

**WASHINGTON STATE UNIVERSITY  
COLLEGE OF PHARMACY**



PHARMACY  
STUDENT  
HANDBOOK

2010-2011

*A Commitment to Excellence*



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## MESSAGE FROM THE DEAN

Dear Pharmacy Student:

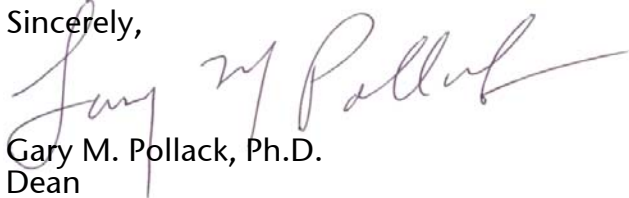
The *College of Pharmacy Student Handbook* contains valuable information about the Doctor of Pharmacy Program at WSU College of Pharmacy. It provides important information about the College's curriculum, information about academic policies and procedures, and services available for students. Think of the *Handbook* as a "user's manual" to successfully navigate your personal journey toward graduation.

The *Handbook* has been compiled over a number of years, and was updated in 2008 to serve as an essential resource to students and faculty. I hope you will consult it frequently (as well as the *WSU Student Handbook*), and particularly when you are planning your course of studies. You will find it also serves as a valuable guide for a multitude of academic and non-academic issues. I urge you to carefully study the sections "Academic Policies and Procedures" and "Pharmacy Code of Professionalism". These sections provide important information about our collective standards as a community of professionals, and how you are expected to conduct yourself while enrolled as a Doctor of Pharmacy student.

This *Handbook* focuses on how we in pharmacy function and does not supersede any WSU policy or procedure. While it is an essential resource for you, it cannot answer all your questions and must be supplemented by thoughtful interactions with other students, faculty, and advisors. Attention to individual student growth is a long-standing strength of our program, but this is a two-way street. I encourage you to maintain contact with your advisor and seek his or her help in resolving any problems you have. The faculty and I are committed to making WSU College of Pharmacy the best possible place to earn a Doctor of Pharmacy degree. Thus, we want to maintain an academically strong program that provides you with the highest level of professional competence when you graduate. We also want to make your journey to become a Doctor of Pharmacy a stimulating and enjoyable educational experience.

On behalf of our outstanding faculty, staff, and alumni, I extend my best wishes in your journey to join the proud ranks of WSU College of Pharmacy graduates.

Sincerely,



Gary M. Pollack, Ph.D.  
Dean

# VISION

Approved June 15, 2006

To be the preeminent college of pharmacy that provides world-class leadership in the quality of the student educational experience and faculty scholarship.

# MISSION

Approved June 15, 2006

To advance human health through world-class research and the education of students in patient and pharmaceutical care, the pharmaceutical and biomedical sciences, and health policy and administration.

This will be accomplished through:

- a student-centered educational philosophy that promotes life-long intellectual growth and learning
- the provision of pharmaceutical care designed to improve an individual's quality of life and the overall public health through both prevention and treatment
- nurturing an exceptional environment for research, scholarship, innovative practice and professional and graduate education
- creating an environment of trust and respect in all that we do.

# ACCREDITATION

The Washington State University College of Pharmacy is fully accredited by the Accreditation Council for Pharmacy Education (ACPE). As stated on their web site (<http://www.acpe-accredit.org/complaints/default.asp>), "ACPE has an obligation to assure itself that any institution which seeks or holds a pre-accreditation or accreditation status for its professional programs(s) conducts its affairs with honesty and frankness". Other institutions and individuals, including students enrolled in the professional program, have the right to submit complaints in writing to ACPE, if they believe that ACPE standards, policies, and procedures have been violated. Details for filing complaints are outlined on the ACPE web site, indicated above.

# HISTORY

On February 19, 1892, the Board of Regents of Washington Agricultural College and School of Science approved a course of study for a program in pharmacy. The catalog gave the following description of the pharmacy program, “Students in this course will be required to take laboratory work in toxicology and various other chemical and physical manipulations, such as weighing, measuring, distilling, evaporating, filtering and making pharmaceutical preparations.” Several years later, a University committee cautioned that the new program in pharmacy should not be started unless “not less than \$400 can be set apart for use for the first year” and “that suitable room can be set apart to be used as a pharmaceutical laboratory.” Students were not officially enrolled in the pharmacy program until the fall of 1896, and 4 students completed the two year course of study in 1898 to become the first graduates in pharmacy at Washington State University.

The College of Pharmacy’s graduate program began awarding graduate degrees in 1931. That year the first masters degree was conferred upon Haakon Bang – a future dean. Charles Martin earned the first Ph.D. in 1950. Up until 1952 the names of the graduate degrees were “Pharmacy”, but in that year the name was changed to Pharmaceutical Sciences. In 1982 the department changed its name to Pharmacology/Toxicology, and in 2010 it changed its name back to Pharmaceutical Sciences. By 2010 we had awarded 78 Master of Science degrees and 120 Ph.D. degrees.

In 1993, the College enrolled its first post baccalaureate Doctor of Pharmacy class. This program was designed for graduates of accredited colleges of pharmacy to upgrade their Bachelor of Pharmacy degrees to Doctor of Pharmacy degrees, and required 5 semesters of classroom instruction and clerkships. The first class graduated in May 1995. This program continued to admit students until 1997, and the last student graduated in 2010.

On January 20, 1994, the Washington Higher Education Coordinating Board endorsed a new plan for pharmacy education in Washington. The Bachelor of Pharmacy degree was eliminated effective 1995 and replaced by the entry-level Doctor of Pharmacy degree. The last Bachelor of Pharmacy class graduated in 1997 and the first entry-level Doctor of Pharmacy class graduated in 1999. At that time, 2 years of undergraduate prerequisite courses were required to be qualified to apply for the 4-year Doctor of Pharmacy program; in 2008 the prerequisites increased to 3 years of undergraduate study to accommodate an upgraded 4-year curriculum.

# OFFICE OF PHARMACY STUDENT SERVICES

Located in Wegner Hall room 155, the Office of Pharmacy Student Services and Admissions facilitates a student's progress into and through the College of Pharmacy's professional program. Pharmacy Student Services provides academic advising for every student during his or her four years in pharmacy school. Students are required to meet with their academic advisor during each registration period. Advisors are also available to provide assistance with academic problems. Students who have questions about any of their activities may visit with an advisor in Pullman at (509) 335-2016 or in Spokane at (509) 358-7658.

The Associate Dean for Student Services is responsible for the activities of the Office of Pharmacy Student Services. Although Spokane students still have access to Students Services in Pullman, similar services are available in Spokane through the Assistant Dean for Students Services who reports directly to the Associate Dean for Student Services.

The Office of Pharmacy Student Services is responsible for the following activities: PharmD inquiries, recruitment, interviews and admissions; unofficial transcript evaluations; criminal background checks; academic advising; academic progress of students; academic policies and procedures administration; internship opportunities; PSAC meetings; travel grants; emergency student loans; HRSA SDS, ARRA and other financial aid and scholarship opportunities, *Pharmacy Student Handbook*; Orientation; White Coat Ceremony; Career Day; Graduation Brunch and Senior Awards; liaison with student organizations, state Boards of Pharmacy, WICHE and other WSU administrative offices.

You can find more about student services on our web site at [www.pharmacy.wsu.edu](http://www.pharmacy.wsu.edu) and click on "Current Students". Then to find admissions information, applications, classes needed, and other helpful tips, click on "Request Info" and subsequent links.

Entry-Level Doctor of Pharmacy  
**SCHEDULE OF STUDIES**

<b>1<sup>st</sup> Professional Year – Fall 2010</b>		<b>Credits</b>	<b>1<sup>st</sup> Professional Year – Spring 2011</b>		<b>Credits</b>
PharD 505	Pharmacy Practice Foundations	2	PharD 513	IPPE I: Community Practice Prep	1
PharD 501	APC I: Patient Assessment	1	PharD 516	Health Care Systems	2
PharD 507	Introduction to Therapeutic Agents: Top 200 Drugs	1 stu	PharD 514	Pharmacotherapy I	4
PharD 509	Professional Communications Lab I	1 lab	PharD 513	Pharmaceutics II	2
PharD 503	Pathophysiology & Med. Terminology	4	PharD 519	Pharmaceutics Lab	1 lab
PharD 504	Pharmaceutical Calculations	1 stu	PharD 515	Immunology	2
PharD 508	Pharmaceutics I	3	PharD 512	Integrated Pharmacology II	4
PharD 502	Integrated Pharmacology I	3	Mandatory Electives*		0-2
		<b>16</b>			<b>16+</b>
<b>2<sup>nd</sup> Professional Year – Fall 2011</b>			<b>2<sup>nd</sup> Professional Year – Spring 2012</b>		
PharD 527	Biostatistics & Population-Based Health	3	PharD 541	APC III: Medication Therapy Management	1 lab
PharD 528	Pharmacokinetics	3	PharD 542	Integrated Pharmacology IV	4
PharD 531	APC II: Clinical Assessment and Documentation	1 lab	PharD 543	IPPE III: Institutional Practice Prep	1
PharD 532	Integrated Pharmacology III	4	PharD 544	Pharmacotherapy III	4
PharD 533	IPPE II: Debrief	3	PharD 545	Pharmacy Management	3
PharD 534	Pharmacotherapy II	4	PharD 546	Selected Topics in Pharmacy Practice	2
Mandatory Electives*		0-2	Mandatory Electives*		0-2
		<b>18+</b>			<b>15+</b>
<b>3<sup>rd</sup> Professional Year – Fall 2012</b>			<b>3<sup>rd</sup> Professional Year – Spring 2013</b>		
PharD 551	APC IV: Advanced Medication Therapy Management	1 lab	PharD 561	APC V: Integrated Patient Care	1 lab
PharD 553	IPPE IV: Debrief	3	PharD 563	IPPE V: Patient Care/Service Learning	1
PharD 554	Pharmacotherapy IV	3	PharD 564	Pharmacy Law & Regulatory Affairs	3
PharD 555	Drug Information and Literature Evaluation	3	PharD 565	Parenteral Products	2 stu
PharD 557	Advanced Therapeutics	3	PharD 566	Therapeutics of Special Populations	3
PharD 558	Applied Clinical Pharmacokinetics	2	PharD 567	Inter-Professional Health Care	3
PharD 559	Quality Assurance and Patient Safety	2	PharD 568	Patient Cases and Prof. Presentations	1 stu
Mandatory Electives*		0-2	PharD 569	Professional Communication Lab II & Integrated Colloquium	1 stu
		<b>17+</b>	Mandatory Electives*		<b>0-2</b>
					<b>15+</b>
<b>4<sup>th</sup> Professional Year – 2013-2014</b>			<b>Electives*</b>		
PharD 581	Acute Care APPE	5	PharD 590	Advanced Topics in Infectious Disease	1
PharD 582	Ambulatory Care APPE	5	PharD 591	Medication Error Prevention	2
PharD 583	Community APPE	5	PharD 592	Medical Devices for Home Health Care	2
PharD 584	Institutional APPE	5	PharD 593	Behavioral/Mental Health in the Media	1
PharD 585	Elective I APPE	5	PharD 594	Comprehensive Diabetes Management	3
PharD 586	Elective II APPE	5	PharD 595	Emergency Preparedness and Public Health Response	1
PharD 587	Elective III APPE	5			

**Key:**

APC = Applied Patient Care

\*Mandatory Electives: Students must select 2 credits total within the first two years and 2 total in the third year. More electives are approved for use than appear here. See full list at: <http://www.pharmacy.wsu.edu/currentstudents/Elective%20courses-Handout.pdf>

IPPE, APPE = Introductory and Advanced Pharmacy Practice Experience. IPPE credits reflect experiences that occur over more than one semester, including over holidays, during spring break and/or summer. APPE credits (i.e., 4<sup>th</sup> year “rotations”) are earned over one entire calendar year.

1 lecture credit = 1 contact hour per week; 1 studio credit = 2 contact hours per week; 1 lab credit = 3 contact hours per week.

PharmD students are allowed to take more than 18 credits per semester at no extra cost to the student or college, per WSU policy.

# COURSE DESCRIPTIONS

## **PharD 399 Mentored Writing Skills**

**Development** 1 Prereq admission to PharmD program and permission of instructor. Individual faculty mentoring to improve written communication skills. S, F grading.

## **PharD 499 (PharS 499 / PharP 499) Special Problems**

V 1-4 May be repeated for credit; cumulative maximum 12 hours. S, F grading.

## **PharD 501 (PharP 501) Applied Patient Care I: Patient Assessment**

1 (0-3) Prereq admission to PharmD program. Laboratory course teaching hands-on physical assessment techniques from a pharmacy perspective, to provide patient-specific care. S, F grading.

## **PharD 502 (PharS 551) Integrated Pharmacology I**

3 Prereq admission to PharmD program. Medicinal chemistry, drug metabolism, signal transduction, drug development and autonomic pharmacology.

## **PharD 503 (PharS 500) Pathophysiology with Medical Terminology**

4 Prereq admission to PharmD program. Review of human physiology along with an overview of human pathophysiology, including medical terminology.

## **PharD 504 (PharS 510) Pharmacy Calculations**

1 (0-3) Prereq admission to PharmD program. Familiarizes students with the drugs most frequently prescribed in the US, as a basis for pharmacy practice. S, F grading.

## **PharD 505 (PharP 500) Pharmacy Practice Foundations**

2 Prereq admission to PharmD program. Perspectives into the profession of pharmacy; pharmacy law, ethics, and careers.

## **PharD 507 (PharP 510) Introduction to Therapeutic Agents: Top 200 Drugs**

1 (0-3) Prereq admission to PharmD program. Drugs most frequently prescribed in the US as a basis for pharmacy practice.

## **PharD 508 (PharS 521) Pharmaceutics I**

3 Prereq admission to PharmD program. Principles of dosage form design and drug delivery, with an emphasis on physicochemical principles.

## **PharD 509 (PharP 521) Professional Communications Lab**

1 (0-3) Prereq admission to PharmD program. Professional communication skills as an essential foundation for career development.

## **PharD 512 (PharS 552) Integrated Pharmacology II**

4 Prereq PharS 502. Pharmacology of drugs acting on the cardiovascular system, peripheral sites and central nervous system.

## **PharD 513 (PharP 522) Introductory Pharmacy Practice Experience I**

1 Prereq successful completion of first year of PharmD program. Prepares student pharmacists for community practice experience and service learning activities.

## **PharD 514 (PharP 543) Pharmacotherapy I**

4 Prereq PharD 502, 505. Pharmacotherapy principles, drug therapy and patient care for cardiovascular, central nervous system and self-care conditions.

## **PharD 515 (PharS 540) Immunology**

2 Prereq successful progress in PharmD program. Fundamentals of immunology, including the immunological mechanisms that underlie prevention and clearance of infectious diseases, and immune reactions that contribute to disease; mechanism of action of immunotherapeutic and immunomodulatory agents.

## **PharD 516 (PharP 530) Health Care Systems**

2 Prereq admission to PharmD program. US health care system, financing of health care delivery and the role of the pharmacist.

## **PharD 518 (PharS 522) Pharmaceutics II**

2 Prereq PharS 521. Principles of dosage form design and drug delivery, with an emphasis on pharmaceutical technology and biopharmaceutics.

**PharD 519 (PharS 523) Pharmaceutics Lab**

1 (0-3) Prereq PharD 504, 508; c// PharD 518. Laboratory experience in the preparation of medicines.

**PharD 527 (PharP 540) Biostatistics and Population-Based Health**

3 Prereq admission to PharmD program. Research process; biostatistics, pharmacoconomics, pharmacoepidemiology and evaluation of quality of life emphasizing application and interpretation.

**PharD 528 (PharS 530) Pharmacokinetics**

3 Prereq PharD 518. Qualitative and quantitative understanding of the processes of drug absorption, distribution and elimination.

**PharD 531 (PharP 502) Applied Patient Care II: Clinical Assessment and Documentation**

1 (0-3) Prereq PharD 501. Clinical assessment and documentation skills necessary for effective pharmaceutical care.

**PharD 532 (PharS 553) Integrated Pharmacology III**

4 Prereq PharD 502, 512. Immunopharmacology (including immunizations), chemotherapeutics (antibiotics, antivirals, and anti-cancer drugs), endocrine pharmacology.

**PharD 533 (PharP 526) Introductory Pharmacy Practice Experience II**

3 (0-9) Prereq completion of first year of PharmD program. Authentic practice situations and service learning with opportunities for discussion and reflection.

**PharD 534 (PharP 544) Pharmacotherapy II**

4 Prereq PharD 502, 503, 512 and 514; c// PharD 532. Pharmacotherapy of infectious disease, cancer, immunologic and endocrine disorders; herbal medicines.

**PharD 541 (PharP 503) Applied Patient Care III: Medication Therapy Management**

1 (0-3) Prereq PharD 531. Identification of pertinent patient findings, assessment of drug-related problems and clinical problem solving.

**PharD 542 (PharS 554) Integrated Pharmacology IV**

4 Prereq PharD 502, 512, 532. Pharmaceutical biotechnology, basic toxicology, pharmacogenomics and complementary and alternative medicines.

**PharD 543 (PharP 527) Introductory Pharmacy Practice Experience III**

1 Prereq completion of second year of PharmD program. Authentic practice situations and service learning with opportunities for discussion and reflection.

**PharD 544 (PharP 545) Pharmacotherapy III**

4 Prereq PharD 502, 512, 514, 532, 534; c// PharD 542. Pharmacotherapy of respiratory disorders, men's health issues, women's health issues, GI disorders and psychiatric disorders.

**PharD 545 (PharP 580) Pharmacy Management**

3 Prereq admission to PharmD program. Management principles essential for common practice settings in the profession of pharmacy.

**PharD 546 (PharP 570) Selected Topics in Pharmacy Practice**

2 Prereq PharD 516, 527; c// PharD 545. Interactive course addressing economic, ethical and professional aspects of health care delivery. S, F grading.

**PharD 551 (PharP 504) Applied Patient Care IV: Advanced Medication Therapy Management**

1 (0-3) Prereq PharD 501, 531 and 541. Medication therapy management for complex patients; case-based discussions and human patient simulation.

**PharD 553 (PharP 528) Introductory Pharmacy Practice Experience IV**

3 (0-9) Prereq successful completion of second year of PharmD program. Authentic practice situations and service learning with opportunities for discussion and reflection.

**PharD 554 (PharP 546) Pharmacotherapy IV**

3 Prereq PharD 514, 534, 544. Pharmacotherapy of nutrition, bone and joint disorders, pain management and liver, kidney and blood disorders.

**PharD 555 (PharP 550) Drug Information and Literature Evaluation** 3 Prereq PharD 527. Evaluation of drug information in pharmaceutical and biomedical literature to provide better patient care.

**PharD 557 (PharP 560) Advanced Therapeutics** 3 Prereq PharD 514, 534, 544. Advanced pharmacotherapy in complex patients including cardiovascular diseases, infectious diseases and endocrine disorders.

**PharD 558 (PharP 556) Applied Clinical Pharmacokinetics** 2 Prereq PharD 528. Clinical applications of pharmacokinetics including theoretical background and application to patient care.

**PharD 559 (PharP 571) Quality Assurance and Patient Safety** 2 Prereq admission to PharmD program. Patient safety issues including quality assurance, medication error avoidance and risk management in healthcare systems.

**PharD 561 (PharP 505) Applied Patient Care V: Integrated Patient Care** 1 (0-3) Prereq PharD 501, 531,541 and 551. Integration of pharmaceutical care with an interdisciplinary emphasis using patient cases and human patient simulation.

**PharD 563 (PharP 529) Introductory Pharmacy Practice Experience V** 1 (0-2) Prereq successful completion of third year fall coursework. Authentic practice situations and service learning with opportunities for discussion and reflection.

**PharD 564 (PharP 520) Pharmacy Law and Regulatory Affairs** 3 Prereq admission to PharmD program. Legal and ethical pharmacy practice including licensing, patient privacy protection, order fulfillment and contracts.

**PharD 565 (PharP 577) Parenteral Products** 2 (0-4) Prereq PharD 504, 514, 519, 534, 544, 554, 557. Preparation and administration of compounded parenteral products; patient case discussions and student presentations.

**PharD 566 (PharP 578) Therapeutics of Special Populations** 3 Prereq PharD 557. Special therapeutic needs of unique populations including pediatrics, chronic neurologic disorders, hospice care and immuno-compromised patients.

**PharD 567 (PharP 579) Inter-Professional Health Care** 3 Prereq third year PharmD student. Interdisciplinary students (pharmacy, nursing, medicine) working and learning together using patient cases. S, F grading.

**PharD 568 (PharP 585) Patient Cases and Professional Presentations** 1 (0-2) Prereq PharD 514, 534, 544, 554. Professional presentation / communication skills in pharmacy; focus on public speaking in various formats.

**PharD 569 (PharP 524) Professional Communications and Integrated Colloquium** 1 (0-2) Prereq PharD 509. Practice in eliciting information from patients, initiating educational interventions and demonstrating sensitivity to cultural factors.

**PharD 581 (PharP 561) Acute Care Advanced Practice Experience V** 1 (0-3) to 5 (0-15) May be repeated for credit; cumulative maximum 5 hours. Prereq PharmD didactic coursework completed. Advanced practice experience in acute care settings.

**PharD 582 (PharP 562) Ambulatory Care Advanced Practice Experience V** 1 (0-3) to 5 (0-15) May be repeated for credit; cumulative maximum 5 hours. Prereq PharmD didactic coursework completed. Advanced practice experience in ambulatory care settings.

**PharD 583 (PharP 566) Community Advanced Practice Experience V** 1 (0-3) to 5 (0-15) May be repeated for credit; cumulative maximum 5 hours. Prereq PharmD didactic coursework completed. Advanced practice experience in a community pharmacy setting.

**PharD 584 (PharP 567) Institutional Advanced Practice Experience V** 1 (0-3) to 5 (0-15) May be repeated for credit; cumulative maximum 5 hours. Prereq PharmD didactic

coursework completed. Advanced practice experience in an institutional pharmacy setting.

**PharD 585 (PharP 563) Elective I Advanced Practice Experience V 1 (0-3) to 5 (0-15)** May be repeated for credit; cumulative maximum 5 hours. Prereq PharmD didactic coursework completed. Advanced practice experience in acute or ambulatory patient care settings.

**PharD 586 (PharP 564) Elective II Advanced Practice Experience V 1 (0-3) to 5 (0-15)** May be repeated for credit; cumulative maximum 5 hours. Prereq PharmD didactic coursework completed. Advanced practice experience in acute, ambulatory, or non-traditional patient care.

**PharD 587 (PharP 565) Elective III Advanced Practice Experience V 1 (0-3) to 5 (0-15)** May be repeated for credit; cumulative maximum 5 hours. Prereq PharmD didactic coursework completed. Advanced practice experience in various health care settings.

**PharD 588 (PharP 555) Special Topics 2** Contemporary issues in pharmacy.

**PharD 589 (PharP 586) Are We Poisoning our Parents?** 1 Prereq completion of second year of PharmD program. Causes and perils of an overmedicated society through discussion and avocation of safe and responsible use of drugs in older adults.

**PharD 590 (PharP 590) Advanced Topics in Infectious Disease 1** Prereq PharD 544. Advanced knowledge of infectious disease topics covered in therapeutic PharmD coursework. S, F grading.

**PharD 591 (PharP 591) Medication Error Prevention 2** Prereq upper-division, certified health sciences major. Interdisciplinary responsibilities and approaches to detection and prevention of medication errors; practice in developing risk management plans for specific cases.

**PharD 592 (PharP 592) Medical Devices for Home Health Care 2** Prereq third professional year pharmacy student. Review of medical devices used by patients for home care or self care and provision of recommendations to patients concerning these devices.

**PharD 593 (PharP 593) Advanced Topics in Behavioral Health-Mental Health in the Media 1** Prereq PharD 544. Advanced knowledge of behavioral health topics covered in Therapeutics PharmD coursework through discussion and case-based teaching, and opportunities for students to think through diagnosis, treatment, complications, adverse effects, interactions, and monitoring parameters. S, F grading.

**PharD 594 (PharP 594) Comprehensive Diabetes Management 3** Prereq current PharmD students who have completed the first semester of the pharmacy program. Multidisciplinary foundation for future health professionals in the principles of diabetes management, using self-paced, modular and internet-based alternative format for delivery. S, F grading.

**PharD 595 (PharP 595) Emergency Preparedness and Public Health Response 1** Prereq PharD 544. Terrorism and disaster emergency preparedness and the role of the pharmacist in the public health response. S, F grading.

**PharD 596 (PharP 596) Entrepreneurship in Pharmacy 1** Prereq PharD 545; third or fourth year PharmD student. Entrepreneurship and innovative pharmacy business plan development. S, F grading.

**PharD 597 (PharP 597) Case Studies in Neonatal Pharmacy 1** Prereq admission to the PharmD program. Case-based approach to pharmacological issues in the neonatal intensive care unit. S, F grading.

**PharD 598 (PharP 598) Elementary Science Education Practicum 1 (0-2)** Prereq third year PharmD student. Communication with children in classroom environment to stimulate future practicing pharmacists to participate in outreach activities as part of science education. S, F grading.

**PharD 599 (PharP 599) Special Projects 2** May be repeated for credit; cumulative maximum 4 hours. Laboratory research, clinical research, or comprehensive review of selected subjects.

The new PharmD curriculum, approved in October 2006, requires students to take 6 credit hours of electives in the first 3 years of the program. While we strongly recommend taking electives within the College of Pharmacy, we also offer some flexibility. A list of approved non-pharmacy electives that will count toward fulfilling this curriculum may be found at:

<http://www.pharmacy.wsu.edu/currentstudents/elective.courses.handout.pdf>

# GUIDELINES FOR INFECTION CONTROL AND EXPOSURE MANAGEMENT

## INTRODUCTION

Exposure of pharmacists to infectious diseases and transmission by pharmacists and pharmacy personnel of infectious agents is generally thought to be of low risk. As pharmacists become more involved with direct patient care, the risk of becoming involved in transmission of an infectious agent, either to the pharmacist or to another individual, will increase. Pharmacists have the potential to be involved in infectious disease transmission if they participate in any of the following: response to cardiac arrest resuscitation, patient evaluation (particularly if the evaluation includes any physical examination of the patient by the pharmacist), and evaluation of drug and non-drug (e.g. glucose) plasma/serum concentrations. Students will complete exposure control training (blood borne and airborne pathogens) yearly, as part of their laboratory requirement.

## EXPOSURE PREVENTION

### Immunizations

All pharmacy students are required to have an up-to-date vaccination record submitted to Pharmacy Student Services before they begin professional courses that involve early practice experience (spring semester). The required immunizations will include:

(1) **Hepatitis B (HB)**

Students will be required to provide evidence of completing the series of Hepatitis B immunizations or a completed waiver by the end of the spring semester of the first professional year. Three doses of Hepatitis B vaccine are required. The first dose followed by a second dose one month later and a third dose five months after the second dose.

(2) **Tetanus and Diphtheria Toxoids Combined (Td)**

A booster dose of Td is required if the last dose of Td was more than 10 years ago.

(3) **Measles, Mumps, Rubella Vaccine (MMR)**

Two doses of MMR are required for anyone born during or after 1957.

(4) **Varicella Vaccine (chicken pox)**

Two doses of vaccine are required, separated by 4-8 weeks. Varicella vaccine will not be required if you have had the disease. If you are not sure of your varicella immunity, you must verify your immune status by serological testing or take the two doses of vaccine. (Results of serological testing must be presented to Pharmacy Student Services.)

(5) **Polio**

All students must have a complete primary series of polio vaccine. Students without a history of receiving the polio vaccine should consult their health care provider about receiving enhanced

inactivated polio virus vaccine (eIPV). The number of doses may differ for persons receiving polio vaccine as adults.

**(6) Tuberculin Test (PPD)**

Negative skin test within the year, or appropriate TB screening and treatment.

Immunizations and tuberculin testing are normally available from primary health care providers. Health district clinics also provide these services. Students may also obtain the required immunizations and TB testing during the fall semester at the Washington State University Health and Wellness Services at Pullman Memorial Hospital.

**Routine Hand Washing**

All pharmacy personnel should perform hand washing before touching patients, involvement in any sterile product preparation, or eating on rotation or at work. Hand washing should also be done after direct contact with patients, glove use, nose or mouth wiping, contact with any other body substances, and use of the bathroom. Hand washing is one of the most important methods of preventing the spread of infection.

**EXPOSURE MANAGEMENT**

Potential exposure to any infectious agents should be discussed with the preceptor/instructor as soon as possible. If the preceptor feels that the exposure was real and significant or if the preceptor prefers not to make such a judgment, the clinical director of the advanced experience program or the Office of Pharmacy Student Services should be notified to discuss the best course of action.

**Cost of Treatment**

In the event that a student becomes exposed to an infectious agent while performing early or advanced practice experiences, the cost of treatment is the responsibility of the student. The university does not provide insurance coverage to the student for medical costs associated with exposures. If exposure does occur, the cost to the student is greatly reduced by using the WSU Health and Wellness services. Off-campus students should use the WSU-contracted health care provider if it is available in the area of the practice site. Otherwise students should use their private health care providers.

# STATEMENT OF POLICY ON SEXUAL HARASSMENT

## **BACKGROUND AND DEFINITIONS**

### **Statement of Purpose**

The purpose of this document is to set forth the College of Pharmacy's (COP) commitment to and operational policy toward maintaining an environment free from all forms of harassment, particularly sexual harassment. This COP statement is set forth in accordance with Washington State University's discrimination and sexual harassment policy, ([http://www.wsu.edu/%7Eforms/HTML/EPM/EP15\\_Discrimination\\_and\\_Sexual\\_Harassment.htm](http://www.wsu.edu/%7Eforms/HTML/EPM/EP15_Discrimination_and_Sexual_Harassment.htm)), which states that the University is responsible for promoting understanding and acceptance of and assuring compliance with University regulations, state and federal laws. This statement outlines the procedures by which the COP will act to support and enforce the policy of WSU. The COP is cognizant of its moral and legal obligations to ensure that all students, faculty and staff are provided equitable opportunities to realize their goals and to function effectively within the COP environment. This statement applies to all levels of the COP, including recruitment, admissions, classroom conduct, hiring, training, discipline, promotion, demotion, transfer, layoff or termination, rates of pay or other forms of compensation and any other employment, rendering of services or educational conditions. The guidelines and procedures, which will be utilized by the COP in dealing with issues of sexual harassment, are set forth below.

### **Definition of Sexual Harassment**

The policy of Washington State University explicitly prohibits discrimination, including sexual harassment, as a form of unlawful sex discrimination. Sexual harassment is defined as follows:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when: 1) submission to such conduct is made (either explicitly or implicitly) a term or condition of an individual's employment or education, 2) submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual, or 3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile or offensive environment. [29 C.F.R. 1604.11a (1988)].

When incidents of sexual harassment occur, it is the legal responsibility of the COP and/or Washington State University to take corrective action to terminate the harassment.

### **Examples of Sexual Harassment**

Sexual harassment encompasses any sexual attention that is unwanted. It includes both verbal and physical conduct. Examples of sexual harassment prohibited by this policy include, but are not limited to:

- a. Physical assault;
- b. Direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, grades or letters of recommendation;
- c. Direct propositions of a sexual nature;
- d. Subtle pressure for sexual activity;
- e. A pattern of conduct that discomforts or humiliates the person at whom the conduct is directed which includes one or more of the following:
  - 1) comments of a sexual nature;
  - 2) sexually explicit statements, questions, jokes, or anecdotes;
  - 3) unnecessary touching, patting, hugging, kissing, or brushing against a person's body;
  - 4) remarks of a sexual nature about a person's clothing or body; or
  - 5) remarks about previous sexual experience;
- f. Persistent, unwanted attempts to change a professional relationship to an amorous one;
- g. Discriminatory conduct, including sexual harassment, associated with the provision of College of Pharmacy services.

### **Amorous Relationships Affecting Employees and Students**

The COP and University policy requires that all employees maintain professional relationships with students and supervisees. The COP maintains that the relationship between faculty members and students is comparable to that of other professionals and their clients. Most professional associations forbid sexual relationships between professionals and clients. While WSU policy does not currently forbid such relationships between faculty and students, they are generally deemed unwise. Likewise, amorous or sexual relationships between faculty members or COP supervisory officers and individuals for whom they bear supervisory responsibility are also deemed unwise. Amorous relationships that might be appropriate in other circumstances are not appropriate, whether consensual or otherwise, when they occur between a teacher or officer of the COP or University and a student or employee for whom he or she has a professional supervisory responsibility. These relationships may create an environment charged with potential conflict of interest and possible use of academic or supervisory leverage to maintain or promote the relationship. Even where negative consequences to the participants do not result, such romantic liaisons may still raise questions of favoritism as well as of an exploitative abuse of trust and power, which may lead to charges of discrimination or harassment. Any employee of the COP who enters into an amorous or sexual relationship with his or her student or supervisee should appreciate that if a charge of sexual harassment were lodged, either by the student or supervisee or by an affected third party, it could be very difficult to prove immunity on the grounds that the relationship was consensual.

### **RECORDING AND RESOLVING COMPLAINTS**

The COP and University vigorously enforce their prohibitions against unlawful discrimination, including sexual harassment, and encourage those who feel they have been harassed to seek assistance to rectify problems. Internal grievance procedures are utilized to investigate and remedy violations. While observing the principles of due process, determinations of policy violations may lead to the application of disciplinary sanctions, including warning, censure, suspension, dismissal, or in some situations, summary suspension. No one shall be penalized or retaliated against in any way by a member of the COP or University community for initiation or participation in a complaint procedure undertaken in good faith.

Any employee or student of WSU who believes that he or she has been subjected to harassment, or who believes he or she has been charged wrongfully with a complaint, may utilize the procedures described below.

### **Procedure for Recording and Resolving Complaints**

When sexual harassment occurs, the COP is required to take action to cause harassment to cease. However, in order to act, a complaint must be filed according to the procedure outlined below. There are three reasons for filing a complaint: 1) to cause inappropriate or illegal behavior to cease via supervisory investigation and intervention; 2) to provide a legal record in case behavior continues and/or further action is necessary; 3) to initiate a formal investigation by the Washington State University Center for Human Rights.

The COP has developed a system to handle complaints. This system is designed to assure that complaints will result in action, which causes harassment to stop. Therefore, when any student or COP employee believes he/she has been subjected to sexual harassment, the following actions should be taken:

1. The complainant should meet with the Associate Dean of Pharmacy Student Services.
2. With the assistance of the Associate Dean of Pharmacy Student Services, the complainant will complete the University's Harassment Report Form. This form will be sent within 48 hours to the Washington State University Center for Human Rights where it will be kept as a record of the complaint.
3. The Center for Human Rights will notify the Associate Dean of Pharmacy Student Services within 48 hours and provide to the Associate Dean of Pharmacy Student Services a copy of the Harassment Report Form. Upon receipt of the form, the Associate Dean will inform the Dean of the College of Pharmacy that a complaint has been filed. A record of the complaint will then be on file both in the COP and at the Center for Human Rights.
4. At the time the complaint is filed, the complainant may request supervisory intervention or he/she may simply record their complaint and choose not to request intervention.
5. If supervisory intervention is requested, the Associate Dean for Pharmacy Student Services, in consultation with the Dean, and together with the supervisor of the person against whom the complaint has been lodged will review the complaint and meet with the accused individual. The intent of supervisory intervention is to determine whether conduct alleged in the complaint was sexual harassment and to prevent continuation of sexual harassment.
6. If, after evaluating the alleged conduct, the Supervisor with the Associate Dean, in consultation with the Dean, determines that harassment has occurred, then appropriate corrective action will be taken to stop the harassment. This action may include, but is not limited to, disciplinary action such as a warning, reprimand, demotion, suspension or dismissal. The Associate Dean will prepare a memo to be attached to the Complaint Report Form stating the results of the intervention and action taken.
7. A complainant need not request supervisory intervention when filing the Complaint Report Form. However, the Associate Dean for Student Services, in consultation with the Dean, may initiate supervisory intervention if they feel it is appropriate. If more than two

complaints are lodged against an individual or group, within a two-year period, then supervisory intervention must be initiated. In any event, the form and associated material will be kept on file as a record of the complaint.

8. It is hoped that most complaints can be resolved through this process. Nevertheless, after filing a Complaint Report Form, a complainant may choose to request a formal investigation of their complaint by the Washington State University Center for Human Rights. Furthermore, if a complainant or an accused individual is dissatisfied with the outcome of COP supervisory intervention, an appeal of this outcome may be requested in the form of a formal investigation by the WSU Center for Human Rights. If formal investigation is requested, the Center for Human Rights will inform the COP Associate Dean of Pharmacy Student Services of the nature of the investigation. The formal investigation will not be conducted by COP personnel.

### **Malicious or Frivolous Allegations**

If it is determined that a sexual harassment allegation is malicious or frivolous in nature, the complainant may be subject to disciplinary action.

## **EDUCATION AND SENSITIZATION FOR PREVENTION OF SEXUAL HARASSMENT**

### **Goals of Harassment Education and Sensitization within the COP**

The COP and its administration are aware of the importance of changing individual and cultural attitudes in preventing discrimination and sexual harassment. However, it also understands that changing attitudes and culture are educational endeavors beyond the scope of the COP's mission. Consequently, the COP will focus its efforts on informing and sensitizing students and employees regarding recognition of, responding to and consequences of such behavior. All COP educational efforts will conform to University requirements and information presented will be congruent with, and conform to, general university policy.

Educational and sensitization efforts regarding harassment undertaken by the COP will be designed to assure that each and every student and employee of the COP:

- 1) is aware of the behaviors that the university considers sexual harassment;
- 2) is aware of behaviors and relationships which may be perceived as discriminatory and sexually harassing by fellow employees or students;
- 3) is aware of personal methods for discouraging such behavior;
- 4) is aware of procedures and avenues available to COP students and employees for filing complaints against harassers;
- 5) is aware of how the COP and the University deal with harassment charges and of the consequences for harassers and those who make false accusations of harassment.

All new entry-level Doctor of Pharmacy students will be provided a copy of the College of Pharmacy's Policy on Sexual Harassment. After reading the document, students will be required to sign a statement acknowledging that they have received read a copy of the *Pharmacy Student Handbook* which includes this document and understand their responsibility as a COP student regarding sexual harassment and its consequences.

# OFF-CAMPUS COURSE REQUIREMENTS

Since fall 2001, students in the entry-level Doctor of Pharmacy program have been required to relocate to Spokane to complete the third professional year; the advance practice experiences of the fourth professional year can be spent in Spokane, Yakima, Vancouver, Tri-Cities, Pullman or the Seattle area. Additional sites may be offered in other locations.

The pharmacy curriculum includes extended periods of off-campus activities during each didactic semester, Introductory Pharmacy Practice Experience (IPPE) activities during the summers, and extended off-campus courses (referred to as “rotations”) during the final year. Students entering the College of Pharmacy should be prepared to participate in these courses and course programs, which are offered at various academic locations in Washington.

Students are required to have the following completed upon acceptance to the College of Pharmacy:

- Current intern licensure with the Washington State Board of Pharmacy (a copy of current license must be submitted prior to engagement in IPPE programs)
- Tuberculin skin test or chest x-ray (copy of results must be submitted annually prior to engagement in IPPE programs)
- Current immunization history must be submitted by the end of first professional semester
- Criminal background check by Certiphi Screening (done upon admission); additional background check for clinical experiences
- Proof of malpractice liability insurance (must be submitted prior to engagement in IPPE).

The IPPE program consists of multiple short-term pharmacy programs throughout the first 3 years, designed to engage the student in a myriad of practice settings and activities. IPPE sites and activities will put the skills and knowledge the student pharmacist has obtained into practice, and allow the student pharmacist to gain experience and confidence in a variety of pharmacy settings. The IPPE programs will also expose the student to the multiple practice settings of pharmacy, and help achieve the goals and learning objectives of the College of Pharmacy.

The advanced pharmacy practice experiences consist of ambulatory, in-patient and elective rotations. The majority of rotations will be limited to one geographic region in the state. Exceptions will be made for specialty rotations such as the pharmaceutical industry, Food and Drug Administration, and foreign pharmacy practice experiences. The College is receptive to the creation of new experiential opportunities as long as the experience is consistent with the goals and objectives for students in the College.

Geographic assignments are requested in the second year and sites are assigned in the fall of the third professional year. Students will be asked to prioritize their desired geographical location for the advanced practical experiences (e.g., Spokane, Pullman, and Yakima). Historically, the majority of students are successful in getting either their first or second choice of locations. The Experiential Education Coordinator will determine specific rotation sites and preceptors. This will be completed in the spring of the third professional year. The College reserves the right to change site assignments at any time, but the geographical location is guaranteed.

# GRADING SYSTEM

The College of Pharmacy follows the Washington State University grade point system, which is as follows:

A provides 4.0 grade points per credit hour  
A- provides 3.7 grade points per credit hour  
B+ provides 3.3 grade points per credit hour  
B provides 3.0 grade points per credit hour  
B- provides 2.7 grade points per credit hour  
C+ provides 2.3 grade points per credit hour  
C provides 2.0 grade points per credit hour  
C- provides 1.7 grade points per credit hour  
D+ provides 1.3 grade points per credit hour  
D provides 1.0 grade points per credit hour  
F provides no grade points per credit hour  
(credits attempted are calculated into GPA)

P credit given – grade points not calculated  
S credit given – grade points not calculated  
I provides no credit or grade points  
W provides no credit or grade points

The University's academic regulations are set forth in the back of the *WSU Time Schedule*. Students are responsible for complying with these regulations. Any student who, at the end of any semester, has failed to maintain a 2.00 cumulative grade point average (GPA) will be dropped from the University and must have permission of the University's Office of Student Progress to re-enroll. A student who has a grade point average of 2.00 or higher, but whose grade point average in each of the last two consecutive semesters is below 2.00 will be deficient and must apply to the Office of Student Progress for reinstatement. While a student may transfer course work from another institution to WSU, grades from another institution are not considered in determining the WSU GPA.

In addition to complying with University regulations, a student who is certified as a major in the Doctor of Pharmacy program must maintain a 2.00 cumulative grade point average in major courses (those courses with a PHAR prefix).

## **Calculating the Grade Point Average (GPA)**

To calculate the grade point average:

1. Multiply the number of hours for each grade by the grade points.
2. Add the number of credit hours for each course together to get the total credit hours.
3. Add up the total number of grade points, which were multiplied out in #1.
4. Divide the total number of grade points by the total number of credit hours to compute the GPA.

For example:

<u>Course</u>	<u>Credit Hrs</u>	<u>Grade</u>	<u>Grade Pts</u>
PharD 543	1	A	4.0
PharD 544	4	A-	14.8
PharD 545	3	C-	6.9
PharD 546	<u>2</u>	B	<u>6.0</u>
	11		31.7 = 2.88

The grade point average in Pharmacy courses is 31.7 divided by 11, or a 2.88 GPA. An S and P stand for “satisfactory” and “pass” and are not used in calculating the grade point average; an F stands for “fail” and is calculated into the grade point average for the number of credits the course carries.

### **Grading Scale for the Doctor of Pharmacy Program**

Letter Grading Scale Policy approved by the College Faculty 2/27/02:

A, A-, B+, B, B-, C+, C, C-, D+, D, F

All courses will use the above letter grading scale unless the instructor of record has received an exception to the policy by vote of the College Faculty. PharD 504 – Pharmaceutical Calculations received an exception to the Letter Grading Scale Policy on 2/27/2002, as did PharD 507 – Top 200 Drugs in October 2006 when the faculty approved the new curriculum by vote.

The Percentage Grading Scale approved by the College Faculty 3/27/02 sets percentage scale for C-, D+, D, F as:

C- = 70% and above

D+, D = 65 - 69.9%

F = less than 65%

# ESSENTIAL FUNCTIONS

## INTRODUCTION

The Washington State University (WSU) College of Pharmacy serves to effectively prepare student pharmacists to competently apply distributive and clinical pharmacy skills in a broad range of practice settings. Competency requires both academic achievement and development of professional attributes including intellectual, physical and social skills that represent the foundation of being able to provide contemporary pharmaceutical care. Requiring that students satisfactorily meet all of the essential functions described below is critical for the College of Pharmacy to ensure that its students are able to provide safe and effective healthcare for patients.

Student pharmacists will be assessed for both academic achievement and professional attributes during the program, and the College's Admissions Committee will consider a student pharmacist's ability to meet all of these requirements as part of the admissions process. By accepting admission and enrolling in the Doctor of Pharmacy program, the student pharmacist certifies that s/he has read these materials and understands the essential functions needed to be successful in the program.

These essential functions are attributes and skills the College of Pharmacy considers necessary for entrance, continuation, and graduation from WSU's Doctor of Pharmacy Program. By clearly delineating these essential functions, the College ensures that each graduate will develop the necessary technical, communication, interpersonal, professional relations, and clinical synthesis skills to subsequently enter any clinical practice, residency, or fellowship training.

*Deficiencies in demonstrating these essential functions may be grounds for course/rotation failure and possible dismissal from the Doctor of Pharmacy program.*

The College of Pharmacy is committed to providing appropriate assistance to help student pharmacists be successful in the curriculum. Reasonable accommodations are available for student pharmacists with a documented disability. Student pharmacists with identified disabilities should visit the Disability Resource Center (DRC) before the semester that they plan to attend to initiate the accommodations process. Accommodations are unique for each individual and some require a significant amount of time to prepare for, so it is essential that students notify the DRC as far in advance as possible. Student pharmacists with a disability that is identified during the semester should contact the DRC as soon as possible to arrange for an appointment and a review of their documentation by a disability specialist. All accommodations must be approved through the DRC located on each campus (Pullman: Administration Annex, Room 205 and Spokane: Student Affairs in the Student Academic Center, Room 130). All student pharmacists requesting reasonable accommodation must meet with the instructor prior to or during the first week of the course to review all proposed accommodations in relation to course content and requirements. Exceptions to this time frame will be granted only upon a showing of good cause.

A student pharmacist must possess aptitude, abilities, and skills in five areas: 1) observation; 2) sensory and motor competencies; 3) conceptualization, integration and quantitative evaluation; 4) communication; and 5) ethical, interpersonal, and professional skills. These are described in greater detail below, and the syllabus for each course in the program describes the specific outcomes that must be met for each course related to these areas. The program faculty will monitor maintenance of these standards. Student pharmacists must be able to independently perform the described functions, with or without accommodation, to complete the program.

## **Observation, Sensory, and Motor Competencies**

Student pharmacists must possess certain sensory and motor skills in order to competently perform as a pharmacist. Adequate vision is essential, and visual requirements include, but are not limited to, reading written and illustrated material including prescriptions and labels; observing demonstrations in the classroom or laboratory including projected material; observing anatomic structures; discriminating numbers and patterns associated with laboratory instruments and tests such as scales and other measuring devices; conducting a physical exam and observing both a patient's physical symptoms and nonverbal cues. Student pharmacists must have sufficient sensory and motor function to prepare and dispense pharmaceuticals, including the use of equipment for compounding prescriptions. Student pharmacists must possess sufficient skills to participate in the administration of a medication, including drawing up medication doses from a vial and being able to administer injections. Student pharmacists must be able to execute motor movements reasonably required to participate in the general care and emergency treatment of patients. They must be able to respond promptly to emergencies, including arriving quickly when called, participating in the initiation of appropriate procedures, and rapidly and accurately preparing appropriate emergency medication.

## **Conceptualization, Integration, and Quantitative Evaluation**

Student pharmacists must be able to learn through a variety of means, including individual study, large group didactic instruction, small group discussion, team projects, written and verbal presentations, patient care rounds, and utilization of computers and other technology. Student pharmacists must be able to recognize and accurately transcribe numbers, count and measure accurately, and be able to perform accurate and rapid calculations with or without a calculator or computer. Student pharmacists must be able to retain and recall information efficiently but also must possess appropriate judgment to know the limits of their knowledge in clinical situations. When knowledge is insufficient, student pharmacists must know where to obtain additional information and be able to interpret this information to apply it to patient care. Student pharmacists must be able to obtain critical patient information from patient charts, other healthcare professionals, or other sources of information, and be able to use critical thinking skills to use this information along with calculation and other skills to determine a comprehensive patient care plan in an efficient manner. A patient care plan includes appropriate medications and doses, necessary monitoring, appropriate alternatives if a problem is identified and appropriate patient counseling.

## **Communication**

Student pharmacists must be able to communicate effectively with patients and their caregivers and/or partners (hereafter referred to as patients) as well as other healthcare professionals. Communication includes written, verbal, and nonverbal elements. Communication with patients (both questions and information provided) must use vocabulary that is understandable for the patient and shows compassion and empathy. Student pharmacists must possess listening skills and observe nonverbal cues to determine if communication has been effective and if other difficulties such as anxiety or mental illness exist that may complicate communication. Situations such as these must be addressed with care to meet the needs of the patient in a culturally-appropriate manner, and referrals to other healthcare providers must be made as appropriate. Any written information provided to patients must be understandable by the patient. Student pharmacists must be able to ask effective questions of patients in order to make informed decisions and must be able to document and communicate appropriate findings efficiently in oral and written forms with all members of the health care team. Written information must be legible and understandable by others (including avoidance of unapproved abbreviations), and all communication must be done in a professional manner.

## **Ethical, Interpersonal, and Professional Skills**

A student pharmacist must be able to relate to colleagues, preceptors, staff, and patients with honesty, integrity, non-discrimination, self-sacrifice, and dedication. He/she should be able to understand and use the power, special privileges, and trust inherent in the patient relationship for the patient's benefit, and to know and avoid the behaviors that constitute misuse of this power. He/she should demonstrate the capacity to examine and reason critically about the social and ethical questions that define pharmacy and the pharmacist's role. He/she must be able to identify personal reactions and responses, recognize multiple points of view, and integrate these appropriately into clinical decision-making. When difficult situations or differences of opinions arise, a student pharmacist must be able to conduct himself/herself in a professional manner, regardless of the behavior of others.

The pharmacy profession requires flexibility that students must demonstrate via appropriate critical thinking, ethical, and emotional stability through adapting to various situations. A student pharmacist must be able to utilize fully his/her intellectual ability, exercise good judgment, complete patient care responsibilities promptly and accurately, and relate to patients, families, and colleagues with courtesy, compassion, maturity, and respect for their dignity.

## **Stamina**

The student pharmacist must display the attributes described above even during taxing workloads and stressful working conditions. A student pharmacist must have the physical and emotional stamina to maintain a high level of function in the face of such working conditions. Inherent in this requirement is the willingness to accept constructive criticism and to modify behavior in response to this feedback. To adequately achieve these requirements, the student pharmacist must demonstrate flexibility to be able to adapt to various situations. In the event of deteriorating emotional function, it is essential that a student pharmacist be willing to acknowledge the problem and/or accept professional help before it poses danger to self, patients, and/or colleagues.

# ACADEMIC POLICIES AND PROCEDURES

Approved by the Faculty, July 15, 2008

The College of Pharmacy has the responsibility to the public of ensuring that students who graduate from its professional program are prepared to practice the profession of pharmacy in a competent and ethical fashion. The Academic Policies and Procedures outlined herein are designed to assist our students in meeting this responsibility. The College desires to have students succeed and encourages students experiencing academic difficulty to discuss issues with faculty, advisors, and the Associate or Assistant Dean(s). This approach best provides an opportunity for faculty to be proactive and supportive of students' success.

## **POLICIES**

### **Section I – Degree Requirements**

To be granted a Doctor of Pharmacy degree, a student must:

- (a) Meet the general requirements for graduation.
- (b) Successfully complete all required pre-pharmacy and professional courses.
- (c) Earn a minimum overall University grade point average of 2.00 and a minimum grade point average of 2.00 in all graded, required courses.
- (d) Successfully pass all required courses and have no more than one grade lower than a C- in required courses; a deficiency can be removed by successfully repeating a course and earning a grade of C- or higher.
- (e) Meet all competency-based outcomes set forth by the College of Pharmacy.

**Note:** In all cases described below, the Dean or Executive Associate Dean, should this latter position be present, may function in lieu of the Associate Dean for Student Services if the Associate Dean is unavailable.

### **Section II – Registration and Attendance Requirements**

Students enrolled in the College of Pharmacy must meet the following requirements:

- (a) A student who does not register during both the fall and spring semesters must request a prior approved leave of absence from the Associate Dean of Student Services.
- (b) A student granted a leave of absence for two continuous semesters or less is entitled to meet those graduation requirements for their original graduating class.
- (c) A student granted a leave of absence of more than two semesters must meet all the graduation requirements in effect at the time of re-entering the program.
- (d) A student who does not enroll in all of the courses required by the Schedule of Studies for any given semester will be considered part-time and may enroll on such a basis only with the permission of the Associate Dean of Student Services.
- (e) A student who withdraws from the University or the College of Pharmacy may lose the privilege of re-entering the College of Pharmacy at any certain time, because the number of classroom spaces available is limited. As noted in section IV below, a student who withdraws may be decertified from the College of Pharmacy and will subsequently need to follow guidelines for recertification (section V).

### **Section III – Academic Probation**

At the conclusion of each semester, the Associate Dean of Student Services will review the academic progress of each student in the College and identify those who have one or more of the following deficiencies:

- (a) Cumulative overall grade point average (GPA), cumulative Pharmacy GPA, overall Semester GPA, or semester pharmacy GPA below 2.00.
- (b) One or more grade(s) below a C- in courses required in the pharmacy curriculum.
- (c) Withdrawal from a course without permission of the Associate Dean of Student Services. If the withdrawal occurs in a course a student has been required to repeat while on probation, the student can be decertified at the discretion of the Student Progress Committee. Students who withdraw from a course with permission from the Associate Dean of Student Services will still be required to complete the course at a time determined by the Associate Dean of Student Services.

If any of the above deficiencies exist, the College's Student Progress Committee will take one of the following actions:

- (a) Place the student on academic probation and allow the student to progress in the professional curriculum.  
or
- (b) Place the student on academic probation and not allow the student to advance to the next academic year.

Any student placed on probation (either those who advance to the next year or those who do not) must meet with the Associate Dean of Student Services at the start of each semester. The Associate Dean will determine a plan for the student that defines acceptable progress and will review this plan with the student. Students will sign a contract with the Associate Dean to acknowledge receipt of, and acceptance of, the plan detailing requirements for progress. The Associate Dean may delegate responsibilities to the Assistant Dean for Student Services, or other appropriate individuals, as indicated.

The plan will be specific for each student's situation but will use the following guidelines:

- A student will be required to successfully repeat all required courses in which he/she has received a failing grade prior to advancing to the next academic year in the program.
- If a student accumulates two or more grades below C- in required courses, the student will not be allowed to advance to the next academic year and will be required to successfully repeat the course(s) by obtaining a C- or higher so there is no more than one course with a grade less than a C-.
- Only under unusual circumstances, approved by the Associate Dean for Student Services and the instructors of record for the courses involved, will a student be allowed to repeat a course during a given semester when that course has a scheduling conflict with another required course. As a consequence, students are not guaranteed to be able to advance to the next academic year until the course has been successfully repeated.
- A student on probation who withdraws from a required course will be required to successfully complete the course before advancing to the next academic year.

A student who does not meet the requirements set forth by the Associate Dean of Student Services at the end of a semester will be referred to the Student Progress Committee, who will determine the student's standing in the College of Pharmacy based upon the regulations set forth in the student

handbook. According to WSU academic regulations, students may only repeat a course graded C- or below one time at WSU during fall or spring semesters. While current university regulations also indicate that additional repeats are allowed from another institution, during WSU summer sessions, or by special permission of the academic unit offering the course, students enrolled in the professional pharmacy curriculum will not be allowed to repeat a course more than one time. Students who receive a grade lower than C- in a required course twice will be decertified from the program.

The Student Progress Committee will review probationary cases on an individual basis and may make exceptions to the above criteria if it determines that extenuating circumstances are present.

A student who re-takes all courses for which the student received a grade lower than a C- and completes those courses with a grade of C- or higher will be removed from probation. In addition, a student placed on probation and eligible for graduation may be removed from probationary status by the Student Progress Committee, at the recommendation of the Associate Dean of Student Services, based on strong academic performance while on probation.

#### **Section IV – Decertification from the College**

- (a) A student will be decertified from the College of Pharmacy if the student receives a grade lower than C- in the same required course twice.
- (b) A student will be decertified from the College of Pharmacy if his/her cumulative overall GPA, cumulative pharmacy GPA, overall semester GPA, or semester Pharmacy GPA in each of two consecutive semesters is below 2.00.
- (c) Based on an evaluation of his/her overall academic record, a student may be decertified from the College of Pharmacy if his/her cumulative overall GPA, cumulative pharmacy GPA, overall semester GPA, or semester pharmacy GPA after any one semester is below 2.00.
- (d) A student who withdraws from the University or College of Pharmacy can be decertified from the College of Pharmacy.
- (e) A student on probation who does not meet requirements set forth by the Associate Dean of Student Services can be decertified from the College of Pharmacy.

In regard to sections “c”, “d”, and “e”, above, probation may be granted in lieu of decertification based on extenuating circumstances (see Section III – Academic Probation).

Per University regulations, a student who is decertified from the College of Pharmacy may repeat pharmacy courses in which a grade of C- or lower was received. However, the decertified student may not take any other pharmacy courses. A decertified student who successfully completes repeated courses is eligible to apply for recertification, but such recertification is not guaranteed (see Section V – Recertification).

#### **Section V – Recertification in the College of Pharmacy**

A decertified student may request, in writing, recertification in the College of Pharmacy within a 2-year period following initial decertification. However, successful completion of previous deficiencies does not guarantee recertification. If more than 2 years have lapsed since initial decertification, a decertified student must reapply for admission to the College of Pharmacy according to the “Admissions Policies and Procedures” for all students.

## **Section VI – Participation in Experiential Courses**

A student must successfully complete all required courses, have a University and Pharmacy grade point average of at least 2.00, meet criteria imposed by the WSU contract with the experiential site (e.g. malpractice insurance), and have a valid Washington internship license before beginning his/her experiential pharmacy courses.

## **Section VII – Appeals Process**

The files of a student who is deficient according to the College of Pharmacy's academic policies described herein will be presented to the College of Pharmacy Student Progress Committee. This committee may place a student on probation or decertify a student at any time if the student has deficiencies described under Section III or Section IV. A student may petition for an exception to any of the above requirements. The petition must document any special circumstances that may have caused the academic deficiency and must also outline a plan by which the student will eliminate the probationary or decertification status.

The Student Progress Committee is intended to serve the best interest of the students by assisting in their development as pharmacy professionals. In the event a student believes unfair treatment or action is being taken against him/her, the student is entitled to appeal a decision of the Student Progress Committee, first to the committee itself, then to the Associate Dean of Student Services. If necessary, students have the right to advance their appeal to higher administrative levels including the Dean of the College of Pharmacy or other University appeals officers as follows:

- Appeals involving academic performance are directed to the WSU Graduate School ([www.gradsch.wsu.edu](http://www.gradsch.wsu.edu)). Formal appeals to the Graduate School must be submitted in writing, with signature (e-mail is not sufficient), within 10 class days of the date of the decision letter. The original decision will be held in abeyance while under appeal.
- Appeals involving alleged violations in the Code of Professionalism (see Pharmacy Code of Professionalism, Section III) are to be directed to the WSU Office of Student Conduct ([www.conduct.wsu.edu](http://www.conduct.wsu.edu)), a division of the WSU Office of Student Affairs. Formal appeals to the Office of Student Conduct must be submitted in writing, with signature (e-mail is not sufficient), within 21 days.
- All appeals involving alleged academic integrity violations (see Pharmacy Code of Professionalism, Section III) will be handled exclusively by the University Office of Student Conduct pursuant to WAC 504-26-404. Formal appeals to the Office of Student Conduct must be submitted in writing, with signature (e-mail is not sufficient), within 21 days. All aspects of academic integrity cases are to be handled in accordance with the procedures for academic integrity violations in WAC 504-26-404.

A student decertified by the College of Pharmacy may request reinstatement to the University in another area. Students have the right to see their academic files.

## **Section VIII – Grading Scale**

All courses will use the university letter grading scale as stated on page 23 unless the instructor of record has received an exception to the policy by vote of the college faculty. Percentage Grading Scale approved by the College Faculty on 3/27/2002 specifies the percentage scale as follows: C- = 70% and above; D+, D = 65 – 69.9%; F = less than 65%. For letter grades higher than C-, the specific percentage scale may be established by individual instructors. In addition to the grading scale, students should be

aware that courses may also have specific competencies that must be successfully met to pass the course. These competencies will be clearly outlined in the course syllabus.

PharD 504 – Pharmaceutical Calculations received an exception to the above described grading scale policy effective 2/27/2002, as did PharD 507 – Top 200 Drugs in October of 2006. To pass Pharmaceutical Calculations or Top 200 Drugs, a student must achieve at least 90% for the course.

### **Section IX – ACPE Complaint Policy**

As stated on their web site (<http://www.acpe-accredit.org/complaints/default.asp>), “The Accreditation Council for Pharmacy Education (ACPE) has an obligation to assure itself that any institution which seeks or holds a pre-accreditation or accreditation status for its professional programs(s) conducts its affairs with honesty and frankness”. Other institutions and individuals, including students enrolled in the professional program, have the right to submit complaints in writing to ACPE, if they believe that ACPE standards, policies, and procedures have been violated. Details for filing complaints are outlined on the ACPE web site, indicated above.

# PHARMACY CODE OF PROFESSIONALISM

Approved by the Faculty, July 15, 2008

The Washington State University's College of Pharmacy fosters an academic environment conducive to scientific inquiry and exchange. To that end, students enrolled in the Doctor of Pharmacy professional program are expected to conduct themselves in a manner that is respectful towards other students, the learning process and those who provide academic instruction. Professional demeanor is the cornerstone of the academic community and the greater society. The College of Pharmacy will treat departure from this tenant as a serious breach of the Student Code of Conduct. Furthermore, the College of Pharmacy is committed to instilling in its students, as part of their sense of professionalism, a desire to adhere to the code of ethics and laws pertaining to the profession of pharmacy. While the institution must create an environment in which professional attributes may be cultivated, each student (as a future member of the profession) also has the duty to observe the laws, uphold the honor of the profession and accept and practice its ethical standards of conduct.

A student's continued enrollment in the College depends in part on his/her ability to adhere to the provisions of the Washington Administrative Code regarding Standards of Conduct for Students (at <http://www.conduct.wsu.edu>) and the Recognized Standards of Professional Practice as summarized in Section II of this document. In the event there is a conflict between the College of Pharmacy student handbook and the University's Standards of Conduct for Students, the University's standards shall prevail.

## **Section I – Provisions of the Washington Administrative Code**

Students enrolled in the College of Pharmacy are subject to the general rules and regulations of the Washington Administrative Code as set forth by the Washington State University Office of Student Conduct, a division of WSU Student Affairs. The following is a listing of examples of actions that are considered violations of the provisions of the "Code". This list is not all-inclusive. Students are responsible for knowing the Washington Administrative Code (available at <http://safetyplan.wsu.edu/conduct>)

- Intentional disruption of educational processes and functions of the university, including classroom and laboratory activities, offices, services, meetings or ceremonies.
- Intentional and unauthorized obstruction or restriction of free movement of persons or vehicles on the campus or other University property. Peaceful picketing is permitted, but such activity must be confined to outside University buildings and must not interfere with or restrict the free flow of traffic to and from any University building.
- Detention or physical abuse of any person or conduct which threatens imminent bodily harm or endangers the health or safety of any person or any property owned or controlled by the University in connection with approved University functions.
- Intentional damaging, defacing or abusing University facilities or equipment.
- Inciting others to engage in any of the conduct or to perform any of the acts prohibited herein. (Inciting is that advocacy which prepares the group addressed for imminent action and steels it to the action prescribed herein.)
- Forgery, alterations or misuse of University documents or identification.
- Using unauthorized sound amplification equipment on University property or using such equipment after authorization in a loud and raucous manner.
- Falsifying information submitted or failure to reveal relevant information on any University application form or offering any false information in any University disciplinary proceeding.

- Theft or damage to University property, property belonging to any members of the University community or property of any campus visitors.
- Using, possessing or purveying illegal, narcotic or dangerous drugs. University policy is consistent with state and federal laws that regulate the possession, use, sale and distribution of drugs.
- Disorderly, indecent or obscene conduct on University owned or University controlled property, or at University supported or University supervised functions.
- No faculty, staff, other employee or student shall have on his person, in his vehicle or otherwise in his possession any gun, pistol, firearm, explosives, dangerous chemicals or other dangerous weapons or instruments on the University campus or other University property with these exceptions:
  - Authorized law enforcement officers shall be permitted to carry arms while on duty and engaged in their regular duties.
  - Activities requiring the use of the prohibited items may be conducted upon approval of said activity by the Board of Regents.
  - Persons with firearms in their possession shall be permitted to travel en route to or from the University provided firearm storage facilities.
- Unlawful acts which directly affect University programs, community members or property insofar as they materially and substantially interfere with the missions, functions, processes and goals of the University community.
- Physical or other abuse of any person on University owned or controlled property or on the property of fraternities, sororities, or co-op houses, at University sponsored or University supervised functions, or conduct which threatens or endangers the health or safety of any such person.
- Illegal entry, attempted entry or entry violation of Washington State University rules respecting University property, University controlled property or University related property such as fraternities, sororities or co-op houses.
- Sexual harassment, defined as, *“Any sexual advances by males or females which amount to or imply that compliance is a condition for hiring, job promotion, grades, merit increases or letters of recommendation.”* (See <http://www.chr.wsu.edu/default.asp?PageID=889> for more information).
- Illegal possession, illegal use or illegal sale of intoxicating beverages in University residency halls, fraternities, sororities or other group houses.
- Intoxicating beverages may not be used in lounges, recreation rooms, conference rooms and public areas of residence halls and University owned buildings.
- During an academic evaluation, referring to material, sources or employing devices not authorized by the instructor. Examples are:
  - Copying from a neighbor’s paper.
  - Using crib notes.
  - Giving or receiving unauthorized information.
- Providing assistance, during an academic evaluation, to another person in manner not prescribed by the instructor.
- Receiving assistance, during an academic evaluation, from another person in a manner not authorized by the instructor.
- Possessing, buying, selling, obtaining or using a copy of any materials intended to be used as an instrument of academic evaluation in advance of its administration.
- Acting as a substitute or using a substitute in any academic evaluation.
- Presenting as one’s own words, to be submitted for academic credit or evaluation, the ideas, representations or words of another without customary and proper acknowledgement of sources. Examples are:
  - Plagiarism.
  - The submission of ghost written work in fulfillment of assignments.
- Stealing of an examination, altering grade records, possessing, buying, selling, obtaining or using a copy of any materials intended to be used as an instrument of academic evaluation. Entering any

- office or building to obtain unfair advantage, obtaining an examination through collusion with University employees or cheating cases involving students not enrolled in the particular course.
- Inappropriate use of University resources. Examples include printing or copying personal materials, accessing offensive web sites, sending offensive or harassing emails.

## **Section II – Recognized Standards of Professional Practice**

Moral or ethical character is an important component of professional behavior and of the overall assessment of performance of a student's fitness to enter the profession of pharmacy. Students in the Doctor of Pharmacy program have made a public Pledge of Professionalism and are expected to fulfill that oath. Students are expected to maintain ethical and professional behavior while in the classroom, when interacting with university employees, while completing clinical rotations, when attending university-sponsored functions, and any other time during which they are serving as representatives of the university. While in clinical or practice situations, students' primary responsibility is the care of their patients. Students must recognize that the patient's welfare has precedence over a student's personal educational objectives. Students must respect every patient's privacy and dignity and must maintain confidentiality with regard to all patient information. Students must never compromise patient safety through lack of diligence and/or by providing care for which they lack the skills or knowledge or that is not approved by a preceptor. Students will be held to the standards of conduct and safety expected of employees in the patient care areas of the health care facilities that are participating in the teaching programs of the College of Pharmacy. Students are also expected to meet all rotation requirements set forth in the Advanced Practice Experience Manual ([www.pharmacy.wsu.edu/pharmacotherapy/APPE%20rotation%20manual%202009-2010.pdf](http://www.pharmacy.wsu.edu/pharmacotherapy/APPE%20rotation%20manual%202009-2010.pdf)). Violations of conduct or safety at patient care sites will be dealt with by the Associate Dean for Clinical Programs and referred to the Office of Student Conduct as appropriate.

A student's continued enrollment in the College of Pharmacy depends, in part, on their ability to adhere to recognized standards of professional practice and conduct. In the event a student demonstrates unprofessional behavior, the procedures outlined in Section III (Adjudication) will be followed. Evidence of unprofessional conduct includes, but shall not be limited to, one or more of the following:

- Conviction of a felony related to the practice of pharmacy.
- Conviction of illegal use, possession, delivery, sale or manufacture of a controlled substance or legend drug.
- A withheld judgment, a probated or deferred sentence or a no contest plea on the illegal use, possession, delivery, sale or manufacture of a controlled substance or legend drug.
- Recreational use of controlled substances or legend drugs.
- Misappropriation or illegal use of drugs or other pharmacologically active agents.
- Attending class or patient care settings while under the influence of alcohol or other drugs.
- Disruptive behavior in the classroom which hinders the learning process of fellow students.
- Unprofessional, inappropriate or threatening behavior or comments made toward faculty, staff, other university employees, rotation preceptors, others involved with teaching, or other students.
- Repeated late arrival or early departures from rotational sites without notifying the primary preceptor.
- Failure to maintain patient confidentiality.
- Misconduct in patient care settings.
- Failure to meet professional expectations set forth by a practice site (such as arrival and departure time, dress code, or similar requirements).
- Suspension or revocation of an internship certificate issued by a Board of Pharmacy.

### **Section III – Adjudication**

The adjudication procedure was developed with the objective of ensuring due process and preserving the student's fundamental rights. When an instructor, student, preceptor or other concerned individual has reason to believe a student has violated any provision of the Pharmacy Code of Professionalism (hereafter referred to as the Code), he/she shall initiate the adjudication procedure. Depending on the nature of the alleged violation, an instructor, preceptor, experiential coordinator, the Student Progress Committee or the Associate Dean for Student Services will become involved. All cases involving alleged violations of Washington State University's academic integrity standards are handled directly by the Office of Student Conduct. For academic integrity violations, instructors are required to follow the provisions set forth in WAC 504-26-404 ("Procedure for academic integrity violations") rather than the steps outlined below. Aside from the initial report, the College of Pharmacy or the Student Progress Committee will defer handling of academic integrity issues to the Office of Student Conduct.

The following outlines the appropriate steps for reporting alleged violations in the Code and how the alleged violation is reviewed and responded to. As mentioned, these procedures are for cases that do not involve academic integrity related issues.

#### **Reporting alleged student violations of the Code of Professionalism**

As part of their own professional obligations, students observing potential violations in the Code must report alleged incidents, either verbally or in writing, directly to the Instructor of Record (IOR) for the course. If the situation involves the practice setting, students must report alleged incidents to the primary preceptor or the Associate Dean for Clinical Programs who may delegate this responsibility to the appropriate experiential coordinator. The identity of the student(s) coming forward will be kept confidential to the extent possible, subject to the College's obligation to take appropriate action and any disclosure required by law.

The IOR or preceptor will attempt to deal with the situation by informing the student of the alleged concern. This will be done in a non-threatening, discrete manner and the student will be provided an opportunity to share his/her perspective. If necessary, a written description of the alleged incident will be forwarded to the student for his/her review and comment. In the practice setting, the appropriate experiential coordinator may assume the responsibility of providing the student with a written description of the alleged incident.

If the alleged violation in the Code continues to occur or is representative of a pattern of behavior that may potentially continue across other courses or rotations, the IOR, preceptor, or experiential coordinator will forward a written description of the alleged incident, and any efforts attempted to resolve the issue, to the Student Progress Committee. In the event a student complainant is uncomfortable verbalizing an alleged Code violation to the IOR or preceptor, he/she can present a written description of the concern directly to the Student Progress Committee Chair. Furthermore, staff members, preceptors or faculty observing unprofessional behavior or activities outside of a particular course or practice experience can present a written description of the alleged Code violation directly to the Student Progress Committee.

If the alleged behavior is deemed to be a serious breach as described in Sections I or II of the Pharmacy Code of Professionalism, the Associate Dean for Students Services will become involved at the onset.

Faculty, preceptors and staff are instructed on the appropriate approach to handling potential student Code violations.

## **Reviewing and responding to alleged student violations of the Code of Professionalism**

Reports of alleged Code violations will be presented to the Student Progress Committee Chair and a meeting of the committee members will convene to review, discuss and respond to the case. Even if the IOR or preceptor appear to have successfully resolved the issue, documenting the incident with the Student Progress Committee will be important in the event similar issues surface at a later date.

The student(s) involved in the alleged incident will be provided a copy of the written description submitted to the Student Progress Committee and will have an opportunity to submit a written response or rebuttal. If the complainant is a fellow student, the complainant's identity will not be disclosed.

### **Potential Sanctions**

After reviewing and discussing each alleged case, the Student Progress Committee will respond in writing to the student(s) within one week. The written letter will summarize the alleged incident and outline the action or consequence recommended by the Student Progress Committee. The recommendations of the Student Progress Committee will vary depending on the nature and severity of each case. Possible outcomes include, but are not limited to:

- a written warning to the student
- placement of the student on probation with specific conditions that must be met; these conditions will be clearly defined in writing to the student
- require the student to enroll in a university-based course on professionalism
- referral to a university-based, professional counseling service
- failure of a course or experiential rotation
- suspension from the College of Pharmacy for a specific period
- decertification from the College of Pharmacy

The action recommended by the Student Progress Committee will be communicated to the complainant bringing the allegations forward unless the complainant is a fellow student, in which case the specifics will be withheld. Written descriptions presented to the Student Progress Committee from both the complainant and the student(s) involved in the alleged violation, plus any related documents associated with the alleged incident, will be kept on file with the Chair of the Student Progress Committee. The student records will be made available upon request from the Associate Dean of Student Services. Upon successful graduation from the program, these files will be destroyed.

In addition to meeting when needed for a specific issue, the Student Progress Committee will revisit and discuss all previously reported student cases involving alleged Code violations at the end of each semester to ensure each student is making adequate progress. This semester end meeting will take place in conjunction with the review of the student academic deficiency report.

In the event the Code violation involves a serious level as described in Sections I and II, the Associate Dean for Students Services will become involved at the onset and any existing records on file with the Student Progress Committee will be forwarded. The following approach will be taken by the Associate Dean of Student Services:

- If the violation involves any provision of Section I or any violation of Washington State University's Standards of Conduct for Students, the "Disciplinary Process and Procedures" described in the Standards of Conduct for Students, as part of the Washington Administrative Code must be followed.
- If the violation involves an academic integrity violation, specific procedures outlined by the Washington Administrative Code (WAC 504-26-404 "Procedures for Academic Integrity

Violations”) will be followed. These procedures are available for review at:  
<http://apps.leg.wa.gov/WAC/default.aspx?cite=504-26-404>.

- If the violation involves any of the provisions in Section II, the following procedure will be followed:
  - The IOR, faculty member, staff or preceptor will complete the “Report of Violation of the Student Code of Behavior” form, an internal College of Pharmacy document that is available in the College’s Office of Student Services. The report will describe the alleged infraction, name potential witnesses and the proposed disciplinary action. This form will be forwarded to the Associate Dean for Student Services, who will determine whether or not to forward the form to the WSU Office of Student Conduct.
  - The student will be required to meet with the Associate Dean for Student Services, be provided an opportunity to review and respond to the allegation, and either accept the proposed sanctions or appeal the decision to the Dean of the College of Pharmacy. The student can appeal the decision of the Dean to the Office of Student Conduct (see Section IV - Appeals Process).
  - The Associate Dean for Student Services may delegate any above responsibilities to the Assistant Dean for Student Services, the Associate Dean for Clinical Programs, or another individual as appropriate.

The following concepts shall be adhered to when the Associate Dean for Student Services adjudicates alleged student Code violations:

- The Associate Dean of Student Services shall notify the student in writing that she/he has been charged with a violation of one or more standards of the Student Code of Behavior. In addition to the notice of charges, the student will be informed of his/her right to an appeal. The student shall not be compelled to give testimony, which might tend to be incriminating.
- The student shall be able to hear all testimony presented to the Associate Dean, Dean of the College of Pharmacy, or the University Conduct Board. The student may have an adviser of his/her choice who may advise the student. Consistent with University procedures, the adviser may not speak on his/her behalf, directly address the adjudication officials or panel, or examine witnesses (see WAC 504-25-201).
- A variety of sanctions may be imposed for Code violations. The sanctions will depend upon the seriousness of the infraction and whether the case involves a repeated infraction (see Potential Sanctions previously described on the prior page).

#### **Section IV – Appeal Process**

The appeal process for decisions involving both academic, professionalism, and academic integrity related issues are thoroughly described in Section VII of the Academic Policies and Procedures (page 26). Please refer to this section of the handbook.

# PROCEDURE FOR DEALING WITH CHEMICAL DEPENDENCY PROBLEMS

The Washington State University College of Pharmacy is supportive of the efforts of chemically dependent students to become free of their dependency problems. In order to facilitate the recovery process, the procedure for dealing with chemically dependent individuals involves active intervention and recovery contracts dictating treatment strategies and rehabilitation programs. This procedure is established not only in the student's best interest, but also to ensure the safety of patients whom students serve and to protect other students, the College and its faculty.

The following steps will be implemented as soon as a student has been identified as having chemical dependency problems.

- (1) The Student Progress Committee will grant the student a medical leave of absence if he/she is participating in educational activities that involve direct patient contact (e.g., clinical clerkships or professional practice externships). The student or the Associate Dean of Student Services may initiate the request for leave. Students who are not involved with direct patient contact are not required to take a medical leave of absence.
- (2) Following initial evaluation by a trained professional, the Associate Dean of Student Services will arrange with the student a program for the treatment of the chemical dependency. This may involve an inpatient or outpatient program as determined by the evaluation. The type of program, including after-care and follow-up, will be determined by a contract agreed upon by the student and Associate Dean of Student Services and will include the following:
  - (a) Length of the treatment program;
  - (b) Length and type of after-care program;
  - (c) Mandatory participation in an appropriate support group; e.g., Alcoholics Anonymous, Narcotics Anonymous, Pharmacists Aiding Pharmacists, or some other approved support group;
  - (d) Period reports from after-care therapists, employers, and the support group;
  - (e) Mandatory announced and unannounced drug testing;
  - (f) The conditions under which the student may return to the program (i.e., patient contact), including at least fifteen weeks of being chemically free.
- (3) The Associate Dean of Student Services will make recommendations to the Student Progress Committee to terminate the students' medical leave of absence and allow the student to participate in educational activities that involve direct patient contact after obtaining evidence that the student has completed the treatment program and is participating in the rehabilitation program.
- (4) The Associate Dean of Student Services will make recommendations to the Student Progress Committee to permit the student to participate in educational activities involving direct patient contact after obtaining evidence that the student has been chemically free for at least fifteen weeks, and after the student has had their intern license restored by the Board of Pharmacy.
- (5) If the student is a registered intern and has his/her intern registration suspended by the State Board of Pharmacy, it may be used as evidence of a lack of sobriety, which is a pre-requisite for

participation in educational activities involving direct patient contact. However, lifting of the registration suspension does not obligate the college to allow the student to participate in educational activities that involve direct patient contact.

- (6) The Associate Dean of Student Services is not required to report students to the Student Progress Committee who initiated information about a personal chemical dependency problem.
- (7) The Student Progress Committee may expel students from the College who have a recurrence of chemical dependency problems after completing the treatment and rehabilitation program.
- (8) If a student and the Associate Dean of Student Services do not reach an agreement on a treatment and rehabilitation program, either may request a hearing by the Student Progress Committee. The decision of the Committee may be appealed by either party to the full faculty and, if necessary, to the Dean of the College.

# STUDENT ORGANIZATIONS

Once students have been admitted to the College of Pharmacy they are strongly encouraged to join and participate in a student professional organization or Kappa Psi Fraternity.

## **Pharmacy Student Advisory Council (PSAC)**

Each year two representatives from each class are elected to serve as an advisory group to the dean.

## **Kappa Psi Fraternity**

Kappa Psi is the largest professional fraternity of pharmacy students. Men and women are invited to join the WSU chapter, which is one of over 60 collegiate chapters in the U.S. The organization sponsors a number of professional and social events.

## **Student Pharmacists for Political Awareness (SPPA)**

SPPA promotes awareness of political issues related to pharmacy and encourages students to become knowledgeable of and politically involved in issues related to healthcare and the field of pharmacy.

## **Professional Pharmacy Student Organization (PPSO)**

This is an umbrella organization of all those listed below. PPSO seeks to provide a more unified structure for student professional organizations that promote opportunities for professional involvement for all pharmacy students. The individual organizations will provide professional development and leadership opportunities to pharmacy students, as well as a host of community service and professional development activities and social events. Students who join this organization are entitled to benefits of membership of all associated professional organizations.

**American College of Clinical Pharmacists (ACCP).** ACCP will request to join PPSO in the fall of 2010.

## **Academy of Students of Pharmacy (ASP)**

ASP is a division of the American Pharmacists Association and has chapters at every college of pharmacy in the nation. Its purpose is to provide students with opportunities for professional development and direct involvement in the affairs of local, state, and national pharmacy. Members are entitled to receive a variety of professional publications and professional liability insurance, and may attend the annual meeting in March.

## **American Society of Consultant Pharmacists (ASCP)**

The members of the American Society of Consultant Pharmacists manage and improve drug therapy and improve the quality of life of geriatric patients and other individuals residing in a variety of environments, including nursing facilities, sub-acute care and assisted living facilities, psychiatric hospitals, hospice programs, and home and community-based care.

## **American Society of Health-system Pharmacists (ASHP)**

ASHP Student Forum was created to meet the needs of pharmacy students throughout the nation. ASHP is committed to helping students prepare for and maintain successful careers in health-system pharmacy. Students get additional benefits of the *Studentline* newsletters, career planning, residency information, and have the opportunity to attend the Midyear Clinical Meeting held in December of each year.

## **National Community Pharmacists Association (NCPA)**

NCPA represents pharmacist owners, managers, and employees of nearly 25,000 independent community pharmacies across the U.S. Students receive additional benefits of periodicals and newsletters. Scholarships and loans are also available. Students receive free registration to the annual meeting held in October of each year.

## **Washington State Pharmacy Association (WSPA)**

WSPA is the state pharmacy association that was created through the "One Voice/One Vision" philosophy. It holds several meetings that focus on continuing education and certification programs. WSPA also provides pharmacists with a voice in state and national issues that involve pharmacy through its lobbying efforts.

# FINANCIAL AID, LOANS, GRANTS AND SCHOLARSHIPS

## **University Financial Aid**

The Office of Financial Aid at Washington State University is responsible for coordinating financial aid packages for all eligible students. All questions concerning financial aid should be directed to the Office of Student Financial Aid, (currently Ms. Vicky Wall) Lighty Student Services Building, Room 380, P.O. Box 641068, Pullman WA 99164-1068, (509) 335-9711, or go on-line at [www.finaid.wsu.edu/](http://www.finaid.wsu.edu/) Students in Spokane are encouraged to consult with the Assistant Director for Student Affairs (currently Liz West) on that campus for advice and information on financial aid. However, by law, only the Pullman Office of Student Financial Aid can award financial aid packages.

If you wish to apply for financial aid to attend WSU, you must submit the federal form entitled the *Free Application for Federal Student Aid* (FAFSA). Applications are available at all colleges, universities, public high schools and public libraries, or you may complete the FAFSA on-line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Be sure to list Washington State University as the school to receive your data. If you miss the February 15 priority deadline, aid is awarded on the basis of availability.

- The Title IV code for WSU: 003800
- Priority FAFSA deadline: February 15

It is important to note that the Doctor of Pharmacy Degree program is a professional advanced degree program. Therefore, if you are eligible for financial aid you will receive aid in the form of federal loans (Stafford Subsidized and Unsubsidized Loan Programs, Health Professions Loans and Graduate PLUS loans) with higher loan limits than for students in undergraduate degree programs. In order for you to be considered for federal the Health Professions Loan programs, parental data must be provided (unless they are deceased). Students with previous baccalaureate degrees as well as students in the professional advanced degree program are not eligible for federal grant programs. You will be required to pay the appropriate professional-level tuition each semester for the four professional years. The Board of Regents usually approves tuition costs each year at their April or May meeting.

## **College of Pharmacy Loan Fund**

A limited number of loans for up to \$500 are available to COP students who are facing financial emergencies. These loans are available for a length of time determined by the student's needs, but in every case must be repaid within one year of graduation. Students needing a short-term loan must contact The Office of Pharmacy Student Services.

## **College of Pharmacy Travel Grants**

Students may apply for and receive COP travel grant(s) during their time in the Doctor of Pharmacy program. Additional grants may be given to students presenting research or being involved in the organization holding the meeting. Because students are encouraged to attend professional meetings,

these grants are provided for the specific purpose of supplementing travel costs. Awards are based on funding availability and have generally been up to \$350.

The Graduate and Professional Student Association (GPSA) also awards travel grants. Information on GPSA travel grants and other student benefits may be found on their web site.

### **College of Pharmacy Scholarships**

Full-time pharmacy students in good academic standing may apply for scholarships from the College of Pharmacy. Scholarships average in the \$1000 to \$3000 range. If you receive financial aid from the university, you should be aware that the receipt of a COP scholarship might affect your financial aid package. You are urged to consult with a financial aid counselor regarding such questions.

College of Pharmacy scholarships are awarded by the Scholarship and Awards Committee on the basis of scholastic achievement, financial need, professional goals, participation in college or community activities and other criteria. New students will have the opportunity to apply for scholarships during the first weeks of the fall semester.

# INTERNSHIP REQUIREMENTS

In order to practice pharmacy, you must be licensed in the state in which you intend to practice. All pharmacy students enrolled in the professional Doctor of Pharmacy program are required to be licensed as interns in the State of Washington. All students must hold a Washington State pharmacy intern license as early as possible in the first semester of their first professional year. Thereafter, this Washington State intern license must be renewed annually. This policy will facilitate and enhance participation by our students in practice experiences throughout all years of the curriculum.

To be eligible for licensure in the state of Washington, you must:

- 1) Be 18 years of age and a citizen or resident alien of the United States.
- 2) Be of good and moral character.
- 3) Be a graduate of an accredited College of Pharmacy.
- 4) Satisfy the states' internship requirements.
- 5) Pass the licensure examination.

Before being licensed as a pharmacist, you must be licensed as an intern in the state in which you are practicing. Internship hours obtained in other states may be used to satisfy the internship requirements of the state of Washington and vice versa. The state of Washington requires 1500 hours of internship for licensure. You may begin accruing internship hours after completing the first semester of pharmacy education.

Internship applications may be obtained from the Washington State Board of Pharmacy's web page at <http://www.doh.wa.gov/hsqa/professions/Pharmacy/default.htm> or by writing to them at 1300 SE Quince Street SE, P.O. Box 47863, Olympia, WA 98504-7863, or by calling (360) 236-4700.

The Washington Administrative Code (WAC) includes the following Board of Pharmacy internship regulations:

## **WAC 246-858-020 General Requirements**

(1) RCW 18.64.080(3) states: "Any person enrolled as a student of pharmacy in an accredited college may file with the department an application for registration as a pharmacy intern—." A student of pharmacy shall be defined as any person enrolled in a college or school of pharmacy accredited by the board of pharmacy or any graduate of any accredited college or school of pharmacy.

(2) As provided for in RCW 18.64.080(3) the board of pharmacy hereby establishes fifteen hundred hours for the internship requirement.

(a) For graduates prior to January 1, 1999, credit may be allowed:

(i) Up to seven hundred hours for experiential classes as part of the curriculum of an accredited college or school of pharmacy commonly referred to as externship/clerkship;

(ii) Eight hundred hours or more for experience obtained after completing the first quarter/semester of pharmacy education.

(b) For graduates after January 1, 1999, credit may be allowed:

(i) Up to twelve hundred hours of experiential classes as part of the curriculum of an accredited college or school of pharmacy commonly referred to as externship/clerkship;

(ii) Three hundred or more hours for experience obtained after completing the first quarter/semester of pharmacy education.

(c) The board will document hours in excess of these requirements for students qualifying for out-of-state licensure.

(3) An applicant for licensure as a pharmacist who has completed seven hundred internship hours will be permitted to take the state board examination for licensure; however, no pharmacist license will be issued to the applicant until the fifteen hundred internship hours have been completed. The hours must be completed and a pharmacist license issued within eighteen months of the date of graduation.

(4) To retain a certificate as a pharmacy intern, the intern must make continuing satisfactory progress in completing the pharmacy course.

(5) Experience must be obtained under the guidance of a preceptor who has met certification requirements prescribed in WAC 246-858-060 and has a certificate except as hereinafter provided for experience gained outside the state of Washington.

(6) Experience obtained in another state may be accepted toward the fulfillment of the fifteen hundred hour requirement provided that a letter is received from the board of pharmacy of that state in which the experience is gained and such letter indicates the experience gained would have been acceptable internship experience to the board of pharmacy in that state.

### **WAC 246-858-030 Registration of Interns**

To register as a pharmacy intern, an applicant shall file with the department an application for registration as a pharmacy intern as provided for in RCW 18.64.080. The application shall be accompanied by a fee as specified in WAC 246-907-030. Prior to engaging in the practice of pharmacy as an intern or extern, under the supervision of a preceptor, the applicant must be registered by the board as a pharmacy intern.

### **WAC 246-858-040 Rules for the Pharmacy Intern**

(1) The intern shall send notification to the board of pharmacy on or before the intern's first day of training. Such notification shall consist of the date, the name of the pharmacy, and the name of the preceptor where the intern expects to begin his/her internship. The board of pharmacy shall promptly notify the intern of the acceptability of the preceptor under whom the intern expects to gain experience. Internship credit will not be accepted until the preceptor has been certified.

(2) The pharmacy intern shall engage in the practice of pharmacy, and the selling of items restricted to sale under the supervision of a licensed pharmacist, only while the intern is under the direct and personal supervision of a certified preceptor or a licensed pharmacist designated by the preceptor to supervise that intern during the preceptor's absence from the site. Provided, that hours of experience gained while the certified preceptor is absent from the site shall not be counted toward fulfilling any internship requirement.

### **WAC 246-858-050 Intern Training Reports**

(1) The intern shall file with the board on forms provided by the board an internship evaluation report at the completion of internship training experience at each site.

(2) The board of pharmacy shall provide the necessary affidavit forms to the intern for the purpose of certification of the hours of experience, which shall only include hours under the personal supervision of a preceptor. Affidavits must be certified and recorded in the office of the board of pharmacy not later than thirty days after the completion of any site internship experience. Completion of any site experience is intended to mean those situations when neither the intern nor the preceptor anticipate further intern experience at some later date at that site.

(3) The intern's report and all or part of the hours covered by the period of the report can be rejected by the board if, for the period involved, the pharmacy intern has not performed the practice of pharmacy adequately.

(4) Certification of at least seven hundred hours must be submitted to the board office thirty days prior to licensing examination.

### **WAC 246-858-060 Requirements for Preceptor Certification**

(1) A pharmacist who is licensed and actively engaged in practice in a Class A pharmacy in the state of Washington, and who has met certification requirements prescribed in this section of the regulation and who has completed a board approved training program within the last five years, and who has been certified by the board of pharmacy shall be known as "pharmacist preceptor." The requirement for completion of an approved training program becomes effective June 30, 1991.

(2) The pharmacist preceptor must have completed twelve months as a licensed pharmacist engaged in the practice of pharmacy as defined in RCW 18.64.011(11).

(3) Any preceptor or preceptor applicant who has been found guilty of a drug or narcotic violation or whose pharmacist license has been revoked, suspended, or placed on probation by the state board of pharmacy shall not be eligible for certification as a preceptor, until completion of the probationary period, and a showing of good cause for certification as a pharmacist preceptor.

(4) The preceptor shall be responsible for the quality of the internship training under his/her supervision and he/she shall assure that the intern actually engages in pharmaceutical activities during that training period.

(5) The board of pharmacy shall withdraw a preceptor's certification upon proof that the preceptor failed to meet or maintain the requirements as stated in this section.

(6) In considering the approval of special internship programs pursuant to WAC 246-858-080, the board may approve alternative qualification requirements for the preceptors of such programs.

### **WAC 246-858-070 Rules for Preceptors**

(1) The pharmacist preceptor, or his or her designee in accordance with WAC 246-858-040(2), shall supervise the pharmacy intern and shall be responsible for the sale of restricted items, and the compounding and dispensing of pharmaceuticals dispensed by an intern.

(2) The pharmacist preceptor must use the board approved plan of instruction for interns.

(3) Upon completion of the intern's experience at each site, the preceptor under whom this experience was obtained shall file a report with the board. Such report shall briefly describe the type of professional experience received under the preceptor's supervision and the preceptor's evaluation of the intern's ability to practice pharmacy at that stage of internship.

(4) The board of pharmacy shall provide the necessary affidavit forms to certify hours of experience under the personal supervision of a preceptor. Affidavits must be certified and recorded in the office of the board not later than thirty days after the completion of any site intern experience; provided that any experience necessary for eligibility to take the licensing examination must be in the board office no later than thirty days prior to the examination.

(5) The pharmacist preceptor may supervise more than one intern during a given time period; however, two interns may not dispense concurrently under the direct supervision of the same preceptor.

### **WAC 246-858-080 Special Internship Approval**

(1) The board will consider applications for approval of special internship programs. Such programs may be approved when the board determines that they offer a significant educational opportunity.

(2) Applications for special internship approval must be submitted at least thirty days prior to the next board meeting, which will afford the board an opportunity to review the program.

# COMPUTER POLICIES

## General Information

As a Pharmacy student you have access to computers, printers and software located in the College. To access these resources you will be required to use your WSU Network Id and password. Please take a few minutes to visit the Information Systems New Student Orientation pages on the Pharmacy website [www.pharmacy.wsu.edu/is/newstudents.aspx](http://www.pharmacy.wsu.edu/is/newstudents.aspx). These pages provide information on laptop requirements, setting up your network/email accounts, and policies.

## Laptop Initiative:

Pharmacy students are required to purchase a laptop. Complete details and requirements can be found at [www.pharmacy.wsu.edu/is/is\\_laptops.aspx](http://www.pharmacy.wsu.edu/is/is_laptops.aspx).

## E-mail:

Pharmacy students are required to have a valid WSU Exchange email account. Email forwarding is not allowed in the College of Pharmacy. If you do not already have a “WSU email.wsu.edu” account please visit [www.pharmacy.wsu.edu/is/newemail.aspx](http://www.pharmacy.wsu.edu/is/newemail.aspx) to setup your email account. Please contact Pharmacy IS at 509-335-6443 for assistance. The College also utilizes email list servers to distribute announcements and notifications to students. Only @email.wsu.edu address are allowed to subscribe to these lists.

## Printing:

Printers are available for student use in Wegner G53, G55, Wegner 250 and HSB 212A. Each student is allocated 450 single sided pages per semester. If you exceed this number your general university account will be billed 5 cents/single side page and 10 cents/double-sided page. When using the College printers as soon as you select “Print” your account is charged for the print regardless of whether you cancel the print job or not. Complete details of the printing policy may be found at [www.pharmacy.wsu.edu/is/is\\_lab\\_printing.aspx](http://www.pharmacy.wsu.edu/is/is_lab_printing.aspx)

## Computer Labs:

Even though all new students are required to have a laptop the College of Pharmacy provides computer labs for student use. The following computer labs are available for student use:

- Pullman, Wegner G53 – 6 Microsoft Windows computers
  - 4 Ethernet connections for Laptops
- Spokane, HSB 212A - 6 Microsoft Windows Computers
- Wireless connectivity is available throughout both the Pullman and Spokane Campuses.

Please review the complete lab policy online at [www.pharmacy.wsu.edu/is/is\\_lab\\_policy.aspx](http://www.pharmacy.wsu.edu/is/is_lab_policy.aspx).

## Antivirus Software:

WSU requires antivirus software on all computers connected to the WSU network. As a student you have access to **free antivirus software**. If you do not have an antivirus program on your computer please contact Pharmacy IS for assistance in obtaining and installing antivirus utilities provided by the university. Detailed information on this requirement may be found at:

[http://www.wsu.edu/~forms/HTML/EPM/EP14\\_Antivirus.htm](http://www.wsu.edu/~forms/HTML/EPM/EP14_Antivirus.htm)

**Do I need to purchase a Turning Point Audience Response Unit?**

The College of Pharmacy uses Turning Technologies Audience Response Units in courses throughout your courses. Students are responsible for purchasing an Audience Response Unit prior to the first day of class. Students may purchase their response units from PPSO for a discounted price.

**PDA's and SmartPhones:**

As a pharmacy student you have access to several Pharmacy applications available for PDA's and smart phones. Information and requirements for these applications can be found at:

<http://www.pharmacy.wsu.edu/currentstudents/indexpharmd.html>

If you are looking at purchasing a PDA or smart phone for use in your studies please make sure to review the requirements for these applications prior to purchase. Not all devices are supported by these applications.

# STUDENT COMPUTER REQUIREMENT

The College of Pharmacy requires incoming Doctor of Pharmacy students to purchase laptops for convenient, portable, and flexible access to the variety of learning resources available at WSU and on the World Wide Web. Pharmacy education and pharmacy practice in the 21st century is critically dependent on graduates who have mastery of information technology. It is our goal to provide an educational environment that allows students to develop the knowledge and skills needed to thrive in the technologically advanced environments in which they will work.

## **Why require students to purchase laptops?**

A laptop offers the portability and flexibility for use at the school, common areas throughout the campus that are available for remote computing and at off-campus locations during professional practice experiences.

## **How will I use a laptop for classes?**

The use of laptop computers will be for presentations, laboratory experiences, viewing streaming lectures, accessing course materials via Blackboard, Angel and pharmacy clerkships. Student access to e-mail, web-enhanced courses, and other instructional resources is essential to complement and enhance learning. Students will use laptops for case-based learning, developing presentations, to take notes, or to complete other course assignments. Laptops will not be used directly in lecture classes because of logistical and other issues.

## **What if I already own a computer?**

Students who already have a laptop should review the specifications for previously owned computers to verify they meet minimum configuration standards. Standards for minimum configurations provide acceptable access to the University network and the Internet. However, for optimal performance and to operate effectively in the WSU computing environment, the recommended standards are preferred.

## **Can I use financial-aid to help with the purchase of a laptop?**

Because the laptop is a school requirement, you will be able to include it for consideration in determining your financial aid award. However, contact the Office of Financial Aid, for information concerning the use of financial aid and scholarship money to purchase computers.

## **What are the minimum recommended requirements?**

Most current PC or Macintosh laptop models will meet basic minimum hardware requirements with little or no configuration upgrades.

- **Processor:** 1.8Ghz+ Single Core or 1.6GHz+ dual core
- **RAM:** 2GB+ recommended
- **Hard Drive:** 80GB (or larger)
- **Optical:** CD-R/RW or DVD+/-R/RW drive
- **Network:** Wireless networking (802.11b/g compatible) and 10/100 wired ethernet
- **OS:** Windows Vista or Mac OS X 10.4+
- **Office:** Microsoft Office 2003/2007 Professional or Office 2004/2008 for Mac. Office can be purchased at a discounted rate from Microsoft Select Software. You can access Microsoft Select Software from your MyWSU portal.

# EXPECTATIONS WITH RESPECT TO ELECTRONIC COMMUNICATIONS

Effective Date: January, 2003

Increasingly College of Pharmacy (COP) faculty and administrators are using electronic means to disseminate information to and communicate with students. This information may be important and/or time-sensitive. Thus, the expectations of the college are that:

- All pharmacy students are connected to e-mail and check it frequently (at least daily on Mondays through Fridays).
- Each pharmacy student must maintain a WSU e-mail account. All e-mail from the college to students will be sent to directly to WSU addresses (networkid@wsu.edu). Students are responsible for notifying the Office of Pharmacy Student Services of their account name, which should include recognizable elements of their real name.
- E-mail communications from students to COP faculty or staff should bear a signature line at the end of the message giving the student's full name, and return WSU e-mail address.
- Students using non-WSU mail servers (e.g., Yahoo, Hotmail) may check their WSU e-mail from those accounts with proper configuration (i.e. set up a POP account to check WSU server mail). Permanent forwarding of the student's WSU e-mail account to a non-WSU mail server is **not** allowed.
- Students may contact COP Tech Support, or access the Tech Support web page for instructions on how to obtain a WSU e-mail account, and how to check their WSU mail accounts via the Internet.
- Electronic communication (e.g., e-mail or the World Wide Web) may be required as part of courses and rotations. The requirements are to be specified in the course syllabus. If these requirements pose a problem for a student, the student must contact the instructor / coordinator to work out a solution. "System problems", however, are not the responsibility of the student.
- E-mail communications from COP faculty or staff to students should include a concise description of the content of the e-mail in the subject line so that students can gauge the urgency and importance of the message. Faculty and staff are expected to provide communications to students in a timely manner that will allow students adequate notice and opportunity to read and/or respond.

*In short, the lack of access to electronic communication is not a valid excuse for failure to respond to a request, perform an assignment, or meet a deadline.*

# INCLEMENT WEATHER POLICY

With the dual campus nature of the College of Pharmacy, each year some students make the choice to commute between Pullman and Spokane to attend classes. For most of the school year, the likelihood of the commute being disrupted by inclement weather is minimal; however, during late November through March, winter weather can make the Pullman-Spokane highway a challenging and unsafe commute.

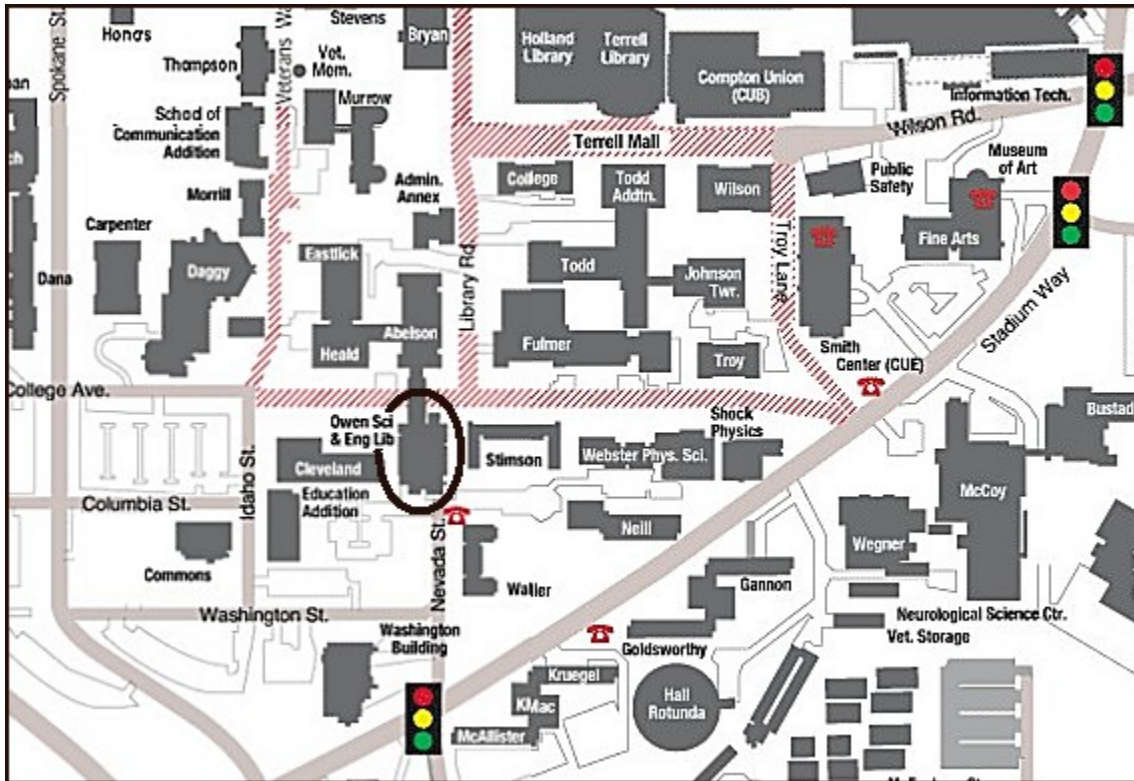
In an effort to avoid jeopardizing the safety of our students, it is important to provide our commuting pharmacy students with an opportunity to take scheduled assessments (e.g., exams and quizzes) at an alternate site should inclement weather interfere with the commute between Spokane and Pullman. For skill-based practical assessments, commuting students will be responsible for making arrangements with the instructor to reschedule missed assessments. For students commuting from Pullman to Spokane, a designated individual within the Pullman-based Office of Student Services will serve as the contact person to arrange a suitable room and administer the assessment. Likewise, for students in Spokane commuting to Pullman, a representative from the Spokane-based student services will be the contact. On a case-by-case basis, students may also be allowed accommodations for other reasons, if the instructors of record are contacted well in advance of the assessment. Instructors of record will make these determinations. This policy does not apply to unannounced assessments such as pop-quizzes.

At the onset of each semester, students must inform their instructors they plan to commute. Commuting students will be responsible for contacting the Instructor of Record to inform him/her they are unable to be present for the scheduled assessment. Attempts should be made to reach the instructor by email and phone, or the appropriate support staff if the instructor is unavailable. In addition, instructors should be aware of the commuting students in their class and anticipate the possible need to electronically forward assessment materials in the event inclement weather occurs. The determination of what constitutes inclement weather will be up to the student(s) making the commute unless it is a skill-based practical assessment. In the case of a skill-based practical assessment the student must contact the instructor of record and discuss the situation with them. If instructors believe this policy is being abused, further restrictions may be imposed. For exams given during fall semester finals week, arrangements may be made in advance to have the exam administered at an alternative site. However, students wishing to take the exam at an alternative site must receive permission from their instructor in advance. Every effort will be made to administer the alternate site assessments at the same time they are being administered to the non-commuting students. Unfortunately, it is not feasible to accommodate students commuting from areas outside Pullman or Spokane; this policy applies only to those who would be served by taking the assessment in one of these two cities.

# LIBRARY SERVICES

## LOCATIONS:

The College of Pharmacy is primarily served by the Owen Science & Engineering Library, located at the southwest corner of the intersection of College Avenue and Library Road.



**PHONE:** (509) 335-2672

**E-MAIL:** [owenref@wsu.edu](mailto:owenref@wsu.edu)

**HOME PAGE:** <http://www.wsulibs.wsu.edu/science/owen.htm>

**HOURS:**

Monday – Thursday	7:30am – 10:45pm
Friday	7:30am – 5:45pm
Saturday	12:00pm – 5:45pm
Sunday	12:00pm – 10:45pm

Hours may vary during holidays, summer session and intersessions.

You may also use the Animal Health Library, located on the first floor of Wegner Hall. (Wegner 170).

## **THE TOP THREE THINGS YOU NEED TO KNOW:**

### **1. Search!**

Access the WSU Worldcat catalog (<http://washingtonstate.worldcat.org/>) and databases (<http://www.wsulibs.wsu.edu/griffin/indexes.htm>) via the WSU Libraries web site. Doing so will connect you with online full-text articles that are not available for free on the Internet. Pubmed is available as part of WSU Worldcat as well as a separate database.

### **2. Find!**

Use the Find It! button in databases like PubMed and Web of Science to link directly to online full-text or the WSU Worldcat Catalog.

### **3. Ask!**

If you need help, ask! The Pharmacy librarian for Pullman is Linda Crook, [lcrook@wsu.edu](mailto:lcrook@wsu.edu), 509-335-7601, and she'd be glad to work with you.

In the library, Owen Circulation staff can assist you with questions about copiers and printing. Owen Reference librarians are available to assist with research. We want you to succeed!

<http://www.wsulibs.wsu.edu/24-7/ask.html>

## **Catalogs**

To find out what books and journals the library owns, use the WSU Libraries online catalog, known as WSU Worldcat, located at <http://washingtonstate.worldcat.org/>. You will find computer stations on the ground floor of Owen which can be used to access WSU Worldcat, PubMed (MEDLINE), a range of other databases, and the Internet. Worldcat includes articles, books, and other materials. The holdings of libraries around the world including more than 30 other regional libraries are also accessible through WSU Worldcat. Place free requests for items using your Network ID and password. The Network ID is the same username/password you use to log into the College of Pharmacy computers.

## **Circulation**

All materials leaving the library must be checked out at the Circulation Desk. Present your WSU card (Cougar Card) and the items you wish to check out to the attendant. Fines are levied for overdue materials.

## **Interlibrary Loan**

Loans of books and photocopies of articles from journals not owned by WSU may be obtained through Interlibrary Loan (ILL). Articles not owned at WSU can be delivered in PDF format to your desktop using the ILLiad system. Access ILL from the Find It! menu or log in to ILLiad at <https://wsu.illiad.oclc.org/illiad/PUL/logon.html> using your Network ID and Password. Articles owned by WSU but only available in print can be requested using Article Reach, <https://arlr.iii.com/search>. The article will be scanned and sent to you electronically. There are no charges for these services.

## **Reference**

Librarians at the Owen Science Library are available Monday-Friday, 10am-5pm. Librarians are available by phone, email, and instant messenger, <http://www.wsulibs.wsu.edu/24-7/ask.html>. You are encouraged to contact your liaison librarians directly.

The reference collection contains dictionaries, handbooks, encyclopedias, and other information resources on drugs and pharmaceuticals. Abstracts and indexes are available to aid in the identification of journal articles and research reports on a particular subject. Electronic versions of many resources are also searchable online. STAT!Ref is a collection of searchable online reference books, and is available from the “WSU Libraries’ Article Indexes/Full Text and More” page located at: <http://www.wsulibs.wsu.edu/griffin/indexes.htm>. Email inquiries may be sent to [owenref@wsu.edu](mailto:owenref@wsu.edu).

### **Electronic Indexes**

*PubMed (from 1966 - present)* is available for searching online via the WSU Libraries’ “WSU Libraries’ Article Indexes/Full Text and More” page located at: <http://www.wsulibs.wsu.edu/griffin/indexes.htm>. Databases provided by the WSU Libraries (including *Lexi-Comp*, *International Pharmaceutical Abstracts*, *Web of Science*, *Natural Medicines Comprehensive Database*) are available from your home or office by logging in using your WSU Network ID and password. For more information on accessing WSU databases from off campus locations, contact a reference librarian.

### **Journals**

Many full text electronic journals are available to WSU faculty, staff and students. You can find them in the Worldcat catalog, <http://washingtontate.worldcat.org/>.

Recent issues of journals (unbound) are located online, or on the ground floor in the computer work area. Older (bound) journal volumes are shelved by call number in the general collection or in Owen Compact Storage. Journals may be checked out at the Circulation Desk. Detailed holdings information for each title can be found in Griffin. Consult the Circulation Desk for specific checkout periods.

### **Books**

Books are located on the 2<sup>nd</sup>-6<sup>th</sup> floor of the library, and are arranged by Library of Congress call number. Most pharmacy materials will be classified under R and shelved on the 5<sup>th</sup> and 6<sup>th</sup> floors. New books are located around a pillar near the library entrance.

### **Photocopiers**

One photocopy machine/printer is located on the first floor in the reference area. Use your Cougar Card to pay for copies. Money can be added to your card online at <http://cougarcard.wsu.edu/default.aspx>.

### **Library Services in Spokane During 3<sup>rd</sup> Year and Experiential Rotations**

The Riverpoint Campus Library <http://www.spokane.wsu.edu/academics/library/> supports the academic programs of Washington State University and Eastern Washington University offered in Spokane. It provides materials and service supporting the WSU College of Nursing's programs across the state, and is a Resource Library for the Pacific Northwest Region of the National Network of Libraries of Medicine. Its membership in the NN/LM provides access to library collections across the United States. It is also the primary library for pharmacy students during all fourth year experiential rotations.

The library maintains a focused collection of books and periodicals in print, but relies upon the main campus libraries in Pullman and Cheney for many printed materials. Most electronic resources available to Pullman users, including databases, electronic journals and ebooks, are generally also available at the Spokane campus. WSU students may request books from the WSU libraries in Pullman, Tri Cities and Vancouver using WSU's Griffin catalog, and may also request books from more than 30 academic libraries in Washington and Oregon through SUMMIT.

At the beginning of their third year in the Doctor of Pharmacy program, WSU-Spokane pharmacy students must register with the Spokane ILLiad system (available through the library web page) before requesting books or articles through Interlibrary Loan. Books requested from WSU and EWU libraries are usually ready to pick up within three days. Books requested through SUMMIT usually arrive within 5 business days or less. Delivery time for articles varies.

Printing and copying are available at 10 cents/page for most items; you may use your Cougar cash account or purchase Uniprint cards in the library for cash. See <http://www.spokane.wsu.edu/academics/library/PrintingInfo.html> for more information.

Open hours for the Riverpoint Campus Library in Spokane:

Monday - Thursday, 8 AM - 9 PM

Friday, 8 AM - 5 PM

Saturday, 9 AM - 5 PM

Sunday, 10 AM - 6 PM

Phone: 509-358-7930 (8-7930 from a WSU phone)

Email: [spok.lib@wsu.edu](mailto:spok.lib@wsu.edu)

# UNIVERSITY HOUSING

Over twenty residence halls, including co-educational, single-sex and age-restricted halls, provide space for 4,500 students at the University. Additionally, 2,200 students reside in privately-owned Greek chapter houses. Many of these living communities focus around particular academic, social, or international issues. These include Scholars and Honors Halls, a Wellness Hall, and a Math, Science, and Engineering Hall, as well as an International House and halls designed specifically for the success of new students. Twenty-four fraternities and 14 sororities currently maintain chapters ranging in size from 20 to 110 people. Most sororities and fraternities maintain chapter houses. Facilities for physically challenged students are also provided.

Students living in residence halls, fraternities, and sororities elect their own officers, and each community affords many opportunities for leadership experience. The Residence Hall Association acts on behalf of the residence halls and coordinates University-wide hall programming. Pan-Hellenic and Interfraternity Council are the governing bodies for the Greek system and work together to promote scholarship and other programming activities. Residence hall information may be obtained online at [www.livingat.wsu.edu](http://www.livingat.wsu.edu) or by writing to Housing Services, Streit-Perham Administrative Office, P.O. Box 641726, Pullman, WA 99164-1726. For information on sororities and fraternities, please write to Pan-Hellenic and/or Interfraternity Council, P.O. Box 647204, Pullman, WA 99164-7204, or visit their Web site at [www.gogreek.wsu.edu](http://www.gogreek.wsu.edu).

## **Residence Halls and Dining Centers**

Washington State University can normally provide space in its residence halls for most beginning students who request it. The estimated cost of room and board per person for double occupancy with a level-two dining account for the next academic year can be found at [www.livingat.wsu.edu](http://www.livingat.wsu.edu). A \$400 first payment, along with a \$150 security deposit, is required at the time of application, unless the applicant is receiving more than \$10,000 in financial aid.

A student desiring to cancel an advance room reservation and receive a refund of the first payment must notify Housing Reservations for Residence Halls, Streit-Perham Administrative Office, prior to July 15. Once the applicant has been assigned to a hall, the security deposit is held to ensure occupancy of the space and then to guarantee against damage, breakage, and loss during the student's stay in the hall. The deposit is held until the individual permanently leaves the residence hall system.

Students residing in all but three of the residence halls purchase the Residence Dining Account for use in residence hall dining facilities. The dining facilities are managed by trained food service personnel and are operated on a nonprofit basis.

The Board of Regents establishes rules for the use of residence halls and other University housing. The University reserves the right to use the unassigned beds in any of the residence halls at any time.

Washington State University is not liable for the loss of money or valuables by any person, or for the loss of or damage to any resident's property, or personal injury sustained on the premises. It is urged that appropriate insurance be obtained prior to hall occupancy.

## **Family/Graduate Student Housing**

The University maintains over 600 unfurnished apartments (one-, two-, and three- bedroom) for families and 40 furnished studio apartments for unmarried graduate students. Furniture may be rented when available through the furniture rental program. Apartments are assigned from a waiting list based on the date the completed application and \$150 refundable deposit are received. Units for use by handicapped students are available on a limited basis.

Information and applications may be requested by calling Housing Reservations at 509-335-4577. Written requests may be mailed to: Housing Reservations, WSU Housing Services, PO Box 641726, Pullman, WA 99164-1726.

## **Single Student Apartments**

The University operates over 300 apartments that are available to unmarried students desiring apartment-type living. Sophomores and above are eligible for this type of housing. Units are two-, three-, and four-bedroom and are completely furnished except for linen, kitchen utensils, cleaning equipment, and study lamps. Assignments are made from a waiting list based on the date a completed group application is received. Information and applications may be completed online at [housing.wsu.edu](http://housing.wsu.edu). Interested students may find potential roommates using our online bulletin board. Written requests may be mailed to: Housing Reservations, WSU Housing Services, PO Box 641726, Pullman, WA 99164-1726.