

# INTER-CAMPUS ARTICULATION MEMORANDUM OF UNDERSTANDING

## FOR THE

### UNIVERSITY OF HAWAI'I AT HILO

### DANIEL K. INOUE COLLEGE OF PHARMACY

### PRE-PHARMACY PREFERRED ADMISSIONS PATHWAY

#### I. PURPOSE

Consistent with Regents Policy RP 5.214, this Memorandum of Understanding ("**MOU**") among the University of Hawai'i at Hilo ("**UH Hilo**") and Signatory Campuses within the University of Hawai'i System ("**University**") seeks to memorialize coordination and cooperation among campuses to ensure that students interested in obtaining the Doctor of Pharmacy ("**Pharm.D.**") degree at UH Hilo's Daniel K. Inouye College of Pharmacy ("**DKICP**") can efficiently start their education at one campus and, through productive study in a planned pathway, be considered by DKICP for preferred admission into the Pharm.D. degree program.

The primary purpose of this MOU is to facilitate the process of completing credits within the University to meet admission requirements for the DKICP Pharm.D. degree program. This MOU shall be interpreted and implemented so that it is consistent with applicable University policies and procedures to ensure the smooth progression of students toward degree programs in an environment of evolving curricular requirements.

#### II. COOPERATING CAMPUSES

The campuses responsible for implementing this MOU are UH Hilo and Signatory Campuses.

"**Signatory Campus**" or "**Signatory Campuses**" are those campuses that elect to participate in the Pre-Pharmacy Preferred Admissions Pathway ("**PPA Pathway**") as laid out in this MOU by completing and signing the signatory page attached hereto as Exhibit B and sending a copy to UH Hilo at the address listed in Section IV (Notices, Correspondence, and Point of Contact) at any time during the Term of this MOU.

#### III. TERMINATION DATE

This MOU is effective as of this 12th day of October, 2022 ("**Effective Date**"), and terminates on the 12th day of October, 2027 ("**Termination Date**"). If UH Hilo and at least one Signatory Campus agree to extend this MOU, then this MOU may be extended in writing by providing a new effective date and new termination date under the procedures set forth in Section VIII (Amendments).

#### IV. NOTICES, CORRESPONDENCE, AND POINT OF CONTACT

The following are the designated representatives responsible for all matters related to this MOU, including sending and receiving notices and correspondence and acting as the PPA Pathway point of contact (“**Point of Contact**”):

For UH Hilo:

Office of Student Services  
Daniel K. Inouye College of Pharmacy  
University of Hawai'i at Hilo  
200 W. Kawili Street  
Hilo, HI 96720-4091

Phone: (808) 932-7700

Fax: (808) 932-8117

Email: [pharmacy@hawaii.edu](mailto:pharmacy@hawaii.edu)

For Signatory Campus:

See executed pages by individual Signatory  
Campuses on file with UH Hilo.

A Point of Contact may be changed from time to time by notifying UH Hilo and all Signatory Campuses in writing. Unless specifically stated otherwise, all communication under this MOU shall be in writing, which may include email to the Point of Contact.

#### V. PRE-PHARMACY PREFERRED ADMISSIONS PATHWAY

##### A. Prerequisites.

i. Students must complete the DKICP prerequisites listed in Exhibit A (“**DKICP Prerequisites**”) with a grade of "C" or better in accordance with DKICP admission policy. Students may combine DKICP Prerequisites earned from several Signatory Campuses to meet the DKICP Prerequisites. UH Hilo and each Signatory Campus will meet before the start of each academic year as needed to determine which Signatory Campus courses will satisfy DKICP Prerequisites.

ii. DKICP Prerequisites must be completed by the end of the summer term preceding the expected enrollment in the Pharm.D. program.

##### B. Tracks.

Qualifying students may track into one of the following PPA Pathways:

i. Certified Pharmacy Technician and DKICP Prerequisites: Students who complete a pharmacy technician program at a Signatory Campus, become certified, and subsequently complete all required DKICP Prerequisites with a minimum grade point average ("GPA") of 3.0 (out of 4.0) at a Signatory Campus or Signatory Campuses without completing their degree may apply for and be considered for the PPA Pathway.

ii. DKICP Prerequisites. Undergraduate students who plan to complete all required DKICP Prerequisites with a minimum grade point average (“**GPA**”) of 3.2 (out of 4.0) at a Signatory Campus or Signatory Campuses without completing their degree may apply for and be considered for the PPA Pathway.

iii. Post-Associate of Arts Degree or Post-Associate of Science in Natural Sciences Degree. Students who plan to complete either an associate of arts degree or an associate of science in natural sciences degree, complete all DKICP Prerequisites, and maintain a minimum GPA of 3.0 (out of 4.0) at a Signatory Campus or Signatory Campuses, may apply for and be considered for the PPA Pathway. The general education credits used toward this degree will completely fulfill our general education requirements in English with the exception of English Composition, Humanities, Social/Behavioral Sciences, Economics, and/or the World/Cultural Diversity requirement.

iv. Post-Baccalaureate Degree. Students who plan to complete their baccalaureate degree, complete all DKICP Prerequisites, and maintain a minimum GPA of 3.0 (out of 4.0) at a Signatory Campus or Signatory Campuses, may apply for and be considered for the PPA Pathway. The general education credits used toward this degree will completely fulfill our general education requirements in English with the exception of English Composition, Humanities, Social/Behavioral Sciences, Economics, and/or the World/Cultural Diversity requirement.

C. Eligibility.

- i. Student’s home campus must be at a Signatory Campus.
- ii. Students must participate in the PPA Pathway for at least one and a half consecutive years. If a student is a year or less away from completing their DKICP Prerequisites, the PPA Pathway may not be beneficial as they would already be eligible to apply to DKICP via regular admission.

D. Application.

Signatory Campus students applying to enroll in the PPA Pathway must complete the application by the deadlines established by UH Hilo. The PPA Pathway application shall be prepared by UH Hilo and shared with Signatory Campuses.

E. Participation in the PPA Pathway.

- i. Students must maintain the minimum GPAs described in Section V.B (Tracks).
- ii. UH Hilo may dismiss students from the PPA Pathway for academic or disciplinary reasons.

iii. A student's leave of absence will be recognized by UH Hilo if it was first approved by their Signatory Campus in writing. Such approved leave of absence will extend the student's date of acceptance shown on the DKICP provisional letter of acceptance. A leave of absence request must be submitted by the student, signed by the student's Signatory Campus, and submitted to UH Hilo within thirty (30) days of the leave of absence start date.

iv. UH Hilo will issue a letter of warning to students who fail to maintain minimum GPAs after one semester. A consecutive second semester of not maintaining the minimum GPAs will result in the release from the PPA Pathway. Readmittance to the PPA Pathway may be considered by UH Hilo if the student maintains the minimum for two consecutive semesters.

F. Determination and Acceptance. The acceptance of a PPA Pathway student will be determined by UH Hilo, in its sole discretion, in accordance with the provisions of this MOU, as follows:

i. Provisional Acceptance. UH Hilo will reserve a seat for each provisionally accepted student, pending final acceptance. UH Hilo, through the dean of DKICP, will send a provisional acceptance letter to a qualified student after UH Hilo receives all documents listed in Section V.D (Application); provided that, a Pharmacy College Application Service ("**PharmCAS**") application is submitted within five years and a successful interview is completed ("**Provisional Acceptance**").

ii. Full Acceptance. UH Hilo will grant provisionally accepted students full acceptance if admissions criteria are met, a PharmCAS application is submitted, a successful interview is completed, and all other required documentation is received by UH Hilo ("**Full Acceptance**").

iii. Withdrawal of Provisional Acceptance or Full Acceptance. UH Hilo may withdraw the Provisional Acceptance or refuse admission after Full Acceptance for reasons other than not meeting the minimum GPA requirements and completing the DKICP Prerequisites. UH Hilo will notify an accepted student by mail within thirty (30) days of the determination to withdraw the Provisional Acceptance or Full Acceptance. UH Hilo will document the basis for the withdrawal, which must be consistent with DKICP's admissions criteria. Such information shall be made available to the Signatory Campus upon written request. Examples of reasons for withdrawing the Provisional Acceptance or Full Acceptance may include, but are not limited to, the following: (a) being placed on conduct probation while in undergraduate school, (b) uncovering information related to criminal activity not previously disclosed but reported in the criminal background check, (c) concerns presented in the letters of recommendation, and (d) behaviors that are illegal, immoral, or deemed to be a threat to the health or well-being of DKICP, its faculty, and/or students.

G. Number of Students Accepted into the PPA Pathway.

i. Limits.

UH Hilo and each Signatory Campus may agree to limit the number of students participating in the PPA Pathway depending on each campus's needs and resources.

ii. UH Hilo Sole Discretion on Admittees. UH Hilo will strive to admit all qualified students to the PPA Pathway. If there are more qualified students than available seats in the PPA Pathway, UH Hilo may select students based on the ranking of admission requirements.

iii. Coordination and Advising Students. Initial inquiries for enrollment in the PPA Pathway shall be directed to the Signatory Campus. After a student is accepted to the PPA Pathway, UH Hilo and Signatory Campus will coordinate advising the accepted students throughout the PPA Pathway.

H. Student Advisement.

UH Hilo and Signatory Campuses shall advise interested students of the following:

i. Students are responsible for ensuring that they meet the requirements for admission to the PPA Pathway, including completing DKICP Prerequisites and timely submission of a complete application. Incomplete applications will not be considered.

ii. Students are responsible for maintaining the prescribed minimum GPA.

iii. While attending a Signatory Campus, PPA Pathway-enrolled students should meet at least once per semester with UH Hilo and Signatory Campus Point of Contacts.

iv. Students entering the PPA Pathway must agree to abide by all rules, regulations, and policies adopted by UH Hilo.

I. Responsibilities.

i. Shared Responsibilities. UH Hilo and each respective Signatory Campus shall (a) maintain records of consultation and communication on pathway evaluations and student progress; (b) provide counseling to students and evaluate each enrolled student's performance in the PPA Pathway; (c) exercise reasonable care and diligence in the advisement of students concerning PPA Pathway requirements.

ii. UH Hilo Responsibilities. UH Hilo shall (a) provide support focused on the identification and preliminary advisement of students who are or may be interested in the PPA Pathway, (b) provide literature supporting the PPA Pathway, and (c) arrange for visits, in-person or by remote video conference technology, to the campus of the Signatory Campus as resources allow.

iii. Signatory Campus Responsibilities. Each Signatory Campus shall (a) on July 1 of every year, send UH Hilo a status update for all enrolled PPA Pathway students that includes overall GPA, and other information related to the student's continued participation in the PPA Pathway.

J. Annual Review.

An annual review of the PPA Pathway enrollees will be conducted jointly by UH Hilo and Signatory Campuses. This review will include enrolled students' performance and progress, recommended changes to acceptance requirements, and other recommended changes that may be needed to the MOU.

## **VI. DISPUTE RESOLUTION**

Disputes regarding the implementation of this MOU among UH Hilo and Signatory Campuses. If UH Hilo and Signatory Campuses cannot resolve the dispute, then a final determination shall be made among campus chancellors and, in the case of the University of Hawai'i at Manoa, its provost. All efforts will be made to ensure any disputes among UH Hilo and Signatory Campuses do not impact students. The sole remedy for unresolved disputes shall be withdrawal from the MOU by the aggrieved Signatory Campus or termination of the MOU by UH Hilo.

## **VII. TERMINATION AND WITHDRAWAL**

UH Hilo may terminate this MOU at any time after providing written notice to Signatory Campuses thirty (30) days before the specified termination date. Signatory Campuses may withdraw from this MOU at any time after providing written notice to UH Hilo thirty (30) days before the specified withdrawal date. Withdrawal by one or more Signatory Campuses shall not terminate the MOU for UH Hilo and other remaining Signatory Campuses. Upon termination or withdrawal by one or more Signatory Campuses, all reasonable efforts shall be made by UH Hilo and Signatory Campuses to avoid negative impacts on students participating in the pathway covered by this MOU.

## **VIII. AMENDMENTS**

A. Who May Amend this MOU.

This MOU may be amended by UH Hilo and at least one Signatory Campus.

B. Effect of Amendments on UH Hilo and Signatory Campuses.

Any amendments to this MOU shall not take effect for thirty (30) days. Upon amendment of this MOU, all Signatory Campuses shall be notified in writing at least thirty (30) days from said

amendments taking effect. Any amendments shall be binding on UH Hilo and any Signatory Campus that does not object in writing to the new amendments at least (5) days before the amendment takes effect. Signatory Campuses that object may withdraw from the MOU.

C. Effect of a Change in Admission Requirements on Students.

Any amendments to admission requirements resulting from changes made by an accreditation entity or by the DKICP admissions committee will become effective in accordance with the dates specified, notwithstanding any provision in this MOU to the contrary. The specified amendments will apply to all students currently enrolled in the PPA Pathway and to all applicants to the PPA Pathway.

**IX. NO THIRD-PARTY BENEFICIARY.**

Nothing contained in this MOU shall give or allow any claim or right of action whatsoever by any other third person, including but not limited to students. It is the express intention of UH Hilo and Signatory Campuses that any such person or entity receiving services or benefits under this MOU shall be deemed an incidental beneficiary only.

**[BELOW INTENTIONALLY LEFT BLANK; SIGNATURE PAGE FOLLOWS]**

## EXHIBIT A

### Daniel K. Inouye College of Pharmacy Prerequisites Pre-Pharmacy Preferred Admissions Pathway

Semester Credit Hours	Subject	Additional Requirements
6	English	Including Three Credits of Composition
6	Social/Behavioral Science	
8	Biology (I & II)	Including Two Labs for Science Majors
8	General Chemistry (I & II)	Including Two labs for Science Majors
8	Organic Chemistry (I & II)	Including Two labs for Science Majors
4	Microbiology	Including Lab for Science Majors
6	Humanities	
3	World/Cultural Diversity	
3	Economics	
3	Calculus	
3	Communication	Including Public Speaking
8	Human Anatomy and Physiology I & II	Including Labs for Science Majors