

**Request for Approval of a Course to Satisfy the  
PharmD Graduate Professional Elective Requirement**

**Requestor Information**

Name:

Class:

Major:

Date of Request:

**Information on Course Requested for Inclusion as PharmD Graduate Professional Elective**

Graduate elective Course Subject Code:

Course Number:

Course Name:

Course Credit Hours:

Course Institution and Department:

Year Taken (if taken prior to approval)

Course Catalog Description (provide attachment or copy)

Course Syllabus (provide attachment)

Your rationale for how this course relates to pharmacy

## **Guidelines for Courses Considered as Appropriate for Graduate Professional Electives**

The curriculum committee requires 2 months for processing of course requests once all necessary materials have been received for review by the committee (this includes course descriptions and syllabi). Students desiring credit for courses previously taken or desiring to take courses not on the preapproved list should take this processing time into consideration. It is strongly suggested that students submit requests for courses in August of P3 in order to receive determinations by December so that they can register for courses in spring P3 electives if needed. Students are encouraged to request determinations for each course for which they could receive credit at the same time so that such requests can be processed in parallel. Students are responsible for clearly identifying which courses in a transcript should be considered for elective credit and for providing accurate course descriptions and complete syllabi. Additional materials may be required by the committee to support a request such as information on textbooks used, if any, and more complete description of material studied.

Criteria for approval of a course as a Graduate Professional Elective include that a majority of the material in the elective course not be part of the pharmacy core curriculum, that the course foster learning of subject material beneficial to the practice of pharmacy, and that the student receive a grade of C or better in the course. Electives are expected to enhance or expand a student's healthcare knowledge and skills beyond that of the required PharmD curriculum. While some math and business courses, enhance a student's ability to analyze data or conduct administrative functions, skills advantageous to pharmacists, are acceptable, in general, electives are expected to be applicable to healthcare.

Credit for courses taken outside The University of Toledo can be counted towards professional elective credit requirements if a grade of C or better is earned. Such grades will not be factored into College of Pharmacy or University of Toledo GPA calculations. Proof of grades is required.

A graduate course must have been completed within 7 years to be considered for approval of as a Graduate elective.

If courses are taken as quarter and not semester hours, the hours must be converted into semester hours by multiplying by 2/3. Fractions of hours for such calculations will be rounded down. Hence, five but not four quarter hours will satisfy the three (3) semester credit hour requirement.

For seminar courses not in the College of Pharmacy and Pharmaceutical Sciences (CPPS), a topic, instructor, and the number of credit hours for which the course would be taken (if a course has variable credit hours) have to be presented to the CPPS Curriculum Committee in order for any approval to be considered. In addition, some justification as to why a seminar course external to the UT CPPS PharmD program would be taken instead of PPHR 5990 Problems in Pharmacy Practice Problems [1-6 hours] or PPHR 6980 Special Topics [1-5 hours] is required.

Basic research coursework can be used to satisfy professional elective credit. Approval for such research not conducted under pre-approved course numbers must be obtained from the CPPS Curriculum Committee.

If the course topic/course is on the approved list of electives but was taken at another university then

- The student must submit the course syllabus to the appropriate department for consideration of equivalency.
- If it is considered equivalent then it will be processed by the registrar's office, as an equivalent course and the course will not need to be reviewed by the curriculum committee.
- The student must have earned a C or better to receive credit for the course. A transcript must be submitted to the registrar's office
- The Office of Admissions Director of Transfer Services and Recruitment, Jose Trevino [jose.trevino@utoledo.edu](mailto:jose.trevino@utoledo.edu) can assist the student in this process.

If the course approval request is for a course **not** taught at the University of Toledo, and the course topic/course is not on the approved list then it will be reviewed by the curriculum committee.

- The student must provide this form, their transcript and course syllabus for the course to be considered by the committee.
- The student must have earned a grade of C or better before elective credit will be recorded.

Email the completed forms and the required documentations to Dr. Mariann Churchwell [mariann.churchwell@utoledo.edu](mailto:mariann.churchwell@utoledo.edu) or drop off the completed forms and the required documentations to Karen Mockensturm in HEB 141B.