TEXTBOOKS & REQUIRED SUPPLIES OR EQUIPMENT IN DOCTOR OF PHARMACY PROGRAM

Responsible administrator: Associate Dean for Academic Programs
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This policy outlines the steps for faculty or teaching teams to require students to purchase textbooks, supplies, or other equipment in the Doctor of Pharmacy program. The objective of the process is to manage overall student costs for texts and equipment across the curriculum. Review of required materials allows for comparison of resources to prevent duplication of textbook coverage and resources between courses. Given the already high costs associated with the Doctor of Pharmacy degree, all faculty are strongly urged to minimize or eliminate the need for additional student purchases unless absolutely necessary for the successful mastery of course objectives.

Workflow of Requests:

1) Faculty members/Teaching teams who wish to require students to purchase a textbook, supplies, or equipment for a course should first conduct a review to ensure the required purchase is necessary. If at all possible, texts available in AccessPharmacy or some other open access format should be used in all courses.
2) Faculty should contact the Clinical Skills Coordinator to determine if supplies and equipment can be acquired more economically through other means before requiring students to make a purchase.
3) Faculty members/Teaching teams who wish to submit a request should complete the attached *Text Request Form* and submit it to the Director, Professional Program (DPP).
4) All requests must include a brief justification for why the text is needed over other texts available through AccessPharmacy or open access. *Requests not including a justification will be returned without consideration*.
5) The *Text Request Form* should be submitted at least one semester before the course is to be taught (i.e., by end of Spring Semester for Fall courses and by end of Summer for Spring courses).
6) The DPP will review the request for clarity and to determine any duplications between courses and other resources. If approved, the DPP will forward the request to the Professional Education Committee (PEC).
7) PEC will review and make a final determination on the request.
8) Text and equipment requests, once approved by PEC, will not require a general faculty vote.
9) The Director, Professional Program will be responsible for keeping records of all current texts and equipment in use in the PharmD curriculum including electives.
10) Faculty/Teaching Teams are responsible for notifying the Director, Professional Program if they discontinue use of a text or required equipment within the curriculum. Teaching teams should also notify the DPP if a new edition is being adopted for use in the curriculum.