

College of Pharmacy and Pharmaceutical Sciences
Bachelor of Science in
Pharmaceutical and Medical Sciences

STUDENT HANDBOOK



WASHINGTON STATE UNIVERSITY
**College of Pharmacy and
Pharmaceutical Sciences**

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OVERVIEW

This Student Handbook contains information about the undergraduate degree program at the College of Pharmacy and Pharmaceutical Sciences (CPPS) at Washington State University (WSU). This Handbook does not supersede any WSU policy or procedure. While it is an essential resource for you, it cannot answer all questions and must be supplemented by thoughtful interactions with other students, faculty, staff, and advisors.

All CPPS students are required to abide by and meet the regulations and policies set forth in this most current and revised Handbook, which is also posted on the [CPPS website](#). This Handbook is subject to revision at the discretion of the CPPS. The policies outlined in this handbook apply to the Bachelor of Science in Pharmaceutical and Medical Sciences (BSPMS).

ACCREDITATION

Washington State University is a member institution with the Northwest Commission on Colleges and Universities (NWCCU). Washington State University's accreditation status is Accreditation Reaffirmed. The NWCCU's most recent action on the institution's accreditation status was acceptance of its mid-cycle review report in June 2021. Washington State University's next evaluation will be a review of its policies, regulations, and finances in 2024. Washington State University has been continuously accredited since 1916.

NWCCU is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation (CHEA). NWCCU accredits institutions as a whole, not individual degree programs. Washington State University does offer some degrees that require accreditation by a specific professional association. A list of those degrees and their accrediting agencies can be found on the Accredited Programs page.

All questions about institutional accreditation issues should be directed to Washington State University's accreditation liaison officer:

Dr. Craig D. Parks
parksd@wsu.edu
509-335-5581

MISSION STATEMENT

Empowering the next generation of healthcare leaders to transform lives, advance medical discovery, and improve global health outcomes through innovative education, collaborative research, and compassionate service. Through our rigorous academic program, state-of-the-art facilities, and dedicated mentorship, we will inspire our community to push the boundaries of pharmaceutical and medical sciences, and to create a brighter, healthier future for all.

PROGRAM DESCRIPTION

The BSPMS program is designed to provide an understanding of the human body, diseases, drug therapies, biomedical career paths, and biomedical research. The following key skills and knowledge should be gained from completion of the program:

1. A mastery of fundamental biological and chemical concepts and the ability to integrate these concepts to address topics in the biomedical sciences.
2. Use critical thinking, quantitative reasoning, and scientific skills to analyze and solve problems in human biomedical sciences.
3. Effectively communicate biomedical problems, findings, and solutions to professional audiences as well as the public-at-large in writing and in oral discussion.
4. Effectively utilize the scientific literature in the biomedical sciences to identify knowledge gaps, and to analyze contemporary social and cultural issues relevant to human medicine.
5. Apply knowledge of the variety of approaches used in basic and clinical sciences to propose ways to address biomedical problems.

3+4 Accelerated PharmD Track

Students wishing to pursue a PharmD degree after completing their BS degree will be able to begin first-year PharmD coursework during their final year of the BSPMS program. This track provides students with the ability to complete their BSPMS and begin their PharmD without a pause in between. The 3+4 program takes an 8-year commitment and reduces it to 7 years, giving students the ability to fast-track into pharmaceutical science careers. For more information, please speak with the BSPMS program advisor, Megan DiFilippo (megan.difilippo@wsu.edu; 509-368-6678).

Medical Laboratory Science Add-On

The Medical Laboratory Science (MLS) Add-On is for students who would like to pursue a career within the field of analytic and diagnostic Laboratory Science. Students within the MLS add-on will attend an additional year of courses (total of 5 years to degree completion) held within the Providence Sacred Heart Medical Center School of Medical Laboratory Science. Students will graduate with both the BSPMS and a certificate in Medical Laboratory Science. For more information, please speak with the BSPMS program advisor, Megan DiFilippo (megan.difilippo@wsu.edu; 509-368-6678).

Research Option

The BSPMS Research Option is for students who would like to further their experience within health care research for future use within their field of interest. Students within the research option will be expected to take PharMedS 499 as electives in their senior year (and possibly their junior year) within the standard BSPMS program. The 499 credits will provide them with the research experience expected for an applicant to graduate school. This option can be particularly helpful to students interested in a future within a research-based graduate degree such as the [PhD in Pharmaceutical Science and Molecular Medicine](#). For more information, please speak with the BSPMS program advisor, Megan DiFilippo (megan.difilippo@wsu.edu; 509-368-6678).

ACADEMIC POLICIES AND PROCEDURES

Admission Process

Admission requirements for the BSPMS program are listed on the [website](#), along with a link to the [program application](#). All program applications are reviewed to ensure that minimum requirements for admission are met (or could be met by the start of the semester). Applications that meet the requirements are reviewed by the BSPMS program leadership.

The BSPMS program is a transfer program, with the first two years of coursework completed on another WSU campus (including Global), community college, or other university. You must apply to both WSU and the BSPMS program to be considered for admission. The final two years of coursework are offered on the WSU Spokane campus. Coursework that needs to be completed prior to the transfer includes:

- English (one semester)
- Calculus (one semester)
- Statistics (one semester)
- Chemistry (two semesters)
- Biology (two semesters)
- Organic chemistry with lab (two semesters)
- Physics with lab (one semester)
- Human anatomy with lab (one semester)
- Human physiology (one semester)
- Additional WSU UCORE (general education) requirements

The BSPMS academic advisor (pharmacy.undergrad@wsu.edu) can provide details regarding what additional coursework is needed and whether existing credits can be transferred.

Computer Requirements

All students are required to have a working laptop computer or tablet for academic use. If you have one, or plan to buy a new one, make sure it meets university IT specifications.

Assessment Of Student Learning

The program's assessment of learning policy is to evaluate each student on a semester basis in every course. The formal assessment of the student's progress is based upon graded assignments, projects, and didactic examinations. The degree audit in myWSU shows all academic requirements that must be fulfilled before a student can graduate. It is imperative that the student become familiar with and understand the degree audit, and check that it is accurate each semester before meeting with the BSPMS advisor. Additionally, the student should confirm that all transfer work from previous institutions is reflected accurately. If there are any inaccuracies, the student should email the BSPMS Advisor to ask for assistance in correcting any errors. Each item on the degree audit must be completed prior to graduation.

The Undergraduate Degree Office reviews the degree audit for graduation clearance. If any item on the degree audit is not complete, the student will not be able to graduate. In order to graduate, the student must earn a “C-” or higher in all BSPMS courses. They must also maintain a cumulative grade point average (GPA) of 1.7 or higher. If a student receives a grade lower than a “C-” in any required course, the student must repeat that course. This grade will prevent the student from advancing to any course for which that course is a prerequisite. This will likely extend the time required to complete the BSPMS degree since most courses are only offered once a year.

Criteria for Receiving an Incomplete Grade

An Incomplete will be issued under the following circumstances:

- The student fails to complete all assigned make-up requirements.
- The student is unable to meet course requirements as a result of an extended excused absence approved by the Associate Dean of Undergraduate Programs or the Dean of CPPS. This may include personal illness or injury, family crisis, as well as any other circumstance that warrants an extended excused absence.

Criteria for Receiving a Failing Grade

A failing grade will be issued under the following circumstances:

- The student fails to make up an incomplete grade.
- The student fails to adhere to WSU [Standards of Conduct](#).

ACADEMIC INTEGRITY AND STUDENT CONDUCT

Standards of Conduct

Washington State University, a community dedicated to the advancement of knowledge, expects all students to behave in a manner consistent with its high standards of scholarship and conduct. Students are expected to uphold these standards both on and off campus. When students violate the standards of conduct established by the University and outlined [here](#), they are subject to the University disciplinary process. Violations of the academic integrity standards subject students to the process for such violations. The purpose of these processes is to educate and to protect the welfare of the community.

Academic Integrity Violations

All academic integrity (cheating) violations will be handled in accordance with the academic integrity procedures in the WSU Code of Conduct, WAC 504-26-415 found here:

<https://apps.leg.wa.gov/WAC/default.aspx?cite=504-26-415>.

A step-by-step guide to the academic integrity process can be found on the Center for Community Standards' site: <https://handbook.wsu.edu/academic-integrity-process/>.

Academic integrity is the cornerstone of higher education. As such, all members of the university community share responsibility for maintaining and promoting the principles of integrity in all activities, including academic integrity and honest scholarship. Academic integrity will be strongly

enforced in this course. Students who violate WSU's Academic Integrity Policy (identified in Washington Administrative Code 504-26-010(3) and 504-26-404) will fail the course and will not have the option to withdraw from the course pending an appeal, and will be reported to the Director of Student Services, Ayesha Ahmed (ayesha.ahmed@wsu.edu; 509-368-6667) and/or the WSU Office of Student Conduct.

Cheating includes, but is not limited to, plagiarism and unauthorized collaboration as defined in the Standards of Conduct for Students, WAC 504-26-010(3). You need to read and understand all of the definitions of cheating: <http://app.leg.wa.gov/WAC/default.aspx?cite=504-26-010>. If you wish to appeal a faculty member's decision relating to academic integrity, please use the form available at communitystandards.wsu.edu. Make sure you submit your appeal within 21 calendar days of the faculty member's decision.

Plagiarism

Plagiarism is defined as the unauthorized use of the language or thoughts of another person, and the representation of them as one's own. (Random House Webster's College Dictionary, 1991). Plagiarism is defined in the WAC regulations at 504-26-010(i): Plagiarism. Presenting the information, ideas, or phrasing of another person as the student's own work without proper acknowledgment of the source. This includes submitting a commercially prepared paper or research project or submitting for academic credit any work done by someone else. The term "plagiarism" includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials. It is each student's responsibility to learn proper citation conventions for papers and journal articles. Please note that copying text from another source, even when the source is cited, is still considered plagiarism. Text that is copied from another source can be placed in quotation marks and cited. However, note that quotations are used only rarely in scientific/professional writing. Changing one or two words in a copied sentence is also considered plagiarism. Additional information regarding the WSU Academic Integrity policy can be found [here](#).

Departures from these policies may have serious consequences for academic standing in the class and/or continued enrollment in WSU Spokane. Sanctions for violation of the policies will depend upon the seriousness of the infraction. Furthermore, depending on the nature of the violation, students will be referred to the Associate Dean for Undergraduate Education or the WSU Office of Student Conduct. Any violations that constitute an alleged violation in Washington State University's academic integrity standards will be handled directly by the Office of Student Conduct as set forth in "Procedure for Academic Integrity Violations" (WAC 504-26-404). Cheating is defined in the Standards for Student Conduct (WAC 504-26-010). Detailed information on Academic Dishonesty can be found on the Center for Community Standards web site at: <https://communitystandards.wsu.edu/>. For information on what might be considered plagiarism, see <http://www.wsulibs.wsu.edu/plagiarism>.

Grievance Process

Students are encouraged to first consult with the Director of the Undergraduate Program about their grievance. If the Director is unable to resolve the problem the student is encouraged to discuss the problem with the Associate Dean for the Undergraduate Education. If the student is not satisfied with the resolution, they may file a formal grievance. If you wish to appeal a faculty member's decision

relating to academic integrity, please use the form available at communitystandards.wsu.edu. Make sure you submit your appeal within 21 calendar days of the faculty member's decision.

Ombudsman

The WSU Office of the University Ombudsman is to provide an impartial, neutral and confidential process that facilitates fair and equitable resolutions to concerns that arise within the University. The primary purpose of the office is to protect the interests, rights and privileges of students, staff and faculty at all levels of University operations and programs. The ombudsman's office has the authority and responsibility to informally investigate academic and non-academic concerns referred to the office. The Ombudsman serves as a source for the provision of information relating to University policies and procedures and facilitates the resolution of problems and grievances through informal investigation and mediation. The Ombudsman makes recommendations and initiates processes to effect policy change that might serve to prevent future grievances. Because the Ombudsman's Office is separate from the University's administrative structure, the office neither has legitimate decision-making authority nor power to judge or enforce. The power of the Ombudsman is derived from the office's reputation for fairness, objectivity, tact, and concern for the welfare of all members of the University. The office remains a strategic part of WSU's commitment to pursuing educational excellence with productivity, due process, and fairness.

It is necessary to emphasize the importance of the student attempting to handle issues by first meeting with the instructor, staff, or preceptor directly to resolve the issue or concern. In the event that an issue is not resolved successfully, or the student feels she or he has been treated unfairly, the Ombudsman can be contacted for assistance. Additional information regarding the Office of the Ombudsman can be found on the university website at: (<https://ombudsman.wsu.edu/>).

Student Rights and Responsibilities

WSU aims to protect the opportunities and success of all members of its community, and student education is our priority. Student rights and responsibilities are outlined in the [Washington Administrative Codes](#) (WAC). Some of these are detailed below:

You are assumed not responsible: You are assumed not responsible for the reported incident unless it is determined that you were "more likely than not" responsible at your Conduct Officer Hearing or Conduct Board Hearing. [WAC 504-26-040](#).

You do not have to self-incriminate: You get to choose what information you want to share. You do not have to share any information which may incriminate you. You will not be viewed negatively if you choose not to share specific information. [WAC 504-26-045](#).

You have access to your information: At any point throughout the process, even before you meet with your Conduct Officer, you can request to view your file with details and information related to the incident.

You can provide documentation: Sharing your information ensures that your experience is part of the conversation and is added to the conduct file. You can provide a written statement, submit additional documentation (such as text messages, emails, phone logs, etc.), and provide witnesses.

You have a responsibility to participate: You will benefit from actively engaging in the process. We want you to be involved. If you choose not to show up or participate, the community standards process will continue in your absence.

You have a right to appeal: You can make an appeal if you believe a hearing was conducted unfairly, if you think the information was inadequate for the outcome, if you think the assigned sanction was inappropriate, or if new and sufficient information becomes available. [WAC 504-26-420](#). If you believe your assigned Conduct Officer or a board member may have a conflict of interest, you may request to have them removed (recused) from your conduct review. [WAC 504-26-125](#)

Legal Representation

A licensed attorney or a legally licensed intern may act and speak on your behalf during Conduct Board hearings. During a Conduct Officer hearing, they can only serve as an advisor. If you choose to have legal representation, it is at your own expense. [WAC 504-26-020](#)

WSU POLICIES AND PROCEDURES

Notice of Non-Discrimination

In matters of admission, employment, housing or services, or in the educational programs or activities it operates, WSU does not discriminate or permit discrimination by any member of its community against any individual on the basis of sex (including sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity), race, color, national or ethnic origin, physical disability, mental disability, sensory disability, use of a trained service animal, age, religion, creed, genetic information, marital status, protected veteran status, honorably discharged veteran, member of the military, or immigration or citizenship status except as authorized by federal or state law, regulation, or government contract.

WSU policies comply with federal and state civil rights laws and regulations, including, but not limited to: Title IX of the Education Amendments of 1972 (20 USC § 1681), Title IX implementing regulations 34 CFR 106, Title VII of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq) and the Pregnancy Discrimination Act, Title I and II of the Americans with Disabilities Act (ADA) of 1990 as amended, the Rehabilitation Act of 1973 (P.L. 93-11) and 45 CFR Part 84, Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq), Title IV of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq), Chapter 49.60 RCW, and the Gender Equality in Higher Education (Chapter 28B.110 RCW).

Inquiries about the application of these laws and regulations (including inquiries regarding the application of Title IX and its implementing regulations), as well as reports and complaints of discrimination and harassment, can be made verbally or in writing to WSU's Compliance and Civil Rights, the Department of Education's Office of Civil Rights, or both:

Compliance and Civil Rights

Tel: 509-335-8288

Email: CCR@WSU.EDU

Online: [ONLINE REPORTING/COMPLAINT FORM](#)

In-person: French Administration Building Room 220

Address: PO Box 641022
Pullman, WA 99164-1022

Title IX or Deputy Title IX Coordinator: TITLEIX.COORDINATOR@WSU.EDU

ADA Coordinator: ADA.COORDINATOR@WSU.EDU

U.S. Department of Education

Office of Civil Rights

Online: [ONLINE COMPLAINT FORM](#)

Lyndon Baines Johnson Department of Education Bldg

400 Maryland Avenue, SW

Washington, DC 20202-1100

Tel: 800-421-3481

FAX: 202-453-6012; TDD: 800-877-8339

Email: OCR@ED.GOV

Local OCR office: [HTTPS://OCRCAS.ED.GOV/CONTACT-OCR](https://ocrcas.ed.gov/contact-ocr)

Reports and complaints about conduct that may constitute discrimination (including sex discrimination under Title IX) can be made verbally or in writing to Compliance and Civil Rights and the university's Title IX Coordinators at the contact information above. WSU's prohibition on and relevant procedural guidelines for discrimination, discriminatory harassment, sex discrimination, and sexual harassment, including sexual assault, dating violence, domestic violence, and stalking, are available here:

- [WSU's Policy Prohibiting Discrimination and Harassment](#)
- [CCR's Procedural Guidelines](#)
- [WSU's Standards of Conduct for Students](#)
- Employee manuals:
 - [Faculty Manual](#)
 - [Administrative Professional Handbook](#)
 - [Civil Service code](#)
 - [Collective Bargaining Agreements](#)

Discrimination

Executive Policy 15 prohibits discrimination on the basis of the following protected classes and/or characteristics:

- Race;
- Sex/gender;
- Sexual orientation;
- Gender identity/expression;
- Religion;
- Age;
- Color;
- Creed;
- National or ethnic origin;

- Physical, mental or sensory disability, including disability requiring the use of a trained service animal;
- Marital status;
- Genetic information; and/or
- Status as an honorably discharged veteran or member of the military.

Sexual Harassment

Title IX of the Education Amendments of 1972 reads, “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.” Sex discrimination includes sexual harassment and sexual assault.

The policy of WSU explicitly prohibits discrimination, including sexual harassment, as a form of unlawful sex discrimination. When incidents of sexual harassment are found to have occurred, it is the legal responsibility of the College of Pharmacy and Pharmaceutical Sciences and/or WSU to take corrective action to terminate the harassment.

Sexual harassment is a form of discrimination based on sex and/or gender and is prohibited by Executive Policy 15. Sexual Harassment can include both verbal and physical conduct. Examples of sexual harassment prohibited by Executive Policy 15 include, but are not limited to:

- Physical assault;
- Direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, grades, or letters of recommendation;
- Sexual behavior that is unwelcome. Such behavior may include, but is not limited to, the following:
 - Comments of a sexual nature;
 - Sexually explicit statements, questions, jokes, or anecdotes;
 - Unnecessary or undesirable physical contact;
 - Unwanted, offensive, and/or uninvited comments about another’s physical appearance;
 - Display of pictures with sexual content;
 - Persistent, unwanted attempts to change a professional relationship to an amorous relationship; • Subtle propositions for sexual activity or direct propositions of a sexual nature;
 - Uninvited letters, e-mails, telephone calls, or other correspondence referring to or depicting sexual activities; and/or
 - Any of the above carried out via the Internet or social media (“cyber harassment”)

Reporting and Immediate Action

Anyone who believes she or he is a victim of discrimination or sexual harassment should take one or more of the following actions, as appropriate:

- Meet with a counselor from the WSU Counseling Center or university Ombudsman to discuss the incident and seek information, guidance, and/or advice on the discrimination and sexual harassment policies of the University and protocols for reporting the incident (the Ombudsman is required to report incidents of sexual harassment or sexual misconduct to CCR); and/or
- Report the incident to his/her supervisor, whom must report the incident to CCR; and/or
- Report the incident to CCR. A supervisor (e.g., administrator, dean, chair, director, ombudsman, faculty member, or undergraduate student employee with supervisory responsibility) receiving

information in his or her capacity as a supervisor describing incidents of sexual harassment or sexual misconduct must report the alleged incident to CCR.

Title IX Coordinators

Holly Ashkannejhad: Lead Title IX Coordinator 509-335-8288 TitleIX.Coordinator@wsu.edu

Jane Summers: Title IX Deputy Coordinator 509-358-7537 jane.summers@wsu.edu

False, Malicious, and/or Frivolous Allegations

If it is determined that a sexual harassment allegation is false, and/or filed maliciously or frivolously, the complainant may be subject to disciplinary action. No complaint is considered false, malicious and/or frivolous solely because it cannot be corroborated.

Policy on Faculty-Student and Supervisor-Subordinate Relationships

The CPPS supports and upholds WSU Executive Policy 28 (EP 28) Policy on Faculty-Student and Supervisor-Subordinate Relationships; <https://policies.wsu.edu/prf/index/manuals/executive-policy-manual/>. It is recommended that all students refer to this policy for more information.

Education and Resources for the Prevention of Sexual Harassment

CPPS and its administration are aware of the importance of changing individual and cultural attitudes in preventing discrimination and sexual harassment. However, we also understand expectations and changes to behavior are beyond the scope of the mission of CPPS. Consequently, CPPS will focus its efforts on providing resources and informing students and employees regarding recognition of, responding to, and consequences of, such behavior. All CPPS educational efforts will conform to University requirements and information presented will be congruent with, and conform to, general University policy.

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

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 CPPS students and employees for filing complaints against harassers; and
5. Is aware of how CPPS and the University deal with harassment charges and of the consequences for harassers and those who make false accusations of harassment.

ACCOMMODATIONS

Students with Disabilities

Washington State University is committed to fostering an inclusive and accessible environment for all students, staff, faculty, and visitors who participate in WSU's programs or services. WSU will ensure that students, faculty, staff, and visitors have access to university facilities, technology, and

information needed to have an equal opportunity to succeed in their education, employment, and community activities.

Reasonable accommodations are available for a student with a documented disability. Students wanting to request reasonable accommodations must work through WSU Spokane's Access Services: <https://spokane.wsu.edu/studentaffairs/access-resources/>.

In addition, WSU is committed to complying with state and federal laws regarding individuals with disabilities, including, but not limited to: Sections 504 of the Rehabilitation Act of 1973 (Section 504), the Americans with Disabilities Act of 1990 (ADA), the ADA Amendments Act of 2008 (ADAAA), Washington State Office of the Chief Information Officer Policy 188, and Washington Law Against Discrimination, RCW 49.60.

Students with identified disabilities should contact the Access Center (Spokane: Student Affairs in the Student Academic Center, Room 130), 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 Access Center as far in advance as possible. Students with a disability that is identified during the semester should contact the Access Center as soon as possible to arrange for an appointment and a review of their documentation by an Access advisor. All accommodations must be approved through the Access Center. All students 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.

Requested accommodations that have the potential to fundamentally alter an essential requirement of CPPS's programs or courses will be referred to the university's established process for review. Fundamental alteration determinations are made by an ad hoc committee through a careful, thoughtful and rational review of the academic program and its requirements, and decisionmakers must consider a series of alternatives for the essential requirements, as well as whether the essential requirement in question can be modified for a specific student with a disability, or whether an alternative accommodation would allow the student to successfully complete the essential requirement in question.

Once a reasonable accommodation has been approved, implementation is coordinated with the Associate Dean for Undergraduate Education, IT services, and/or the faculty member or instructor. Students who are not satisfied with the reasonable accommodation process should contact WSU Spokane – Access Services or may file a formal grievance through the Vice Chancellor of Student Affairs. If a student believes they have been discriminated against they can file a formal complaint or request a consultation from WSU Compliance and Civil Rights. For more information see [Access Grievance Processes](#).

Religious Accommodation

Washington State University reasonably accommodates absences allowing for students to take holidays for reasons of faith or conscience or organized religious activities conducted under the auspices of a religious denomination, church, or religious organization. Reasonable accommodation requires the student to coordinate with the instructor on scheduling examinations

or other activities necessary for course completion. Students requesting accommodation must provide written notification within the first two weeks of the beginning of the course and include specific dates for absences. Approved accommodations for absences will not adversely impact student grades. Absence from classes or examinations for religious reasons does not relieve students from responsibility for any part of the course work required during the period of absence. Students who feel they have been treated unfairly in terms of this accommodation may refer to Academic Regulation 104 - Academic Complaint Procedures.

Vaccination Requirements

A commitment to the health and safety of students, employees, and communities is central to WSU's land-grant mission to provide and preserve access to higher education. Scientific evidence and data illustrate that vaccine-preventable diseases can rapidly spread through a campus community.

[Executive Policy 43](#) requires proof of the following vaccinations as a condition of enrollment for students at WSU's physical campuses. As detailed below, exemptions and/or proof of immunity will be allowed for some vaccinations.

- Hepatitis B Vaccine
- Measles (Rubeola) or MMR (Measles, Mumps, and Rubella) Vaccine
- Meningococcal Vaccine (MCV4/ACWY)
- Tdap (Tetanus, Diphtheria, and Whooping Cough [Pertussis]) Vaccine
- Varicella (Chicken Pox) Vaccine
- Tuberculosis (for high-risk populations)

The following vaccines are highly recommended but not required, for all students:

- COVID-19
- Hepatitis A Vaccine
- Pneumococcal Vaccine
- Polio Vaccine
- Human Papilloma Virus (HPV)
- Meningococcal B Vaccine
- Influenza (annually)

WSU takes part in the [WAIS](#). This online registry helps healthcare providers and schools maintain accurate immunization records for people of all ages. Vaccinations provided at participating locations in the State of Washington are uploaded to WAIS.

The WAIS system is a secure, web-based tool that healthcare providers and schools use. All information in WAIS is secure and confidential. Other information, such as past immunization records and demographics, are included in the registry to ensure your record is accurate and cannot be confused with another person. You can [contact WAIS](#) to opt out of storing your immunization information. Read more about accessing and managing your immunization records [here](#). Students must provide authorization for WSU Cougar Health Services to access WAIS information.

SPOKANE STUDENT SERVICES

Student Success

WSU and the BSPMS program strive to assist students who may be poorly performing in the courses. Students may access writing assistance, tutoring, counseling, childcare subsidy programs, and other services through the Success Center: <https://spokane.wsu.edu/studentaffairs/successcenter/> and/or connect with their Undergraduate Advisor to discuss additional support options.

Counseling Services

WSU Spokane Counseling Services provides a safe environment to help students explore the challenges of life and learning through counseling. WSU Spokane Counseling Services also provides consultation to faculty, staff, and parents who have concerns about a student. Payment of the student health fee covers our services, so there is no additional cost. **To make an appointment with a counselor for WSU Health Sciences students**, please call 509-358-7740 during regular business hours or email sa.spok.counseling@wsu.edu.

If you or someone you know is in crisis and needs immediate assistance from medical professionals or the police, call 911.

If you are in crisis and need to speak with someone, and it is after regular business hours (8:00 A.M. – 5:00 P.M.), or a holiday, or weekend, **call the WSU Spokane Crisis Line at 509-368-6500.**

If someone you know is in crisis, you can consult with Counseling Services at 509-358-7740. Professional consultation will help you determine how to help the person you are concerned about. Often, your referral will result in a consultation appointment with our professional counseling staff. Counseling Services' policy is to respond as quickly as possible to crisis calls regarding students, faculty, and staff. Your call to the above number will be answered by a trained staff member who will have counseling staff contact you to discuss your concerns.

Togetherall

Whether you're struggling to cope, feeling low, or just need a place to talk, Togetherall can help you explore your feelings in a safe, supportive environment.

- An anonymous community where members can share their feelings and support each other.
- Accessible and clinically managed by trained professionals 24 hours a day, 365 days a year
- Self-assessments & recommended resources
- Creative tools to help express how you're feeling
- Wide range of self-guided courses to do at your own pace

[Join Togetherall Here.](#)

Welltrack Connect: The Shrink Space

WSU has partnered with The Shrink Space to help you connect with off-campus mental health care providers who can meet your particular needs. Search for providers within your local network, as well as a nationwide network of providers who work with college and graduate students. The Shrink

Space allows you to search for providers in your area, based on specialties, therapist identities, insurance/cost, and more.

Visit theshrinkspace.com/signup

1. Select “Sign up with university SSO”
2. Select “Washington State University”
3. Enter WSU Email and Password. Select “Log In”

Interfaith/Meditation Space

Located in SAC 107C, this space is available for students to reserve either 30 minutes or 1 hour for meditation/reflection.

[Click here to schedule.](#)

Lutheran Community Services NW – Spokane’s sexual assault resource

- Sexual Assault 24-hour Crisis Line:
- 509-624-7273 (Call or Text*)
- lcsnw.org/office/spokane/

*Follow all [safety and privacy guidelines](#) when texting the hotline. Hotline texting is available during business hours only.

YWCA Spokane – Spokane’s domestic violence resource

- Domestic Violence 24hr helpline: 509-326-2255
- Email: help@ywcaspokane.org
- Text: 509-220-3725
- <https://ywcaspokane.org/programs/services/#dvhelpline>

Campus Pantry

Campus Pantry is a resource open to all WSU Spokane students (email: wsuhealth.campuspantry@wsu.edu). It is located in the Spokane Health Science Building (SHSB) Room 110AA. Distribution hours are:

- Tuesday 3-5 pm
- Wednesday 4-5pm
- Thursday (varies please see social media for times)

To schedule a time outside distribution hours, schedule [here](#).

Funding for [Campus Pantry](#) is provided by both WSU Spokane and EWU and community organizations including BECU and Yaya Brewing Company. A partnership with Second Harvest allows the pantry to stock fresh fruits and vegetables.

University Financial Aid

The Office of Student Financial Services at WSU is responsible for packaging financial aid awards for all eligible students. All questions concerning financial aid should be directed to the WSU Spokane Office of Student Affairs, Academic Center 130 or Spokane.finaid@wsu.edu or 509-358-7978.

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) online at <https://studentaid.gov/>. Be sure to list Washington State University (code 003800) as the school to receive your data. You should submit your FAFSA by the priority deadline (November 30 for continuing students, January 31 for new students) to get the best possible financial aid package.

Scholarships

Students enrolled in the BSPMS may be eligible to apply for internal scholarships. State and federal financial aid programs are available to those admitted as students. Students may contact WSU Spokane Student Services for specific financial aid information or visit their website at: <https://spokane.wsu.edu/studentaffairs/financial-services/>.

Student Health Services

WSU Spokane has partnered with Range Community Clinic to offer student health services on campus. If you are a WSU student needing primary healthcare services, call Range Community Clinic at (509) 471-7828 from 8 AM – 4 PM, Monday through Friday, for an appointment. Services are provided virtually or on campus on weekdays. If you have questions about the health services, please contact Jane Summers at (509) 358-7537.

Hours

Appointments are available Monday through Friday. Please call (509) 471-7828 from 8 AM – 4 PM, Monday through Friday, to schedule your visit. Walk-in appointments are unavailable at this time. The clinic is closed on holidays, academic breaks, and campus closures.

Location

WSU Student Health Services is located on the west side of the Health Sciences Building (HSB). Students will check in at the clinical reception area on the first floor. Look for the Hearing and Speech Clinic Reception desk to the right of the west entrance.

Types of Care Available

The Range Community Clinic provides preventative, diagnostic, and therapeutic services, covered by your student health fee. Students are responsible for the cost of non-covered services and are encouraged to use private insurance for emergency care needs.

- Same-day illness and injury
- Coughs/colds/flu
- Acute infections: Urinary Tract Infections, Strep Throat, Skin Infections
- Sprains/strains
- Minor wound/injury management, including diagnosis of fractures and surgical management of small wounds
- Mental Health
- Women's health, including sexual health services
- LGBTQ+ care, including Transgender Medicine
- Management of chronic conditions, including Hypertension, Diabetes, Thyroid, Asthma/Allergies, Skin conditions, etc.
- Immunizations

- TB testing
- Nutrition Counseling
- Sports Medicine
- Sports Physicals
- STD/STI testing

Teladoc Services

Teladoc gives you access 24 hours, seven days a week, to a U.S. board-certified physician through the convenience of phone, video, or mobile app visits. Teledoc is a free service covered by payment of the health fee.

To utilize these services:

- Go to <https://spokane.wsu.edu/studentaffairs/teladoc-opt-form/>. Click on the Teladoc Form and choose Consent.
- Give us two weeks to input your information.
- When you need care, request a consultation anytime.

Library Services

All students on the Spokane campus have full access to all electronic information services provided by WSU Libraries and CPPS. Off-campus access is based on the user's University identification.

Delivery of physical items, such as SUMMIT and interlibrary loan books, is through the Spokane Academic Library, which supports CPPS as a whole. Items requested by faculty and students and loaned by other libraries are delivered to the Spokane Academic Library.

The Spokane Academic Library <https://spokane.wsu.edu/library/> supports the academic programs of WSU and Eastern Washington University offered in Spokane. It also provides materials and service supporting the WSU programs across the state.

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 e-books, are generally also available. WSU students may request books from the WSU libraries in Spokane, Pullman, Tri Cities and Vancouver using WSU's catalog, and may also request books from more than 30 academic libraries in Washington and Oregon through SUMMIT.

More information on library support is at the Spokane Academic LibGuide at <http://libguides.wsulibs.wsu.edu/pharmacy>.

Users of the Spokane Academic Library pay for printing and copying via the WEPA system. CougarCash or other funds may be applied to an individual's WEPA account. See <https://spokane.wsu.edu/library/printing-and-copying/> for more information.

Student Access to Records and FERPA

Federal law requires WSU to annually notify current students of their rights under the Family Educational Rights and Privacy Act (FERPA). Students should access WSU FERPA notice located at <https://registrar.wsu.edu/ferpa> to obtain detailed information about their rights under FERPA.

CPPS maintains education records while a student is enrolled in CPPS. Education records retained by the college may include, but are not limited to; admissions documents; advising notes; referrals, decisions and contracts; student complaints and concerns; and course work and assignments. Students have a right to inspect and view their education records. To access education records, student should submit a written request for records to the Director of the Undergraduate Program, Ayesha Ahmed (ayesha.ahmed@wsu.edu; 509-368-6667). CPPS will have 45 days to make the records available for inspection.

Campus Safety and Emergency Notification

Please sign up for emergency alerts on your account at MyWSU. For more information on this subject, campus safety, and related topics, please view the FBI's Run, Hide, Fight video (<https://oem.wsu.edu/emergency-procedures/active-shooter/>) and visit the classroom safety page (<https://provost.wsu.edu/classroom-safety/>).

Spokane students can find detailed information regarding the current WSU Spokane Security Services, including a link to Emergency Management, at the following website: <https://spokane.wsu.edu/campus-security/>.

Severe Weather

For severe weather alerts, see: <https://spokane.wsu.edu/alert/> and <https://oem.wsu.edu/emergency-procedures/severe-weather/>. In the event of severe weather affecting university operations, guidance will be issued through the alert system.

Security

The WSU Spokane Campus Safety and Security strives to maintain a safe environment for our growing and diverse campus while valuing and respecting the rights of all individuals. Campus Safety staff encourages all community members to report suspicious activity or crimes to the Campus Security office via phone or in Medicine Building 103.

In case of emergency, call 911 and then contact Campus Security at 509-358-7995.

Normal Public Hours

Most University buildings are open to the public from 7:30 a.m. to 5:30 p.m. Monday through Friday. Some buildings may be locked for operational reasons and not open to the public for any hours. Also, most University buildings are not open to the public on weekends, holidays, or during other operational closures. Additional information is available from WSU Security at 509-358-7995

Authorized Use

Only authorized individuals may be in University buildings at WSU Spokane after normal public hours. An authorized person must carry a CougarCard when accessing University buildings after normal public hours. The individual presents the card to WSU Security staff upon request. See [BPPM 10.08](#) for CougarCard procedures.

Bicycle Registration Program

The WSU Spokane campus has a bike registration program open to all faculty, staff, and students. In order to register your bike on campus, bring your bike to the Campus Security office located in Medicine Building 103. Call ahead [358-7995](#) to make sure the officers are in the office and not out on patrol. You can complete a bike registration form, and Security will label your bike. If a police report ever needs to be filed, keep a copy of the registration form for reference; Security will also retain a copy. U-locks and bike lights are available for purchase at Spokane Parking Services.

Drugs and Alcohol on Campus

The use, possession, manufacture, or distribution of alcoholic beverages (except as expressly permitted by university regulations), or public intoxication are prohibited. Alcoholic beverages may not, in any circumstance, be used by, possessed by, or distributed to any person under twenty-one years of age (Washington Administrative Code [WAC] 5-4-26-211).

Alcohol Policy

WSU Spokane Campus Safety and Security seeks to encourage and sustain an academic environment that both respects individual freedom and promotes the health, safety, and welfare of all members of the community. In keeping with these objectives, the University has established a policy and guidelines governing the distribution and consumption of alcoholic beverages on the WSU Spokane campus, consistent with laws of the state of Washington.

Possession and/or consumption of alcoholic beverages is not permitted on property owned or controlled by the University. Intentionally or knowingly selling, or intentionally or knowingly “furnishing” alcoholic beverages to persons under the age of 21, or to persons obviously inebriated, is not permitted on property owned or controlled by the University.

Alcohol can be served at public events only to those over the age of 21 and only if in conformity with those requirements of the Washington Liquor Control Board and the University regarding the serving of alcohol. Arrangements for serving alcohol at public events must be made through the Events coordinator for the WSU Spokane campus.

WSU Spokane Safety and Security, along with the Spokane Police Department, have primary responsibility in enforcing alcohol and drug laws on the WSU Spokane Campus. Any individual known to be in violation of the University alcohol policy is subject to disciplinary action and possible arrest, imprisonment, or fine according to Washington state or federal law.

Illegal Drugs Policy

WSU Spokane Campus Safety and Security does not condone possession, use, or distribution of any and all illegal drugs by anyone on campus property. Any individual known to be possessing, using, or distributing such drugs is subject to disciplinary action and possible arrest, imprisonment, or fine according to Washington state or federal law (WAC 504-26-211).

Weapons on Campus

For the safety of everyone, all types of weapons are prohibited on campus. This includes but is not restricted to firearms, ammunition, explosives, air guns, BB guns, crossbows, bows and arrows, spring-type guns, slingshots, firecrackers, and fireworks.

Anyone possessing or using any of these weapons can and will be subject to disciplinary action and possible arrest, imprisonment, or fine according to Washington state or federal law.

WAC* 504-26-213 Firearms and dangerous weapons

No student may carry, possess, or use any firearm, explosive (including fireworks), dangerous chemical, or any dangerous weapon on university property or in university-approved housing. Airsoft guns and other items that shoot projectiles are not permitted in university-approved housing.

Tobacco-Free Campus

The tobacco-free policy applies to all campus grounds and state-owned vehicles and equipment. The policy goes beyond the tobacco-free area mandated by the Washington Clean Indoor Act, which prohibits smoking in public buildings as well as within 25 feet of doors, windows, and ventilation intakes. The Tobacco-Free Campus Policy can be found [here](#).

APPENDIX

BSPMS Program Staff and Faculty Contact Information

Kathryn Meier, PhD

Associate Dean for Undergraduate Education
Professor and Interim Chair, Pharmaceutical Sciences
PBS 431
kmeier@wsu.edu
(509) 358-7631

Ayesha Ahmed, PhD

Director of Undergraduate Programs
Associate Professor, Pharmaceutical Sciences
PBS 411
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(509) 368-6667

Megan DiFilippo

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Continued contact information for BSPMS Faculty can be found in the [College of Pharmacy and Pharmaceutical Sciences College Directory](#) and within the [Elson S. Floyd College of Medicine Faculty and Staff Directory](#).