeal against any decision concerning scholastic progress, the following procedure should be followed:

The problem should be discussed with the Associate Dean (Academic) of Pharmacy, who will supply information about the appeals procedure, academic regulations and related matters.

Students who still wish to proceed with an appeal should consult the office of Student Advocacy (http://umanitoba.ca/student/resource/student_advocacy/) for advice and assistance, and a letter of appeal must be sent to the dean within 21 days of receiving notification of the decision. The letter should state the nature of the decision being appealed and the alternative that is being requested.

The Dean will respond in writing to notify the appellant of the date and time the student should attend a meeting of the College Appeals Committee.

The Appeals Committee will comprise: the Dean of the College (or designate) as chair; one senior support staff member as secretary; three members of the full-time faculty appointed by the full-time faculty; a representative of the profession appointed by the College of Pharmacists of Manitoba. The chair and senior support staff member are non-voting members.

Appellants have the right to attend the hearing of their appeal and may have a representative to assist them at the appeal hearing. This representative may be the Student Advocate or a fellow student or other full-time member of the university community not receiving payment for appearing, or working for Legal Aid. In addition, if the student wishes, one member of his or her immediate family, and also if desired a lawyer, may be present, but as observers who do not participate. The decision of the Appeals Committee will be conveyed to the student as soon as possible after the hearing.

If the appellant is still dissatisfied they may wish to discuss the issue further with Student Advocacy (http://umanitoba.ca/student/resource/student_advocacy/). Student appellants should not expect a favourable decision when their appeal is based on grounds related to external factors such as employment, sports, or hobbies.

Transfer of Credit Earned Elsewhere

The College of Pharmacy will transfer in external grades in a manner that is consistent with the University of Manitoba policy on the transference of external grades. The relevance of courses completed to the student's educational objective at the University of Manitoba and the quality of academic achievement as evidenced by the student's grades will be determining factors in assessing acceptability of credits earned elsewhere. No transfer of credit will be given for courses taken ten years or more prior to the application date. No transfer of credit will be permitted for courses where a "D" grade (or its percentage equivalent) has been awarded.

Residence Requirements

A minimum of two years attendance at the university within the College is required for the Bachelor of Science in Pharmacy, except with the permission of the College.

Attendance at Class

Regular attendance is required of all students in all courses. Students who are absent from class for a period of three days or more due to illness must present a certificate from a physician to the Dean's Office upon their return. An instructor may initiate procedures to debar a

student from attending classes and from final examinations where unexcused absences exceed three continuous sessions. Students must obtain prior approval from the Dean for an absence exceeding one day for reasons other than illness.

Voluntary Withdrawals

Any student seeking to withdraw from a portion of, or all of their courses must provide written notification to the Dean's Office of the reasons for this request. Re-entry to Pharmacy by students who voluntarily withdraw, will be dependent on the availability of space and external rotation facilities. Any student who has voluntarily withdrawn from a portion of, or all of their courses in Pharmacy on more than one occasion will not be permitted re-entry into the program. Withdrawals for medical or compassionate reasons will not contribute toward this maximum. Students who, for medical reasons, withdraw from the program may not re-register until they have established, through proper medical consultation, their fitness to resume studies.

Deferred Final Examinations

Students may file an application for a deferred final examination with the Dean for reasons of illness or other disability, or for compassionate reasons, setting out the reasons for the deferral. The application must normally be filed within forty-eight (48) hours of the scheduled date of the missed examination or, in a case where more than one examination was missed, within forty-eight (48) hours of the scheduled date of the last examination missed. The application must be accompanied by a medical certificate or otherwise appropriate documentation certifying the reason for the deferral, the inability of the student to write the examination at the regular scheduled time and, where possible, indicating the period of incapacity. Based on the evidence provided, the Dean shall decide whether the application is approved. Students who, for medical reasons receive deferred examination privileges for all final examination series may not re-register until they have established, through proper medical consultation, their fitness to resume studies.

Students may request a deferred examination(s) on the grounds that they are unable to write said examination(s) due to:

1. participation in an inter-university, provincial, inter-provincial, national or international scholastic or athletic event
2. religious obligations; or
3. a medical condition.

Students requesting a deferred examination due to a known condition as listed above must file an application normally twenty (20) working days prior to the day of the scheduled examination.

Any student requesting deferred examination(s) will be required to sign an undertaking that the student has not discussed, reviewed, had access to, or otherwise become aware of the contents of the deferred examination except as expressly authorized by the instructor or professor for the course in which the deferred examination is being undertaken.

Incompletes

A student who is unable to complete the term work prescribed in a course may apply to the instructor prior to the end of lectures for consideration of a grade classification of 'Incomplete.' Should an 'incomplete' be granted the student will still be required to write the final examination, if one is scheduled for the course, and a temporary grade of 'IF' will be submitted. In addition to the grade, the recommendation for an 'incomplete' should indicate the reason(s) for consideration being given, a description of the outstanding work to be completed, and the date by which the work must be submitted. If a final grade is not reported by the

above maximum extension deadlines, the letter 'I' will be dropped and the grade of 'F' will remain as awarded, unless where specific circumstances warrant, the Associate Dean (Academic) extends the date by which an Incomplete must be cleared. Instructors must formally request such an extension prior to the elapse of the maximum deadline date. In addition, the Registrar's Office (<https://umanitoba.ca/registrar/>) must be notified of the extension.

Dean's Honour List

Eligible students who achieve a combined fall and winter sessional GPA of 4.00 or higher will be placed on the Dean's Honour List. Eligible students must have completed a minimum of 12.5 credit hours in each of the fall and winter terms. (Exception: Fourth year students must complete a minimum of 10 credit hours during the winter term). The Dean's Honour List designation is not applied until the end of the winter term.

Academic Self-Declaration

All students accepted into the College of Pharmacy will be required to complete a Self-Declaration of Records Form which declares current or previous academic suspensions and disciplinary actions. The disclosure contained therein must be satisfactory to the College of Pharmacy.

Experiential Training (Structured Practical Experiential Program [SPEP])

Approved Placement Sites are limited, and the University cannot warrant that it will be able to find sufficient suitable placement sites in convenient locations, in a timely manner or at all. Students are responsible for all costs associated with SPEP, including travel and living expenses where placements are outside Winnipeg.

Under The Workers Compensation Act (Manitoba), students of the University of Manitoba who are engaged in a field practicum as a required part of their program are generally covered for injuries sustained in the course of and arising out of the practice experience. However, where the practicum takes place outside of Manitoba, and the student is not a Manitoba resident, workers compensation coverage may not be extended, based on the provisions of The Workers Compensation Act. However, other insurance coverage may be available to registered students. Students are encouraged to contact the SPEP Coordinator at the earliest opportunity to determine if any such alternative arrangements are possible.

Academic Honesty

Many courses in the College of Pharmacy require group projects and students should be aware that these are subject to the same rules regarding academic honesty as individual projects. Because of the unique nature of group work, all members of the group should exercise special care to insure that work completed does not violate academic integrity. Should a violation occur, group members will be held jointly accountable unless the violation can be attributed to a specified individual, or group of individuals.

In the College of Pharmacy all suspected cases of academic dishonesty will be passed to the Dean's Office for evaluation.

Professional Unsuitability By-Law

The Senate has approved a by-law granting authority to the College to require a student to withdraw for reasons of professional unsuitability. Copies of this by-law may be obtained from the College of Pharmacy Dean's Office.

Completion of the Bachelor Program

The maximum time allowable for completion of the Bachelor of Science, Pharmacy degree is seven years. Students must successfully complete

all of the course work associated with a year in the program prior to being allowed to register for courses in the next year. In certain cases, the dean may grant exceptions to this requirement.

College Academic Regulations: Doctor of Pharmacy (PharmD) Program

Academic Self-Declaration

All students applying to the College of Pharmacy will be required to complete a Self-Declaration of Records Form which declares current or previous: academic suspensions, disciplinary action, professional misconduct, record of criminal conviction, record on the Child Abuse Registry and record on the Adult Abuse Registry. The disclosure contained therein must be satisfactory to the College of Pharmacy.

Criminal Record Check, Child Abuse Check and Adult Abuse Check

Many health care agencies where Pharmacy students are placed in a health care setting, including community pharmacies, require a criminal record check, child abuse registry check and adult abuse registry check. As a result of the above requirements, and in keeping with the future requirements of the College of Pharmacists of Manitoba, all applicants offered a position in the College of Pharmacy are required to provide a self-declaration of a Criminal Record, Child Abuse Registry and Adult Abuse Registry listing following provisional admission, and subsequently provide a current, official Criminal Record Search, Child Abuse Registry Check and Adult Abuse Registry Check. All documents must be submitted to the College of Pharmacy Dean's Office by the first day of classes in August of the year they are admitted.

Any applicant's name appearing on the Adult or Child Abuse Registry will be denied admission. A criminal conviction will not necessarily result in denial of admission to the College of Pharmacy. Criminal offences will be reviewed by a sub-committee of the Pharmacy Admissions Committee for the implications of the conviction in view of the regulatory professional mandate to protect the public. Failure to disclose any adult criminal record or listing on the Child Abuse or Adult Abuse Registry will invalidate an application and shall result in the applicant being denied admission, or automatic expulsion from the College of Pharmacy if the applicant has been admitted.

In addition, all undergraduate professional students of the University of Manitoba, College of Pharmacy must be registered with the College of Pharmacists of Manitoba (CPhM). CPhM requires that all graduates of the College of Pharmacy who wish to obtain a license to practice pharmacy in this province, must disclose information about any conviction for an offence under the Criminal Code (Canada), the Controlled Drugs and Substances Act (Canada), or the Food and Drugs Act (Canada) in order to be considered for eligibility for registration with the College of Pharmacists of Manitoba.

The review process conducted by the College of Pharmacy is independent of the review process conducted by the College of Pharmacists of Manitoba.

Immunization

Maintaining an up-to-date health record is an important responsibility of being a student, and serves to protect the health of vulnerable patients with whom students will be involved, as well as the health of students and their families. In general, immunizations and health screening tests are voluntary procedures; however, required immunizations and testing are also a condition of enrolment within The College of Pharmacy. All students enrolled in the College of Pharmacy must be immunized against the following diseases: diphtheria/tetanus/pertussis, polio, rubella, measles, mumps, chickenpox, Tuberculosis, hepatitis A and B and

influenza. Students admitted to first year Pharmacy will be provided with an Immunization package at the time of acceptance into the program. Students have the option to provide their immune status and complete their immunizations with their own healthcare provider or participate in the Faculty of Health Sciences Immunization Program on campus. Students will be required to complete their required immunizations by the end of their first year.

Students will not be able to attend Introductory Pharmacy Practice Experiences or participate in any external outreach activities until all immunization requirements are up-to-date. Students are responsible for updating their immunizations as needed. Completion of the immunization schedule is required for course progression in Pharmacy.

CPR/ First Aid Requirements

All students in the Pharmacy program are required to have valid Standard First Aid and CPR - Health Care Provider training. The Standard First Aid course is valid for 3 years and the CPR (HCP) course is valid for one year. It is the academic and financial responsibility of the student to ensure that current certification in both CPR (HCP) and Standard First Aid is maintained throughout the program and a copy of the current certificate is submitted to the Dean's Office.

Mask Fit Testing

Introductory and Advanced Pharmacy Practice Experiences are subject to certain requirements intended to protect the health and well-being of learners, staff and patients. One such requirement is that learners provide documentation of current (i.e., within 2 years) N95 mask fit testing. Official proof of the mask-fit test must be submitted to the College of Pharmacy Dean's office by April 30th of the second year of the Pharmacy program.

Some learners may be unable to provide the Documentation due to religious reasons, as the N95 mask fit testing requires the absence of facial hair. In such situations, the College will work with the learner and the experiential site to accommodate the learner and make alternate arrangements that comply with human rights laws and policies, bona fide program requirements, and the health and safety requirements of the College and the experiential placement site.

The affected learner must advise the College and the experiential site of the need for alternate arrangements well in advance of the learner's experiential rotation. If adequate notice is not provided, the learner may be reassigned to an area of perceived lower risk (recognizing that zero risk of exposure in the area of reassignment cannot be guaranteed).

In the unlikely event of an outbreak of some infectious entity that requires use of N95 masks more broadly in a facility (such as a viral outbreak or epidemic), learners without the appropriate N95 mask fit (or accepted alternate arrangements) will not be allowed on site. In such a case, the requirements for fulfillment of the experiential program will be reviewed as required and may include delayed completion of the experiential rotation, or change in location.

Introductory/ Advanced Pharmacy Practice Experiences (IPPE/ APPE)

Approved Introductory / Advanced Pharmacy Practice Experiences are limited and the University cannot guarantee that it will be able to find sufficient suitable placement sites in convenient locations for all students, in a timely manner. Students are expected to participate in rural practice experiences. Students are responsible for all costs associated with Pharmacy Practice Experiences, including travel and living expenses where placements are outside Winnipeg.

Under The Workers Compensation Act (Manitoba), students of the University of Manitoba who are engaged in a field practicum as a required part of their program are generally covered for injuries sustained in the course of and arising out of the practice experience. However, where the practicum takes place outside of Manitoba, and the student is not a Manitoba resident, workers compensation coverage may not be extended, based on the provisions of The Workers Compensation Act. However, other insurance coverage may be available to registered students. Students are encouraged to contact the Coordinator of the Pharmacy Practice Experience Program at the earliest opportunity to determine if any such alternative arrangements are possible.

Transfer of Credit Earned Elsewhere

The College of Pharmacy will transfer in external grades in a manner that is consistent with the University of Manitoba policy on the transference of external grades. The relevance of courses completed to the student's educational objective at the University of Manitoba and the quality of academic achievement as evidenced by the student's grades will be determining factors in assessing acceptability of credits earned elsewhere. No transfer of credit will be given for courses taken ten years or more prior to the application date. No transfer of credit will be permitted for courses where a "D" grade (or its percentage equivalent) has been awarded.

Scholastic Progress

The University of Manitoba Academic Calendar and Catalog applies to all students. In addition, the College of Pharmacy has regulations and requirements, published within the Academic Calendar in the College of Pharmacy section and yearly in the College of Pharmacy Student Handbook that apply specifically to its students.

For course progression in the College of Pharmacy students must achieve a minimum combined fall and winter term GPA of 2.00, and attain the minimum passing grade of "C" in each course, except where the course evaluation is in a "pass/fail" format, where "pass" is required, or as otherwise described in the course outline.

A student in Year 1-4 of the pharmacy program who records no more than one grade of "D" during the academic session, and who achieves a minimum combined fall and winter term GPA of 2.00, may at the discretion of the Dean of the College of Pharmacy be permitted to write a supplementary examination in that course.

Supplementary Exams will not be granted if a student records more than one grade of "D" during the academic session within any year or if a student records a grade of "F" during the academic session within any year. No more than two supplemental exams will be offered to any student throughout the Pharmacy program. Supplementary Exams are not available in most courses and are at the discretion of the Dean of the College of Pharmacy. Please refer to the current College of Pharmacy Student Handbook for specific details.

Application forms for supplementary examinations are available in the College of Pharmacy Dean's Office, and the examination is subject to a prescribed fee. Supplementary exams, if granted, will normally take place in mid-summer, following the academic session. Students may not be awarded a grade higher than "C" in a course for which a supplementary exam is written.

The grade achieved following supplementary examination will replace the grade originally recorded on the student's academic record.

A student who fails to achieve a passing grade of "C" in one course, following supplementary examination if that option is offered, and who

achieves a minimum combined fall and winter term GPA of 2.00, will be considered to have failed that year, and will be required to repeat that course and may at the discretion of the Dean of the College of Pharmacy be required to repeat all, or a number of courses in the following academic year.

A student who fails to achieve a minimum passing grade of "C" in two courses, and whose combined fall and winter term GPA remains above 1.75, will be considered to have failed that year, and will be required to repeat those courses and may at the discretion of the Dean of the College of Pharmacy be required to repeat all, or a number of courses in the following academic year.

The records of all students who fail a year, and the disposition of the cases, shall be reported to the Pharmacy College Council for information, but not for debate. Students who have cause to disagree with the disposition may file an appeal against the decision according to University of Manitoba Student policies and procedures.

A student who fails more than one year in the program, or who fails the same year twice, shall be required to withdraw from the Pharmacy program.

A student who fails to achieve a passing grade in more than two courses in the academic session, or whose combined fall and winter term GPA falls below 1.75, or who fails to achieve a passing grade in a repeated year, will be required to withdraw from the Pharmacy program.

Appeals Concerning Scholastic Progress

Should a student wish to appeal against any decision concerning scholastic progress, the following procedures should be followed:

Appeals of Term Work

Term Work refers to anything for which marks or grades are assigned and which have been returned or made available to students prior to the close of the last day of classes. This may include such things as tests, essays, class presentations, class participation, assignments, laboratory and other reports, preceptor evaluations and any other component of a final grade completed and evaluated during the term. Any student who is dissatisfied with a grade on term work has the right to appeal that grade. Students should recognize, however, that term work grade appeals are only upheld when there are good reasons to support the student's request for an elevated grade.

Reasons for submitting a Term Work Grade Appeal may include; miscalculation of marks, misgrading of a paper/exam, application of an evaluation or grading system which was not included in the course outline, and unfair or inequitable processes in determining the final grade.

Procedure:

1. A student may formally appeal a grade received for term work provided that the matter has been discussed with the instructor in the first instance in an attempt to resolve the issue without the need for a formal appeal. If the grade discrepancy cannot be resolved, the student should make an appointment with the Associate Dean (Academic) who will provide information about the appeals procedure, academic regulations and related matters.
2. A formal appeal of the grade(s) for term work may be made on an "Application for Appealing a Grade Given for Term Work" form and is to be submitted to the Cashier's Office with the appropriate fee payment. The time limit for submission of this appeal is ten working days following communication of the grade to the student. Once paid, the form should be submitted to the academic unit offering the

course. Subsequent processing of the appeal and communication of the disposition of the appeal is the responsibility of the Associate Dean (Academic) responsible for that academic unit. The result of the appeal will be forwarded in writing to the student and the instructor not later than fifteen working days after the formal appeal has been lodged.

3. Normally the re-evaluation of a grade shall be undertaken by the instructor(s) responsible for the particular course (section) in consultation with at least one other instructor, in the same or related subject area.
4. The fee charged for each term work grade appeal will be refunded for any grade which is changed (increased) as a result of the appeal.
5. Should a student not be satisfied with the decision, he/she may wish to seek advice from The Office of Student Advocacy, University of Manitoba.

Appeals of Course Final Grades

The appeal of a final grade should be discussed with the Associate Dean (Academic) of Pharmacy, who will supply information about the appeals procedure, academic regulations and related matters.

Students who still wish to proceed with an appeal should consult the office of Student Advocacy for advice and assistance, and a letter of appeal must be sent to the Dean of the College of Pharmacy within 21 days of receiving notification of the decision. The letter should state the nature of the decision being appealed and the alternative that is being requested.

The Dean will respond in writing to notify the appellant of the date and time the student should attend a meeting of the College Appeals Committee.

The Appeals Committee will comprise: the Dean of the College of Pharmacy (or designate) as chair; one senior support staff member as secretary; three members of the full-time faculty; and a representative of the Pharmacy profession appointed by the College of Pharmacists of Manitoba. The senior support staff member is a non-voting member. The Chair shall only vote in the event of a tie.

Appellants have the right to attend the hearing of their appeal and may have a representative to assist them at the appeal hearing. This representative may be the Student Advocate or a fellow student or other full-time member of the university community not receiving payment for appearing or working for Legal Aid. In addition, if the student wishes, one member of his or her immediate family, and also if desired a lawyer, may be present, but as observers who do not participate and have no speaking privileges. The decision of the Appeals Committee will be conveyed to the student as soon as possible after the hearing.

If the appellant is still dissatisfied they may wish to discuss the issue further with the office of Student Advocacy. Student appellants should not expect a favorable decision when their appeal is based on grounds related to external factors such as employment, sports, or hobbies, etc.

Attendance at Class

Regular attendance is required and expected of all students in all courses. Students who are absent from class for a period of three days or more due to illness must present a certificate from a physician or other suitable documentation determined by the College of Pharmacy to the Dean's Office upon their return. An instructor may initiate procedures to debar a student from attending classes and from final examinations where unexcused absences exceed three continuous sessions. Students

must obtain prior approval from the Associate Dean (Academic) for an absence exceeding two days for reasons other than illness.

Voluntary Withdrawals

Any student seeking to withdraw from a portion of, or all of their courses must provide written notification to the Dean's Office outlining the reasons for this request. Re-entry to the College of Pharmacy by students who voluntarily withdraw, will be dependent on the availability of space and external rotation facilities. Any student who has voluntarily withdrawn from a portion of, or all of their courses in Pharmacy on more than one occasion will not be permitted re-entry into the program. Withdrawals for medical or compassionate reasons will not contribute toward this maximum. Students who, for medical reasons, withdraw from the program may not re-register until they have established, through proper medical consultation and documentation, their fitness to resume studies.

Reinstatement following a voluntary withdrawal will be subject to current and satisfactory:

1. Criminal Records, Child Abuse Registry and Adult Abuse Registry Search results;
2. College of Pharmacists (CPhM) Registration;
3. Immunization, Standard First Aid and CPR (HCP) certification;
4. Reinstatement may also be subject to the student signing an undertaking to either or both of the College of Pharmacy and CPhM of certain terms and conditions.

Deferred Final Examinations

Students may request a deferred final examination from the Dean of the College of Pharmacy for reasons of illness or other disability, for bereavement or for compassionate reasons. The request should typically be communicated before the final exam is written, but must normally be filed within forty-eight (48) hours of the scheduled date of the missed examination or, in a case where more than one examination was missed, within forty-eight (48) hours of the scheduled date of the last examination missed. The application must be accompanied by a medical certificate or other appropriate documentation certifying the reason for the deferral, the inability of the student to write the examination at the regular scheduled time and, where possible, indicating the period of incapacity. Based on the evidence provided, the Dean shall decide whether the application is approved. Students who, for medical reasons receive deferred examination privileges for all final examinations may not reregister until they have established, through proper medical consultation, their fitness to resume studies.

Students may also request a deferred examination(s) on the grounds that they are unable to write said examination(s) due to:

1. participation in an inter-university, provincial, inter-provincial, national or international scholastic or athletic event; or
2. religious observance.

Students requesting a deferred examination due to a known situation as listed above must file an application normally twenty (20) working days prior to the day of the scheduled examination.

Any student requesting deferred examination(s) will be required to sign an undertaking that the student has not discussed, reviewed, had access to, or otherwise become aware of the contents of the deferred examination except as expressly authorized by the instructor or professor for the course in which the deferred examination is being undertaken.

Incomplete Courses

A student who is unable to complete the term work prescribed in a course may apply to the course instructor 5 working days prior to the end of lectures for consideration of a grade classification of 'incomplete', and a time extension to complete the work. Should an 'incomplete' be granted the student will still be required to write the final examination if one is scheduled for the course. Taking into account the results of the final examination, the value of the term work completed, and the extent of the incomplete term work, the course instructor shall calculate the temporary grade using a zero value for incomplete work. Incomplete final grades are entered with the grade code and the letter 'I'. In addition to the grade, the recommendation for an 'incomplete' should indicate the reason(s) for consideration being given, a description of the outstanding work to be completed, and the date by which the work must be submitted. If a final grade is not reported by the extension deadline, the letter "I" will be dropped, and the grade will remain as awarded. The student's opportunity to improve the grade will have lapsed, unless where specific circumstances warrant, the Associate Dean (Academic) extends the date by which an incomplete must be cleared.

Leave of Absence

Any student seeking a leave of absence must submit a written request to The Dean of The College of Pharmacy normally by June 1st. The request for the leave of absence must clearly outline the reasons for the request and the Dean may require further supporting documentation to support the request. The duration of a leave of absence is typically one year and will count towards the maximum number of years to complete the pharmacy program. Students who wish to be reinstated after the leave must contact the Dean's office by May 1st for the upcoming academic year and request reinstatement. At the point of reinstatement for students on leave for an academic year, students must provide a current, official Criminal Record Search, Child Abuse Registry Check and Adult Abuse Registry Check.

Reinstatement following a leave of absence will be subject to current and satisfactory:

1. Criminal Records, Child Abuse Registry and Adult Abuse Registry Search results;
2. CPhM Registration;
3. Immunization, Standard First Aid and CPR (HCP) certification;
4. Reinstatement may also be subject to the student signing an undertaking to either or both of the College of Pharmacy and CPhM of certain terms and conditions.

Dean's Honour List

Eligible students who achieve a combined fall and winter sessional GPA of 4.00 or higher will be placed on the Dean's Honour List. Eligible students must have completed a minimum of 13 credit hours in each of the fall and winter terms in years 1-3 of the program. Fourth year students' eligibility for the Dean's Honour List will be based on graded courses (i.e. vs pass / fail grading during Advanced Pharmacy Practice Experiences or the Electives program). The Dean's Honour List designation is not applied until the end of the winter term.

Academic Honesty

Many courses in the College of Pharmacy require group projects and students should be aware that these are subject to the same rules regarding academic honesty as individual projects. Due to the unique nature of group work, all members of the group should exercise special care to insure that work completed does not violate academic integrity. Should a violation occur, group members will be held jointly accountable unless the violation can be attributed to a specified individual, or group of

individuals. In the College of Pharmacy, all suspected cases of academic dishonesty will be passed to the Dean's Office for evaluation.

Liability

The University's insurer, The Canadian Universities Reciprocal Insurance Exchange (CURIE), includes malpractice coverage for pharmacy students, in respect of activities related to their Pharmacy studies, whether conducted on or off campus. The limiting factor is that the students must be doing the activity in furtherance of their education or training while a registered student of the University of Manitoba.

Professional Unsuitability By-Law

The Senate has approved a by-law granting authority to the College of Pharmacy to require a student to withdraw for reasons of professional unsuitability.

Residence Requirements

Students are required to complete all years of the Pharm.D. degree program with the College of Pharmacy, Faculty of Health Sciences, University of Manitoba. Under exceptional circumstances, residence requirements may be altered with permission from the Dean of Pharmacy.

Completion of the PharmD Program

The maximum time allowable for completion of the Entry to Practice PharmD degree is seven years after admission into the College of Pharmacy. Students must successfully complete all of the course work associated with a year in the program prior to being allowed to register for courses in the next year. In exceptional cases, the Dean of the College of Pharmacy may grant exceptions to this requirement.