



WASHINGTON STATE UNIVERSITY

**College of Pharmacy and
Pharmaceutical Sciences**

PHARMACY STUDENT HANDBOOK

Updated: August 8, 2025

A COMMITMENT TO EXCELLENCE

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INTRODUCTION

The College of Pharmacy and Pharmaceutical Sciences Student Handbook (Handbook) contains information about the Doctor of Pharmacy Program at the College of Pharmaceutical Sciences. Think of the Handbook as a "user manual" to successfully navigate your personal journey toward graduation.

This Handbook does not supersede any Washington State University (WSU or University) policy or procedure or any state or federal laws or procedures. While it is an essential resource for you, it cannot answer all questions and must be supplemented by thoughtful interactions with advisors, faculty, and staff.

All College of Pharmacy and Pharmaceutical Sciences 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 College of Pharmacy and Pharmaceutical Sciences website. This Handbook is subject to revision at the discretion of the College of Pharmacy and Pharmaceutical Sciences.

The policies outlined in this handbook apply to the Doctor of Pharmacy and the Doctor of Pharmacy with Research Honors degrees, herein referred to the PharmD, Doctor of Pharmacy program, or professional program.

Vision and Mission

VISION

To be a leader in advancing, promoting, and protecting human health.

MISSION

To improve health in our community through excellence in collaborative research, scholarship, and clinical education, and to develop outstanding healthcare professionals and scientists.

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

Approved May 31, 2013

Office of Pharmacy Student Services

The Office of Pharmacy Student Services facilitates a student's progress through the College of Pharmacy and Pharmaceutical Sciences' professional program. Academic and Student Success advisors, and the Associate Dean for Professional Education are available to answer your questions about the Doctor of Pharmacy program and can be a resource for the following:

- Problems or questions regarding registering for courses
- Identifying resources on campus that can support academic success
- Questions about policies and procedures outlined within this Handbook
- Questions for whom you are not sure to ask
- Information about our Student Ambassador Program
- Emergency student loans
- Academic and career advising
- Continuous Professional Development (CPD) and Co-Curricular requirements
- Room scheduling requests
- Scholarship and financial aid questions
- Class ranking and course average percentage calculations

Office of Student Services Staff

Admissions Coordinators

Megan Stout, 509-368-6672, m.stout@wsu.edu

Faith Townsend, 509-358-7766, faith.townsend@wsu.edu

Academic and Student Success Advisors

Students (A-J)

Miranda Henrich, 509-368-6569, miranda.henrich@wsu.edu

Students (K-Z)

Hannah Green, 509-368-6569, hannah.r.green@wsu.edu

Student Services Leadership

Director of Recruitment and Admissions

Laura Lagreid, 509-358-7790, laura.lagreid@wsu.edu

Associate Dean, Professional Education

Megan Willson, Clinical Professor, 509-358-7877, mwillson@wsu.edu

Student Support Services Available

WSU Spokane Student Affairs provides support services for student pharmacists residing in both Spokane and Yakima. Further information about accessing services provided by WSU Student Affairs can be found here; <https://spokane.wsu.edu/studentaffairs/>

Academic Support Services

The Interprofessional Learning Commons (ILC) (SAC 305) provides comprehensive wrap-around academic support services for students in every academic and professional program at WSU Health Sciences in Spokane and Yakima. Services provided by the ILC are intended to complement, extend, and support students' classroom and clinical education experiences, helping them succeed as students and achieve their goals as future healthcare professionals. These services include support for:

- Academic Writing and Professional Communication
- Learning and Student Success Strategies
- Peer Tutoring
- English Support for Speakers of Other Languages

These services are available both in-person and via remote appointments. While all services are available for all students in Spokane and Yakima, some services may only be available via remote appointments for Yakima Students. For more information about the ILC, please contact Dr. Jack Downs (jmdowns@wsu.edu) or visit the ILC website: <https://spokane.wsu.edu/studentaffairs/successcenter/>

Learning Assistance:

The Interprofessional Learning Commons (ILC) offers support and guidance for students who want to become stronger learners. Our Learning Specialist can meet with you whether you are facing specific learning challenges, or you just want to sharpen your strategies.

Learning Services offered include:

- Test taking Strategies
- Effective study strategies
- Time management
- Learning strategies

To make an appointment with a Learning Specialist:

Schedule an appointment at

<https://outlook.office365.com/owa/calendar/WritingandLearningCenter@email.wsu.edu/bookings/>

Access and Wellness

- Counseling Services - <https://spokane.wsu.edu/studentaffairs/counseling-services/>
- Campus Pantry (Spokane: HSB 110AA); (Yakima: Cadwell Foyer and Watson Hall) <https://spokane.wsu.edu/studentaffairs/campus-pantry/>
- Student Health Services and Teladoc (online medical care) - <https://spokane.wsu.edu/studentaffairs/access-and-wellness/student-health-services/>
- Fitness Center on Spokane Campus - <https://spokane.wsu.edu/studentaffairs/access-and-wellness/ufit-center/>
- Fitness Center subsidies for Yakima students – Contact your ASWSUHS representative at spok.aswsu.yakima@wsu.edu

The HUB

The HUB supports WSU students through advocacy, education, support, and resources in Spokane and Yakima. They provide tools and opportunities for our students to become thoughtful, engaged global citizens through Education, Leadership, Service, and Campus Outreach. The HUB sponsors programs and activities throughout the year and includes study space, lounge space, coffee and tea, leadership opportunities, and much more. The HUB is in SAC 105.

Additional resources provided by Student Affairs (SAC 130) include:

- Financial Aid and Services
- Enrollment
- Access/Disability Resources
- Room Scheduling
- Community Standards
- Student Leadership and Involvement (Associate Students of Washington State University Health Sciences (ASWSUHS), Student Entertainment Board, Registered Student Organizations)
- Community Engagement
- Lactation Room (SAC 207 and SMED 119)
- Neutral Restrooms (a full list of locations can be found here: <https://spokane.wsu.edu/lactation-rooms-and-neutral-restrooms/>)
- Additional items (cashier, cougar card)

EMERGENCY PROCEDURES

WSU Guidelines for Bloodborne Pathogens Occupation Exposure Management/Medical Services

WSU Health Sciences Bloodborne Pathogens Student Procedure

Background

Health care professionals are at risk that they might be injured at work by being stuck, cut or splashed with fluids containing infectious agents. Even though the risk is small, you still need to know what to do.

The Bloodborne pathogens of concern are hepatitis B virus (HBV), hepatitis C virus (HCV), and human immunodeficiency virus (HIV). The chance of developing an infection depends on the type of injury, the type and amount of fluid involved and the type of virus. Potentially infectious body fluids are blood or blood products, cerebrospinal fluid, pleural fluid, peritoneal fluid, pericardial fluid, amniotic fluid, vaginal secretions and semen. One approach to remembering the approximate risk of being infected by a needle-stick is that there is an approximately 10-fold difference in the level of risk between each of the three worrisome viruses when listed in the alphabetic order:

Virus	Risk
HBV	6-30%
HCV	2%
HIV	0.3%

WHAT IF YOU ARE EXPOSED?

You can prevent exposure by **being alert, aware, and careful** while using and disposing of a sharp and being around infectious bodily fluids.

Should an exposure occur, *please don't panic*. Most body substance exposures do not result in harm. **Time matters though, so please proceed as follows:**

Immediate Actions

Wash:

- For punctures or lacerations, bleed the site well under running water and wash with soap and water.
- For mucous membrane splashes (eyes, nose or mouth), immediately flush with copious amounts of water.
- Carefully remove all soiled clothing and wash again if it is necessary to remove soiled clothing.

Clinical and Clerkship Environments (example - patient to student exposure): The affected individual should notify the health care provider in charge of the area where the incident occurred. The facility's personnel will initiate the process of consenting the source individual to have their blood tested for bloodborne pathogens. The affected individual is NOT the person to consent the source individual or to draw the blood from the source individual. Complete the clinical agency's incident report form and associated procedures *in addition to* completing the university incident report form. The affected individual should be provided with a Post-Exposure Evaluation form, or its equivalent. See **Actions within Two Hours** below.

Class or Lab Environments (example - student to student exposure): The affected individual should notify the personnel responsible for the area the incident occurred, e.g. preceptor, supervisor, or course instructor. The

responsible personnel will collect contact information and a summary of the incident using the Post-Exposure Evaluation form included below, which should be provided to the affected individual. See **Actions within Two Hours** below.

Actions within **Two Hours**

The affected individual should visit the local Emergency Room (not urgent care or general practitioner) and provide the Post-Exposure Evaluation form which describes the exposure. Based upon the reported exposure, the emergency room provider may request the source individual consent for a blood draw and the bloodborne pathogen testing. When the source is a WSU student, the student shall consent to those tests per the consent documentation signed as a prerequisite to class or lab participation.

While the affected person is in clinic or in the ER being evaluated, they must contact one of the course/clerkship/rotation preceptors or supervisors (course director, experiential director, clerkship coordinator, or an attending physician or small group leader).

Tests which may be ordered if the exposure warrants include:

- Hepatitis B surface antigen (HBsAg).
- Hepatitis C antibody (anti-HCV).
- HIV antibody (with consent).
- Ig high-risk source patient is believed or known to be HIV positive, and/or known to be anti-HCV positive, viral "load" studies (i.e., quantitative viral RNA) should also be sent for each respective virus.
- If the patient refuses to have blood drawn, the Local Health Department will be contacted.
- If indicated and the affected person elects to take prophylactic treatment, additional baseline blood tests may include CBC, renal function, hepatic function, and pregnancy test.

WSU students are responsible for all costs associated with clinic visits, medication, laboratory, and any other related costs that occur after the incident. WSU strongly recommends that students purchase health care insurance to assist with these costs. Students should notify their clinical site supervisors and college program directors of financial issues related to bloodborne pathogen exposure. Programs may be able to assist in identifying sources of potential financial support.

WSU students are not employees while they are engaging in education-related activities at clinical sites and are, therefore, not covered by workers' compensation at either the clinical site or WSU. Treatment for exposures is NOT considered an on-the-job injury since students are NOT employees at clinical training sites.

Post exposure support will be provided by EH&S, if needed. EH&S will not assist in most initial responses and referrals – but is available to consult as needed – particularly for complex situations. Students with questions concerning WSU's bloodborne pathogen policy or requiring additional guidance should contact EH&S at 509-335-3041 or by e-mailing sringo@wsu.edu and sampsonj@wsu.edu.

Actions within **24 Hours**

WSU students must complete a WSU incident form that is available on-line within 24 hours of the incident (<http://hrs.wsu.edu/managers/incident-report/>). This is in addition to the Post Exposure Evaluation form.

Associated Policies and Resources

1. A detailed program specific Bloodborne Pathogen Exposure Control Plan is available through the individual department, classroom or laboratory. Contact the program director or laboratory supervisor to request access.
2. CDC BBP Information: <https://www.cdc.gov/niosh/healthcare/risk-factors/bloodborne-infectious-diseases.html>
3. Needle stick Risk Assessment Calculator: <http://www.medicinecalculator.com/hiv-needle-stick-risk-assessment-stratification-protocol-rasp/index.html>
4. SPPM 2.24.1 Reporting Accidental Injuries and Work-Related Illness: <https://policies.wsu.edu/prf/index/manuals/safety-policies-procedures-manual/sppm-2-24/>
5. WSU EHS BBP Policy 2.44: <https://policies.wsu.edu/prf/index/manuals/safety-policies-procedures-manual/sppm-2-44/>
6. WSU Incident Report: <https://hrs.wsu.edu/managers/incident-report/>
7. Nonemployee Injuries: University departments coordinating the use of University facilities or University-sponsored activities are responsible for reporting all injuries incurred by individuals who are not employed by WSU. Risk Management Services notifies the state of Washington's Torts Claims Division of nonemployee injuries when required. The injured nonemployee may file a claim for damages against the state of Washington ([RCW 4.92](#)). Claim forms and instructions are available from Risk Management Services.

WSU

Student Post-Exposure Evaluation

Instructions: The Supervisor or Preceptor will complete this section of the form to provide the ER Health Care Professional with exposure information.

Date, time and location of exposure:

Description of duties during exposure:

What part of the body (eye, mouth, finger, leg) was exposed:

Routes of exposure (splash, sprayed, needle stick etc.):

Name, contact information and results of source individuals blood tests if available (blood tests are not available in classroom-based settings):

Medical records relevant to the source may be obtained from the sources Medical Provider:

Medical Professional's Name

Address

Phone

UNIVERSITY POLICIES

Statement of Policy on Discrimination and Sexual Harassment

Notice of Non-Discrimination

In matters of admissions, employment, housing or services, and/or in the educational program 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
- Sexual orientation
- Gender identity/expression
- Race
- Color
- Religion
- Age
- Creed
- National or ethnic origin
- Marital status
- Genetic information
- Status as a protected veteran, an honorably discharged veteran, or member of the military
- Physical, mental, or sensory disability, including the use of a trained service animal
- 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 USC 2000d et seq) and the Pregnancy Discrimination Act (42 USC 2000e et seq);
- Title I and II of the Americans with Disabilities Act (ADA) of 1990 as amended, the Rehabilitation Act of 1973 (P.L. 93-112) and 45 CFR Part 84;
- Title VI of the Civil Rights Act of 1964 (42 USC 2000d et seq);
- Title IV of the Civil Rights Act of 1964 (42 USC 2000d et seq), RCW Chapter 49.60;
- Gender Equality in Higher Education (RCW Chapter 28B.110); and
- Washington Law Against Discrimination (RCW Chapter 49.60).

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 or harassment, may be made to WSU's Compliance and Civil Rights (CCR), the Department of Education's Office of Civil Rights, and/or both. For more information, please visit https://policies.wsu.edu/prf/index/manuals/executive-policy-manual/ep15/#Two_o

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](#)
- 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>
- Address: Lyndon Baines Johnson Department of Education
Building #400 Maryland Avenue, SW
Washington, DC 20202-1100

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](#)

Statement of Purpose

The College of Pharmacy and Pharmaceutical Sciences is committed to fostering a welcoming and inclusive environment for all. Accordingly, all students, staff, and faculty must abide by the [WSU Policy Prohibiting Discrimination and Harassment \(Executive Policy 15\)](#). If any individual feels they have been subjected to conduct that implicates Executive Policy #15 they can file a report with the WSU Compliance and Civil Rights (CCR) online at <https://ccr.wsu.edu>, by phone at 509-335-8288, or by email at ccr@wsu.edu. CCR can discuss options for a potential university response and assist complainants in accessing various resources on and off campus. Most WSU employees are required to report information regarding sexual harassment or sexual misconduct to CCR. See [Employee Reporting Requirements](#).

Discrimination

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

- Sex
- Sexual orientation
- Gender identity/expression
- Race
- Color
- Religion
- Age
- Creed
- National or ethnic origin
- Marital status
- Genetic information
- Status as a protected veteran, an honorably discharged veteran, or member of the military
- Physical, mental, or sensory disability, including the use of a trained service animal
- Immigration or citizenship status, except as authorized by federal or state law, regulation, or government contract

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.

Title IX Harassment is a form of harassment involving unwelcome sex-based conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to WSU's education programs or activities. Sexual harassment includes a wide range of behaviors, including, but not limited to:

- Verbal or physical sex-based conduct;
- Sexual exploitation
- Causing or attempting to cause the incapacitation of another person to gain sexual advantage over that person;
- Invading another person's sexual privacy;
- Prostituting another person;
- Engaging in voyeurism;
- Knowingly or recklessly exposing another person to a significant risk of sexual transmitted disease or infection;
- Exposing one's intimate parts in nonconsensual circumstances; or
- Sexually-based stalking and/or bullying.

Reporting and Complaint Options

Individuals experiencing discrimination and harassment have multiple reporting and complaint options available. **CCR is WSU's primary intake office for concerns of discrimination and harassment.** Because there are many reporting avenues, individuals are encouraged to consult with CCR to learn about their options. Individuals can utilize and of the following options:

- Compliance and Civil Rights (CCR)

- Section 1557 Civil Rights Coordinator
- Law Enforcement
- Department of Education Office of Civil Right
- Additional Federal and State Agencies
- Confidential Resources:
- [Victim Advocates](#)
- [Office of the University Ombuds](#)
- [Medical](#) or [Counseling](#) Providers
- [Employee Assistance Program \(EAP\)](#)

A supervisor (e.g., administrator, dean, chair, director, ombuds, faculty member, graduate teaching or research assistant, 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, Spokane and Yakima
 509-358-7537
Jane.summers@wsu.edu

False Statements

Making a materially false statement in bad faith during any proceeding or process under this policy may be subject to disciplinary action. No complaint is considered false solely because it cannot be corroborated. Further, WSU does not discipline parties, witnesses, or others participating in a grievance process for making a false statement solely on a determination that discrimination occurred.

Policy on Faculty-Student and Supervisor-Subordinate Relationships

The College of Pharmacy and Pharmaceutical Sciences supports and upholds WSU Executive Policy 28 (EP 28) Policy on Faculty-Student and Supervisor-Subordinate Relationships. It is the recommendation that all Doctor of Pharmacy students refer to this policy for more information.

<https://policies.wsu.edu/prf/index/manuals/executive-policy-manual/ep28/>

Education and Resources for the Prevention of Sexual Harassment

Goals of Harassment Education and Sensitization within the College of Pharmacy and Pharmaceutical Sciences

The College of Pharmacy and Pharmaceutical Sciences 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 College of Pharmacy and Pharmaceutical Sciences' mission. Consequently, the College of Pharmacy and Pharmaceutical Sciences will focus its efforts on providing resources and informing students and employees regarding recognition of, responding to, and consequences of, such behavior. All College of Pharmacy and Pharmaceutical Sciences 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 the College of Pharmacy and Pharmaceutical Sciences will be designed to assure that each and every student and employee of the College of Pharmacy and Pharmaceutical Sciences:

- 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 College of Pharmacy and Pharmaceutical Sciences students and employees for filing complaints against harassers
- 5) is aware of how the College of Pharmacy and Pharmaceutical Sciences and the University deal with harassment charges and of the consequences for harassers and those who make false accusations of harassment.

WSU Health Sciences Vaccination and Health Screening Policy

The College of Pharmacy and Pharmaceutical Sciences follows the policies and guidelines for Health Science students listed on the following website: <https://spokane.wsu.edu/immunization-requirements/>

- WSU CPPS, in accordance with the Centers for Disease Control and Prevention (CDC), recommends immunizations for health care workers, including students/trainees, and requires individuals to comply with training site vaccination and health screening requirements.
 - For more information regarding immunizations please reference the following link - <https://pharmacy.wsu.edu/pharmd/experiential-services/vaccination-certification-licensure-requirements/>
- All documentation must be submitted in accordance with each applicable Health Sciences program requirements including information systems that maintain immunization and health screening information (e.g., CastleBranch). Failure to comply with vaccination and health screening requirements can result in referral to Professional and Technical Standards committee or decertification from the program.
- Students applying for a medical exemption must follow the procedures outlined on the following website: <https://cougarhealth.wsu.edu/medical-services/immunizations/required-immunizations/>
- Students must contact WSU Spokane Access Services at spokane.access@wsu.edu for information on the process of requesting a medical exemption.

CPPS POLICIES AND PROCEDURES

Course Average Percent Calculation Overview for Class of 2026

A course average percent (CAP) will be calculated each semester for each student as well as rankings for the top 10 in each class. Individual CAP and rankings provide objective measures of academic distinction for the purposes of scholarships, Rho Chi (Pharmacy Academic Honor Society) and residency or employment applications. The class rank of the class of 2027 and beyond will be calculated utilizing the Doctor of Pharmacy Professional program GPA. Individual CAP and class ranking will be determined according to the following guidelines.

CAP Calculation and Ranking Procedure:

- Final course percentages will be extracted out of the Learning Management System (LMS) gradebooks by College of Pharmacy and Pharmaceutical Sciences Information Systems by the Wednesday following finals week. Any changes to final course grades made after this date must be reported to student services.
- CAP for each semester will be calculated based on final course percentages as described above
- A cumulative CAP will be calculated semester 3.
- A cumulative CAP weighted by credit will be calculated semester 6 only
- Only required, core Doctor of Pharmacy courses **will** be included in the CAP calculation. Elective courses **will not** be included.
- Any student with a course failure or incomplete will be flagged and will not be included in the CAP calculation for the semester in which the failure or incomplete occurred.
- When a course is repeated following a failure, the course percentage earned on repeat will replace the failure in any **future** cumulative calculations.
- Ranking by CAP will be determined each semester for students in the top 10 by class, with the highest CAP receiving a rank of 1. Rankings are stacked.
- As multiple students will have earned the same CAP within the top 10, each of these students will receive the same rank.
- Finalized class lists (Dean's List and/or Rho Chi, as applicable) for each semester will become the official record and will not change. Addendums to the lists are possible for unique situations but will not impact students originally on the list.

Incomplete Grades:

- Once Student Services have been notified that an incomplete is resolved, the course percentage will be updated within the calculation to the correct value.
- Any updated course percentage for incompletes that are resolved after the semester class lists have been calculated and finalized will be utilized for **future** cumulative CAP.
- Finalized class lists will become the official record and will not change. Addendums to the lists are possible for unique situations but will not impact students originally on the list

Roles/Responsibilities:

College of Pharmacy and Pharmaceutical Sciences Student Services:

- Manage the CAP and class ranking data, analyses and lists.
- Calculate and finalize CAP and class rank list for the top quartile each semester and cumulatively for semester 3 and semester 6 for each cohort with the final lists occurring at semester 6.
- Retain archived records of top quartile class rank and CAP data in accordance with university record retention policies.

Doctor of Pharmacy Students:

- May consult with Student Services regarding CAP. Students ranked in the top 10 may request to receive an official rank.

- May submit a request to Student Services for a release of CAP or class rank as applicable to a faculty member for professional purposes, such as writing a letter of recommendation.

College of Pharmacy and Pharmaceutical Sciences Academic Department and Faculty Instructors:

- Updates Student Services pursuant to a final course average percentage or course grade change.

College of Pharmacy and Pharmaceutical Sciences Information Services:

- Extract final course percentages from the LMS gradebooks.

Academic Distinction for Class of 2026

Semester and Cumulative CAP and Class Rank Reports and Purposes

- **Releasing of CAP and/or Class Rank:** Releasing the CAP to individuals or institutions outside the College of Pharmacy and Pharmaceutical Sciences (including on the website) will be based on the following guidelines.
 - Any individual in the Top 10 (ranks 1-10) will have their rank disclosed. For example, student X is ranked 9th in the class of 20XX.
 - Students not in the top 10 ranks will have their CAP and quartile disclosed. For example, if student X's CAP is greater than or equal to the 75th percentile, it will be disclosed that the student is in the top 25% or upper quartile of the class of 20XX.
- **Dean's List:**
 - The top 25% of the class (greater than or equal to the 75th percentile) according to the **semester** CAP calculation.
 - Student names (alphabetical by last name), not listed in semester CAP order, will be reported following each semester.
- **Rho Chi Membership:**
 - The highest cumulative CAPs for the first three semesters of the Doctor of Pharmacy program, not to exceed 20% of the cohort, will be considered for Rho Chi.
 - Students with a course failure in the first three semesters of the program will not be considered for Rho Chi. This is the only time invitations are extended to join the honors society.
 - Student names (alphabetical by last name), without CAP, will be reported.
- **CAP Letter:** A standardized informational letter will be generated by the Dean (or Associate Dean of the Professional Program) which explains the H-S-F competency-based curriculum and grading. Along with the letter, there will be an individualized student report (sent only to each student and not made publicly available) which includes **cumulative weighted by credit** CAP after successful completion of all didactic credits at the end of PY₃ year.
- **Letters of Recommendation:** Faculty members may write personal/unique letters of recommendation per student request. CAP, applicable ranking, or other academic achievement information in the faculty letters will be determined on an individual basis requiring agreement between the faculty member and student. Per student permission, faculty may obtain and/or disclose a semester cumulative CAP, percentile grouping, or class rank in a letter of recommendation.

Scholarship Awards: The College of Pharmacy and Pharmaceutical Sciences awards a variety of scholarships throughout the professional program. Each scholarship includes unique (sometimes specific) criteria for academic

achievement, leadership, financial need and activities. **Additional Opportunities for Academic Distinction:** The College of Pharmacy and Pharmaceutical Sciences routinely offers the following opportunities for students to demonstrate academic distinction.

- APPE Course level Honors grade
- Completion of Doctor of Pharmacy with Research Honors Degree
- Challenging electives
- 599 courses/special projects

Academic Distinction for Class of 2027 and Beyond

Class Rank Reports and Purposes

- **Class Rank:** Any individual in the Top 10 (ranks 1-10) will have their rank disclosed. For example, student X is ranked 9th in the class of 20XX.
- **Dean's List:**
 - The Dean's List is a semester recognition of students who have demonstrated high academic achievement. Dean's List will be awarded the first three years of the program. Students must be enrolled in at least 10 credits and have a semester GPA of 3.50 or above.
 - Students who meet these criteria are named on the Dean's List, and a letter of congratulations is sent to them and published on the website.
- **Rho Chi Membership:**
 - The Rho Chi Society is the largest and most recognized academic honor society in pharmacy. The Society's mission is to encourage and recognize intellectual achievement, stimulate critical inquiry to advance pharmacy practice, contribute to the development of intellectual leaders, promote high ethical standards, and foster collaboration. Membership is by invitation only.
 - Students eligible for membership must be a full-time student, have completed no less than one-half of their pre-APPE professional coursework, reside in the top 20% academically and have attained a minimum professional GPA of 3.0 on a 4.0 scale in the College of Pharmacy and Pharmaceutical Sciences.
 - Students with a course failure or known disciplinary action for academic dishonesty, misconduct, or unprofessional behavior will not be eligible for Rho Chi.
 - Students who meet the criteria listed above will receive an invitation after 3 semesters in the program.

College of Pharmacy and Pharmaceutical Sciences Student Dress Code

Professional attire is encouraged upon entrance to our program and demanded in all clinical experience settings. The short-length white lab coat is essential for pharmacists in training. During the first three didactic years of our program, “business casual” attire is appropriate for classroom and examination sessions.

Business casual is a polished yet relaxed style appropriate for most classroom, campus and clinical settings. Acceptable business casual attire includes:

- Collared shirts or blouses
- Khakis or dress slacks
- Knee-length skirts or dresses
- Sweaters or cardigans
- Closed-toe shoes or dress flats

Note: Jeans, athletic wear, and overly casual clothing (e.g., t-shirts with graphics, flip-flops) are not considered business casual.

Professional attire is more formal and is required in clinical settings, job interviews and at other times as specified by course instructors in syllabi. This attire reflects a workplace-ready appearance and includes:

- Dress pants or slacks with a button-down shirt or blouse
- Blazers, suit jackets, or tailored cardigans
- Knee-length or longer skirts or dresses
- Closed-toe dress shoes

Key Difference:

While business casual allows for more comfort and flexibility, professional attire is more structured and formal, often resembling what one would wear in a job interview or professional workplace.

White lab coats are required when working in a professional laboratory and when participating in patient care activities.

Professional students are expected to maintain personal hygiene and grooming appropriate to the academic or professional environment. Students shall follow established guidelines regarding personal hygiene and grooming as recommended by practice sites, course syllabi, and/or the direction of faculty. Students shall consider health implications for others with regard to personal hygiene (e.g., handwashing, cologne, tobacco products). Students should value the importance of personal hygiene and grooming for effective interpersonal interactions.

Inter-professional Education in the Doctor of Pharmacy Curriculum

Vision

The Washington State University Health Sciences Inter-Professional Education (WSU HS IPE) Collaborative promotes innovative interprofessional education and impactful scholarship to advance collaborative practice that improves the health and wellness of our NW communities.

Mission

Through interprofessional education we provide WSU faculty and students with foundational skills to engage in scholarship and collaborative practice that leads to improved health, access to care, and provider satisfaction in the communities we serve.

Goal

Students completing the WSU HS IPE Curriculum will:

- Work together with mutual respect and shared values to improve their communities
- Acknowledge and value each participating team member's roles and responsibilities
- Communicate in a responsible manner that supports safe and effective team functioning
- Participate in and lead teams through application of relationship-building and team dynamics principles

According to the Center for the Advancement of Interprofessional Education, IPE is generally accepted to mean "occasions when students from two or more professions learn with, from, and about each other to enable effective collaboration and improve health outcomes."

IPE in the Doctor of Pharmacy program is intentionally imbedded in every year of the curriculum to provide opportunities for engagement between faculty, community practitioners and students.

While engaging in IPE activities students will work towards achieving the following competencies as defined by the Interprofessional Education Collaborative:

- Work with individuals of other professions to maintain a climate of mutual respect and shared values. (Values/Ethics for Interprofessional Practice)
- Use the knowledge of one's own role and those of other professions to appropriately assess and address the health care needs of patients and to promote and advance the health of populations. (Roles/Responsibilities)
- Communicate with patients, families, communities, and professionals in health and other fields in a responsive and responsible manner that supports a team approach to the promotion and maintenance of health and the prevention and treatment of disease. (Interprofessional Communication)
- Apply relationship-building values and the principles of team dynamics (Teams and Teamwork)
- Perform effectively in different team roles to plan, deliver, and evaluate patient/population-centered care and population health programs and policies that are safe, timely, efficient, effective, and equitable. (Teams and Teamwork)

Students on the Spokane campus will engage in IPE activities with students and faculty from nursing, medicine, speech and hearing sciences, nutrition and exercise physiology, dental hygiene, physical therapy, and others.

Students in Yakima may also interact with students from the Northwest Interprofessional Health Collaborative, which includes five higher education institutions with student and faculty representing pharmacy, nursing, medicine, physical therapy, public health and dietetics.

Recognizing that no single health care discipline has the capability to deliver optimal care for all health issues,

integration of IPE into the curricula is a cornerstone of quality education in medicine, nursing, pharmacy, dentistry and many allied health programs.

All students engaging in IPE activities, sponsored by CPPS or an affiliate, are required have an active Washington State Pharmacist Intern License and be in compliance with the Office of Experiential Services with regards to a student's CastleBranch account, including but not limited to, mandatory immunizations, trainings and certificates.

Off-Campus Course Requirements & Rotations

The pharmacy curriculum includes extended periods of off-campus activities during each semester as well as for rotation experiences. Introductory Pharmacy Practice Experiences (IPPE) rotations occur after the first and second didactic years. The final year of the program is solely Advanced Pharmacy Practice Experiences (APPE). Student pharmacists entering the College of Pharmacy and Pharmaceutical Sciences must be prepared to participate in these off-campus activities/rotations which are offered at various locations within and outside of the State of Washington. During the IPPE and APPE rotations, the student pharmacist may be expected to relocate to any assigned geographical locations as needed to complete IPPE and APPE requirements. The student pharmacist will be given the opportunity to actively participate in the IPPE and APPE selection processes, yet final assignments are dependent on availability.

IPPE rotations are designed to introduce, expose and engage the student pharmacist in various practice settings to enhance the student pharmacist's development and help achieve the goals and learning objectives set forth by the College of Pharmacy and Pharmaceutical Sciences. IPPE sites and activities will place the skills and knowledge the student pharmacist has obtained in the didactic curriculum into practice to gain experience and confidence in preparation for APPEs.

APPE rotations occur in the final year of the program. Students graduating in 2027 and onward must complete seven rotations, four core, and three elective rotations including one rotation focused on NAPLEX preparation. Students graduating before 2027 must complete six rotations, four core and two elective rotations. As part of this process, students are first assigned a geographic "home zone" where the core rotations will be completed. These "home zone" regions span the state of Washington, as well as select parts of Idaho, Oregon, and Northern California. APPE experiences allow students to put into practice the culmination of didactic and IPPE knowledge to work towards becoming an entry level practitioner. APPE rotations are hands-on experiences that occur in a variety of patient care and non-patient care settings. The College is receptive to the creation of a limited number of new APPE experiential opportunities if the experience is consistent with the goals and objectives for student pharmacists in the College.

Experiential Services will determine specific rotation sites and preceptors. The College reserves the right to change IPPE/APPE site assignments at any time based on the variable number of rotations offered or due to unexpected circumstances that may arise.

After accepting an offer of admission to the College of Pharmacy and Pharmaceutical Sciences students will be required to submit documentation and maintain compliance with certain immunization, certification, and training requirements to practice patient care. Students are expected to keep items updated without lapse regardless of when rotation experiences are scheduled, as patient care activities exist in other parts of the curriculum and with Registered Student Organizations. Instructions on how to submit and maintain documentation will be given to incoming students. These include but are not limited to:

- (a) Registered as an intern with the Washington State Board of Pharmacy (**License must be valid at all times and must be renewed on time, regardless of clinical schedule**). A lapse of license is not acceptable and must be immediately reported to the Director of Experiential Services. All clinical experiential learning must cease and desist until the pharmacy intern license is renewed and active. A lapse of an intern license will result in notification to the instructor of record/site, a report to Student Services, and may lead to a referral to the Pharmacy Professional and Technical Standards Committee.
- (b) Current and comprehensive immunization history as listed on <https://pharmacy.wsu.edu/pharmd/experiential-services/vaccination-certification-licensure-requirements/>
- (c) National criminal background check; additional background checks for individual sites may be required.

- (d) Proof of current malpractice liability insurance (must be submitted annually)
- (e) American Heart Association Basic Life Support Course for healthcare providers. (Certification must be current at all times)

Students are expected to provide additional information, as needed, in a timely fashion as requested by the Office of Experiential Services to facilitate onboarding requirements for site placements. Additional information regarding immunizations, certificate, licensing and training requirements can be found at: <https://pharmacy.wsu.edu/doctor-of-pharmacy/experiential-services/vaccination-certification-licensure-requirements/>

Administrative and Criminal Actions and Background Checks

Admission to the College, as well as retention in the Doctor of Pharmacy program, requires that all candidates undergo annual background checks. The background check is in accordance with Washington State Law (RCW 43.43.830 through 43.43.842) which requires that all individuals who have access to children under 16 years of age, those with developmental disabilities, or vulnerable adults, must disclose background information concerning crimes and offenses against these populations. An administrative/criminal record does not necessarily disqualify an individual for admission to or continuation within the program. The College will review all information disclosed on an individual case-by-case basis. However, a failure to disclose information is likely to result in withdrawal of an offer of admission to, or decertification from, the Doctor of Pharmacy program. Students should be aware that these background checks routinely uncover convictions that students believe were “expunged,” “vacated,” or otherwise set aside.

Doctor of Pharmacy students must also disclose criminal history involving drug-related crimes, proceedings related to vulnerable populations, Medicare-Medicaid/Healthcare-related adjudications (exclusions from participating in federal health care programs) and any other general conviction/adjudication information (excluding parking tickets and traffic citations) through the Criminal History Disclosure Form on an annual basis.

If an event occurs after completing a Criminal History Disclosure Form that would result in a change to a student’s response on the Criminal History Disclosure Form, the student must immediately inform the Associate Dean for Professional Education of the change in circumstance. In addition, any criminal charges involving alcohol or drugs, or any pending actions taken by a licensing authority (Board of Pharmacy or other agency) against a professional license (pharmacy intern, technician license, or other health-related license) occurring after admission to the Doctor of Pharmacy program and until the student either graduates or leaves the program must be immediately disclosed to the Associate Dean for Professional Education.

Commission of offenses listed on the Criminal History Disclosure Form or other offenses self-disclosed or revealed by a background check may prevent placement in certain pharmacy practice experiences, thus potentially preventing a student from completing the requirements for graduation. Candidates for the Doctor of Pharmacy program may not be extended a formal offer of admission or may have a formal offer of admission revoked if they fail to:

1. disclose information on the Criminal History Disclosure Form AND/OR
2. update the Director of Experiential Education or the Associate Dean for Professional Education of a change to a previously submitted Criminal History Disclosure Form AND/OR
3. consent to criminal background check AND/OR

do not meet eligibility requirements for registration as a Washington State Pharmacy Intern. Students currently in the Doctor of Pharmacy Program will be subject to possible sanctions, including decertification from the program, if they fail to

1. disclose pending criminal charges involving alcohol or drugs or pending actions by a licensing authority (Board of Pharmacy or other agency) against a professional license (pharmacy intern, technician license or other health-related license) AND/OR
2. disclose information on the Criminal History Disclosure Form AND/OR
3. update the Director of Experiential Education or the Associate Dean for Professional Education of a change to a previously submitted Criminal History Disclosure Form AND/OR
4. consent to a background check

Background checks for applicants admitted into the Doctor of Pharmacy Program will be performed in accordance with PharmCAS procedures upon admission. The Office of Student Services will provide information regarding

background check policies/procedures at the time of offer of admission to the Doctor of Pharmacy Program. Background checks for current student pharmacists will be performed annually throughout the program. The Office of Experiential Services will provide information regarding background check policies and procedures for current students.

Students may request copies of the background check from Certiphi Screening Services: www.certiphi.com. The Office of Student Services does not retain copies of the background checks.

Policy on Substance Use

Incumbent upon the profession of pharmacy is the basic responsibility to hold foremost the health and safety of the public. Society has vested this profession with the opportunity for research in the development, design, storage, and application of drugs, as well as the trust to obtain, safeguard, and distribute these controlled and/or regulated substances. Every member of this profession must ensure that this trust is honored.

At the College of Pharmacy and Pharmaceutical Sciences, we view entry into the profession occurring when a student enrolls in an academic pharmacy program. All pharmacy students are therefore identified as members of the profession. Every student must accept the central responsibility of the profession to assure that drugs are used in a safe and effective manner for the promotion of rational drug therapy according to all regulatory guidelines and professional standards.

The possession and consumption of alcoholic drinks is not permitted on campus except when a state banquet permit has been obtained. In all instances Washington State alcohol laws must be followed. The illegal or unauthorized possession, or use of, alcohol or drugs on the campus is prohibited, and will result in enforcement by Campus Security or local law enforcement. Campus Security and local police will enforce all Washington State laws pertaining to drugs and alcohol, and the Center for Community Standards will follow procedures outlined in the Standards of Conduct ([WAC 504-26](#)) for any appropriate disciplinary action. Students may be accountable to our community standards whether they are on or off campus and during university breaks.

In addition to federal, state, and local laws, and University rules and regulations, the College of Pharmacy and Pharmaceutical Sciences' Code of Professionalism also regulates the use, possession, manufacturing, and distribution of alcohol and/or drugs. Violations of the Code of Professionalism involving alcohol or drugs are subject to review by the Professional and Technical Standard Committee (PTSC) regardless of whether the alleged violations are also the subject of legal, University, or other administrative proceedings (e.g., a criminal charge or student conduct case). Any student enrolled in the College of Pharmacy and Pharmaceutical Sciences found to have engaged in the illegal synthesis, manufacture, distribution, or sale of a controlled substance may be decertified from the College of Pharmacy and Pharmaceutical Sciences in accordance with WSU policy.

Alcoholism and drug abuse are recognized as treatable illnesses, and as such, treatment is encouraged by the College of Pharmacy and Pharmaceutical Sciences. Any student, faculty or staff member requiring assistance with an alcohol or other chemical dependency problem is encouraged to contact the Washington Recovery Assistance Program for Pharmacy (WRAPP) by calling 1-800-446-7220. WRAPP is a confidential, non-coercive peer assistance program, which aids in identification, referral for treatment, recovery support, and rehabilitation of impaired pharmacists, pharmacy technicians, or Pharmacy student interns. All requests for information and/or assistance are held in strict confidence. As dictated by the WRAPP evaluation and treatment contracts, the College of Pharmacy and Pharmaceutical Sciences and/or of the Washington State Pharmacy Quality Assurance Commission are not notified by WRAPP of an individual's chemical dependency problem unless there is noncompliance with recommended evaluation and/or treatment.

Should you need additional support for treatment of alcohol and drug related problems, or preventative education programs, please reach out to WSU Spokane's [Counseling Center](#).

Students with concerns are encouraged to contact their advisor or the Associate Dean for Professional Education for guidance that may fall under the Procedures for Supporting Students with Potential Impairment.

Drug Screening Policy

Washington State University (WSU) College of Pharmacy and Pharmaceutical Sciences (CPPS) coordinates clinical placements for all PharmD students. The nature of providing patient healthcare services inherently requires that practitioners be mentally sound and free from the effects of intoxicants that may mentally or physically impair them. See Uniform Disciplinary Act, RCW 18.130.180 (22) (defining unprofessional conduct as current misuse of alcohol, controlled substances or legend drugs). This policy promotes student pharmacist health, patient safety, and compliance with the law. Professional standards and affiliated practice sites have drug free expectations for assigned students in their training sites. Early identification of, and intervention for, student pharmacists with substance use and misuse issues protects patients and maintains trust in the pharmacy profession. This policy promotes student pharmacist health, patient safety, and compliance with the law. Professional standards and affiliated practice sites have drug free expectations for assigned students in their training sites. Early identification of, and intervention for, student pharmacists with substance use and misuse issues protects patients and maintains trust in the pharmacy profession.

In addition to the CPPS Code of Professionalism, students may also be held to the [WSU Community Standards - Alcohol and Drug Policy](#) which states "The standards of conduct apply to conduct that occurs on university premises or in connection with university sponsored activities, including transit to or from the activity. In addition...the standards of conduct may apply to conduct that occurs off university premises and not in connection with university-sponsored activities, if the conduct adversely affects the health and/or safety of the university community or the pursuit of the university's vision, mission, or values. "; see also, [WAC 504-26-211](#) (using, possession, manufacturing, or distributing marijuana, narcotics, or other controlled substances, and drug paraphernalia must be in accordance with federal, state and local law); [WAC 504-26-212](#) (using, possessing, manufacturing, or distributing alcohol must be in accordance with the law). see also, [WAC 504-26-211](#) (use, possession, manufacture, or distribution of cannabis, narcotics, or other controlled substances, and drug paraphernalia except as permitted by federal, state and local law); [WAC 504-26-212](#) (use, possession, manufacture, or distribution of alcoholic beverages to any person under 21 years old or by any person under 21 years old (except as expressly permitted by university regulations, and federal, state, and local laws), or public intoxication at any age).

CPPS finds public health and protecting patients from impaired student pharmacists, accepted professional standards for student pharmacists, and WSU's community standards to be compelling reasons to implement this policy.

Clinical partners (Training Sites) may have varied and more stringent drug and alcohol policies, standards, or requirements beyond those mandated for all students by WSU CPPS. For example, Training Sites may require a negative drug screen prior to assignment or placement. This type of drug screening will be referred to below as "Drug Screening Required by Sites." Students are responsible for the cost of drug screening unless it is covered by the requesting site.

Beyond drug screenings required by sites, CPPS does not require annual drug screenings but may require a student to complete a drug screening when there is reasonable cause or suspicion of a potential impairment, and/or use of drugs or alcohol during CPPS professional activities. This type of drug screening will be referred to as "For Cause Drug Screening." In addition, students placed on professionalism probation for code of professionalism violations related to illicit drug use and/or drug/alcohol impairment may be subject to random drug tests if imposed as a sanction by the Professional and Technical Standards Committee (PTSC).

Definitions

- **Substance-use disorder**, per the Substance Abuse and Mental Health Services Administration, occur when the recurrent use of alcohol and/or drugs causes clinically significant impairment, including health problems, disability, and failure to meet major responsibilities at work, school, or home.
- **Substance use** refers to the **use** of drugs or alcohol, and includes substances such as cigarettes, illegal drugs, prescription drugs, over the counter medications, inhalants, and solvents.
- **Substance (or Drug) misuse**, per the [World Health Organization](#), is the “use of a substance for a purpose not consistent with legal or medical guidelines, as in the non-medical use of prescription medications. The term is preferred by some to abuse in the belief that it is less judgmental”.
- **Test vendor** refers to a third-party vendor contracted to perform and manage the drug testing processes and procedures.
- **A drug test** is a comprehensive analysis of urine, blood, hair, nail, or other specimen to identify and confirm the presence of specific drug metabolites in the system.
- **Adulteration** refers to manipulation of a specimen for the purpose of producing a false negative test result. Methods of urine adulteration include urine substitution, in vivo adulteration and urine dilution, and in vitro adulteration.
 - Urine substitution is achieved through the replacement of a urine specimen with that of drug- free urine, some non-urine liquids such as water or saline, or commercially available synthetic urine that possesses the same essential characteristics of human urine (e.g., correct pH, specific gravity, and creatinine concentration).
 - In-vivo adulteration involves the deliberate consumption of a copious volume of water or other fluid to dilute the urine or the intentional ingestion of products such as diuretics designed to increase the metabolism and/or excretion of drugs in the body to return a test result below the cut-off value. Urine dilution can also be performed by adding water to a voided urine specimen.
 - In vitro adulteration is the act of adding foreign chemicals into a voided urine specimen to produce false negative drug test results. Common adulterants include some household chemicals such as hypochlorite bleach, laundry detergent, table salt, and many commercial products readily available through the Internet.

Marijuana

While the state of Washington has legalized marijuana, Washington State University complies with Federal law where marijuana remains illegal. See [WAC 504-26-211](#) & [WAC 504-26-209](#). WSU considers any results positive for THC as a positive drug screening and will follow the processes identified below. Partner sites may have their own policies around positive drug screenings, which may preclude the student from rotations at their Training Site. See e.g., [RCW 69.51A.060\(7\)](#) (permitting employers to establish drug-free policies including denying an accommodation for the medical use of marijuana if an employer has a drug-free workplace policy).

Students with conditions being treated by medical marijuana are advised to contact Access for accommodation and disability support services. Medical marijuana usage is prohibited on all WSU campuses, per WSU’s Center for Community Standards [Alcohol & Drug Policy](#).

Note: CBD oils are not highly regulated and could contain THC, thus potentially resulting in a positive drug screen. Any student utilizing CBD who tests positive for THC will follow the process outlined below for positive drug screening.

Types of Drug Screenings

Most commonly, the required drug screen is a urinary analysis (UA). Other types of required drug screening may include, but are not limited to, an observed collection, hair follicle or nail test.

For drug screenings required by Training Sites, the sites *may* cover the cost, otherwise the cost is the responsibility of the student. The cost of voluntary or “for cause” drug screenings are the responsibility of the student. The type of drug screening (i.e., urine analysis, hair follicle, etc.) and scope of substances tested for will be contingent on the situation.

Drug Screenings Required by Training Sites

Training Sites requiring screenings will either facilitate the testing themselves with students or will require the screening results to be facilitated through WSU. The general process for either situation is discussed below:

Training Site Facilitated Drug Screenings

- 1) Training Site and/or Experiential Services will inform the student of the drug screening.
- 2) Training Site will provide the student with where and how to complete the screening.
- 3) All testing must be completed within the timeframe requested by the Training Site.
- 4) Screening results:
 - a. Negative results: The student has successfully completed the drug screening and can commence their rotation.
 - b. Positive results: The Training Site will notify the Director of Experiential Services, and the process identified within “Positive Drug Screenings” will be followed. Training Sites can take additional action, including canceling or terminating the rotation, restricting the student from returning to the site in the future, informing the appropriate state board of pharmacy and/or a recovery assistant program (i.e., Washington Recovery Assistance Program for Pharmacy or WRAPP).

Training Site Drug Screenings Facilitated Through WSU

- 1) Training Site and/or Experiential Services will inform the student of the drug screening.
- 2) Students will be directed to order a drug screening through CastleBranch.
- 3) CastleBranch will provide students with a list of acceptable laboratories to have the screening conducted through.
- 4) All testing must be completed within the timeframe requested by the Training Site.
- 5) Screening results:
 - a. Negative: drug screening has been successfully completed.
 - b. Positive: Results are reviewed by the laboratory’s Medical Review Officer, and the Director of Experiential Services will be notified that the screening is under review. The Medical Review Officer will evaluate the medicinal use of substances and/or other factors that could impact the results. If there is a verified medicinal use for the substance, then the Director of Experiential Services will be notified that the result was clear, and the drug screening successfully completed. If there is not a verified medicinal use for the substance or the student has been notified that they are to not use a specific substance by WRAPP (i.e., pseudoephedrine) then the Director of Experiential Services will be notified what substance was identified.
- 6) Steps in “Positive Drug Screenings” will be followed.

For Cause Drug Screenings

For Cause Drug Screening may be required by the practice site or authorized CPPS individuals (Director of Experiential Services or Associate Dean for Professional Education or their designee). Reasonable suspicion warranting for cause testing is outlined in the “For Cause Drug Testing Checklist”

Students required to complete a CPPS “For Cause Drug Screening” will be given specific instructions including a deadline for completing this testing. Engagement and participation in patient care activities will cease while completing the required drug screen and pending the results. Students may not resume patient care activities until cleared to resume by CPPS.

Confidentiality of Drug Test Results

Reports from the test vendor to the CPPS will generally not include information about specific substances found in a student's test unless positive. Records of drug test results and inquiries and evaluations related to drug tests are treated as confidential and are shared only on a strict "need to know" basis. Results of drug tests are maintained in the electronic documentation system and are maintained by the test vendor. Students have access to their results through the test vendor's system. The CPPS will not externally release drug screen results or details of related findings except as authorized by law. The CPPS may disclose testing records externally, including to WRAPP, the Washington Pharmacy Quality Assurance Committee (PQAC), and pursuant to a subpoena or other lawful court order. CPPS may also disclose positive drugs screenings internally such as a grievance, or other proceeding, initiated on behalf or against the student that arises from test results or the violation of either alcohol or controlled substance prohibitions.

The CPPS may also disclose testing records to others upon the written authorization of the student, or as permitted under Washington State or federal law.

Medical Review of Test Results

Non-negative drug test results will be reviewed by the Medical Review Officer (MRO) retained by the CPPS's test vendor. The MRO will decide the legitimacy of any prescriptions and consider evidence of illicit substance use.

MROs may request medical documentation from the student to explain a non-negative test result. For claims related to purported prescription medications, students will sign any and all releases of information (ROI) as requested by the MRO to allow for communication with the identified prescriber and to facilitate fact-finding by the MRO. Students who do not provide a ROI, or who do not respond to the MRO's request for information in the timeframe specified by the MRO, would have their test results treated as positive.

Once the MRO has completed review of non-negative test results, the test vendor will report the final results to the student and the CPPS. Information about specific substances found will not be reported to the CPPS in the MRO's report.

Students may contest the results of a non-negative drug test directly to the test vendor. Students must formally dispute the drug screening results with the test vendor within 30 days of receiving a non-negative test result. If contested, the sample will be retested. Repeat testing will be done with the same sample but at a different laboratory as the initial test.

Positive Drug Screenings:

CPPS considers a positive drug screen to be a violation of the CPPS Code of Professionalism. Per the Department of Health and Human Services Medical Review Officer Guidance Manual, positive results include results that are positive for substances (without a verified medicinal use), diluted, substituted, adulterated, or invalid substances; or instances where students do not complete the drug screening by the deadline, refuse testing, or take deceptive measures to confound testing.

- 1) In most cases, the student will be directed to cease all patient care activities; the student's current rotation will result in an automatic failure and future rotations will be halted. This can impact a student's ability to complete the program and/or may delay progression.
- 2) A Student Concern Form will be completed to document violation of the CPPS Code of Professionalism.
- 3) In most cases an Ad Hoc Committee will form to review the results, this may include, but is not limited to, the Instructor of Record for IPPE and APPE rotations, Director of Experiential Services, and Associate

Dean for Professional Education.

- 4) "Procedures for Supporting Students with a Potential Impairment" may be followed, including a referral to WRAPP or WRAPP may receive notice of the positive result if student is currently under a WRAPP contract.
 - a. Students not already under a professionalism contract may be referred to the CPPS Professional and Technical Standards Committee (PTSC), and those already on a professionalism contract may be referred to the PTSC.
- 5) In most cases, students may be allowed to reengage with rotations once cleared to engage in patient care activities by WRAPP.
- 6) The CPPS may also refer the matter to the [Pharmacy Quality Assurance Commission](#) for investigation and enforcement of the Uniform Disciplinary Act. This will occur where patient harm occurred or the student created unreasonable risk a patient would be harmed.

Negative Drug Screenings:

Those with negative drug screening results may be cleared to engage in patient care activities. If there are patient safety concerns students may be halted and referred to the "Procedures for Supporting Students with Potential Impairment" in the Student Handbook.

Procedure for Supporting Students with a Potential Impairment

According to the WRAPP, a (student) pharmacist who is unable to practice pharmacy with judgment, skill, competency, and safety to the public, due to chemical dependence on alcohol or other drugs, emotional illness, the aging process, or loss of mental or motor skills is an impaired (student) pharmacist. The WSU College of Pharmacy and Pharmaceutical Sciences is supportive of the efforts of a student pharmacist with an impairment to attain appropriate treatment. 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 pharmacist has been identified as being possibly impaired.

1. The Associate Dean for Professional Education, the PTSC, or designee will refer potentially impaired students to WRAPP to complete an initial evaluation. All the contractual requirements of WRAPP expectations must be completed within the given timeframe indicated on the referral. While the initial evaluation is being completed, the student pharmacist can be blocked from participating in direct patient care activities. The Associate Dean for Professional Education or designee may ask a student to complete a voluntary drug screen if there is reason to believe an impairment is present. Refer to "Drug Screening Policy" on page 28.
2. Following the initial evaluation, WRAPP professionals will determine the presence or absence of impairment. If impairment is determined, WRAPP will develop an individualized treatment plan and contract agreed upon by the student and WRAPP. This may include the following
 - a. Length of the treatment program
 - i. Length and type of after-care program
 - ii. Mandatory participation in an appropriate support group
 - iii. Periodic reports from after-care therapists, employers, and the support group
 - b. Mandatory announced and unannounced drug testing
 - i. The conditions under which the student may return to the program.
3. Based on the recommendations of WRAPP, the Associate Dean for Professional Education, or designee may halt a student pharmacist's progression within the curriculum. Student pharmacists that have had their progression halted will not be allowed to progress within the curriculum until cleared by WRAPP.
4. Upon request of the student pharmacist and/or WRAPP, the Associate Dean for Professional Education, or designee may grant the student a medical leave of absence following the Academic Policies and Procedures Leave of Absence Policy, Section XIII.
5. The Associate Dean for Professional Education or designee may refer a student pharmacist to the PTSC for an exception to a progression decision made by the d associate dean, non-compliance with the WRAPP referral, including failure to complete the initial evaluation, lack of communication with WRAPP, failure to provide initial evaluation to WRAPP, and/or other non-compliance related behavior.
6. The PTSC may decertify student pharmacists from the College who do not successfully complete the initial evaluation or any requirements of the treatment program of WRAPP and its affiliates. Student pharmacists may also be decertified for recurrence after completing the treatment and rehabilitation

program.

7. All costs incurred with treatment and referral under the direction of WRAPP are at the expense of the student pharmacist.
8. In the event of non-compliance with WRAPP, action can be taken against a student pharmacist's intern license(s) by the Pharmacy Quality Assurance Commission (PQAC) or other boards of pharmacy in which the student pharmacist holds licensure.
9. In accordance with the law, the college may inform a practice site and/or preceptor of a student's current or past involvement with WRAPP in an effort to support experiential learning requirements and secure placement at sites.

ACADEMIC, PROFESSIONAL, AND TECHNICAL POLICIES AND PROCEDURES

The College of Pharmaceutical Sciences 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 as they pursue a Doctor of Pharmacy (PharmD) or Doctor of Pharmacy with Research Honors (PharmD with Research Honors) Degree. The policies outlined below apply to either a PharmD or PharmD with Research Honors.

The College desires to have students succeed and encourages students experiencing academic or professional difficulty to discuss issues first with the faculty member or preceptor, then seek guidance from an advisor. This approach best provides an opportunity for faculty and staff to be proactive and supportive of students' success.

Section I – Degree Requirements

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

1. Meet the general requirements for graduation as stated in the WSU Catalog.
2. Successfully complete all required pre-pharmacy and professional courses as stated in the WSU Catalog.
3. Successfully earn a grade of C- or better, satisfactory or honors, in all required courses.
4. Successfully complete required elective coursework by the end of the third professional year.
5. Successfully complete all Continuous Professional Development (CPD) and Co-Curricular requirements each year.
6. Meet all competency-based outcomes set forth by the College of Pharmacy and Pharmaceutical Sciences, which may be assessed with standardized written knowledge exams and/or performance-based skills evaluations.
7. Successfully meet technical standards and academic and professional requirements.
8. Successfully complete all curricular requirements per WAC [246-945-155](#)

Section II – Registration and Attendance Requirements

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

1. A student must register and stay enrolled in both the fall and spring semesters unless the Associate Dean for Professional Education approves a leave of absence (see Section XVI, Leave of Absence Policy).
 - o If applicable, summer enrollment in required courses must be completed unless the Associate Dean for Professional Education approves a leave of absence (see Section XVI – Leave of Absence Policy)
2. All co-curricular and CPD requirements must be submitted in the timeline specified by your advisor to proceed to the next didactic year. For PY₁-PY₃ students who do not adhere to the co-curricular and CPD timeline, a hold preventing fall registration will be placed on the student's account. PY₄ students who do not adhere to the timeline specified by their advisor will not receive final transcripts until all co-curricular and CPD requirements have been met. More information about the co-curricular and CPD requirements by year can be found on the Advising & Co-Curricular Engagement Webpage: <https://pharmacy.wsu.edu/doctor-of-pharmacy/current-student-resources/advising/>
 - o Exception: students on a leave of absence or halted are not required to complete co-curricular and CPD requirements during the terms of non-enrollment or non-core course enrollment.
3. A student granted a leave of absence must meet all the graduation requirements in effect at the time of re-entering the program.
4. A student must be registered for the required coursework by the first day of the term. A student who does not enroll in all the courses by the required 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 for Professional Education.

5. A student who withdraws from any required didactic or experiential coursework, without an approved leave of absence may lose the privilege of re-entering the College of Pharmacy and Pharmaceutical Sciences. As noted in Section XIII below, a student who withdraws without an approved leave of absence may be decertified from the College of Pharmacy and Pharmaceutical Sciences and will need to follow guidelines for reinstatement (Section XIV).
6. Enrollment in and successful completion of elective coursework is a required component of the Doctor of Pharmacy degrees. Students shall refer to the WSU Catalog and Doctor of Pharmacy Schedule of Studies to determine the required number of elective credits needed to graduate.

Section III – Definition of Academic Deficiencies

In all cases, proactive steps are to be taken by students, faculty, and Student Success advisors to prevent academic deficiencies. At Midterm, the conclusion of each semester and as otherwise warranted, the Office of Student Services will review the academic progress of each student. When course deficiencies exist that impact a student pharmacist's academic development as a health care provider, the following actions will be taken by the Associate Dean for Professional Education:

- (a) Academic Warning:** An academic warning is cautionary and identifies student academic performance that may place a student's completion of the Pharm.D. program at risk. Academic warnings will be issued by Student Services throughout the curriculum for the following reasons:
1. Students who achieve less than a 70% average of the points available in any Pharm.D. core courses by the beginning of week 8 of fall or spring semester.
 2. PY1, PY2, PY3, and PY4 students whose term or cumulative GPA drops below 2.5 or who is reported to not meet competency in a course at the end of the semester.
 3. At the discretion of the Associate Dean for Professional Education or designee, any student who is at risk of becoming academically deficient, at any time in the semester, based on but not limited to, faculty input, Early Academic Referral System submission (EARS), Student Concern Form submissions, or Academic Advisor recommendations.

Students receiving an academic warning are expected to meet with course instructor(s) and their advisor to receive support in developing an Academic Success Plan that positions the student for success.

- (b) Academic Indicator:** An academic indicator is issued for incomplete grades that may place a student's completion of the Pharm.D. program at risk.
1. An academic indicator will be issued for any incomplete grade or a grade of X.
 2. The threshold for which an incomplete grade is issued is at the discretion of the instructor for the course.

The incomplete grade must be rectified in accordance with the [Academic Regulation goh: Grade and Grade Points](#) and the incomplete grade agreement. All activities of the student outside of the academic semester that are related to rectification of the incomplete grade will be self-remediated. Progression into other courses or IPPEs/APPEs may be halted if the incomplete grade is not remedied, and if the course is a pre-requisite for additional courses in the curriculum.

- (c) Academic Probation:** Academic probation identifies students who are at considerable risk of not completing the Pharm.D. program. Student pharmacists in the program will be placed on academic probation for the following:
1. Failure of a single course in the Pharm.D. core curriculum; or
 2. Failure to maintain a semester GPA of at least 2.0;
 3. An incomplete grade that is not remedied in accordance with the incomplete grade agreement.

Students will be notified of academic probation by email within 10 business days from the end of the semester.

Students on academic probation are expected to meet with their advisor to discuss possible options and to create an Academic Success Plan. Students on experiential rotations will work with the Director of Experiential Services to create an Academic Success Plan.

Students failing a Pharm.D. core course must repeat the coursework as detailed in Section IV – Repeating coursework and progression.

Students placed on academic probation are excluded from CPPS scholarships.

Students will be removed from academic probation by successfully completing all course deficiencies and establishing a cumulative GPA of at least 2.0, or by passing all coursework in the core curriculum with a grade of satisfactory and honors for two consecutive semesters.

(d) Decertification: Decertification results in the removal of a student from the Pharm.D. program. The following constitute the academic basis for automatic administrative decertification from the program:

1. Twice failing the same course in the Pharm.D. core curriculum which includes failing to successfully remediate a previously taken required course; or
2. Failure of three or more courses in the Pharm.D. core curriculum; or
3. Violation of academic probation as stated in Section III (c).

Students who were placed on curricular probation prior to fall 2023 will not be automatically decertified according to the above policy. However, additional course failures will be subject to Section III (d) process.

The Office of Student Services will review academic performance of all students after each semester. Students falling into one or more of the three categories above will be referred to the Associate Dean for Professional Education. Students will be notified of decertification by email 10 business days of the decision to decertify.

Students may appeal decisions of decertification to the Dean's office (see below, Section XIV).

In accordance with the Pharmacy Quality Assurance Commission (PQAC) Pharmacy Intern Registration Policy, when a student is not making timely progress toward graduation the College of Pharmacy and Pharmaceutical Sciences or the student shall notify the PQAC

Section IV – Repeating coursework and progression

Students who fail a course in the Pharm.D. core curriculum must repeat the deficient course. Course offerings associated with repeating coursework will be at the discretion of the instructor for the course, and may include the following:

- a) Repeating the course the next time it is offered, or
- b) Remediation over summer term, see below.
 - a. Please note: If the course failure occurs in the fall semester and the course is a prerequisite for a spring semester course, the student would not be allowed to progress and would not have this accelerated remediation option.
- c) Other remediation strategies, as determined by the instructor for the course.

As the coursework in the Pharm.D. program is cumulative in nature, students who fail a course in the Pharm.D. core curriculum may have their progression in the program halted, including removal from scheduled IPPE or APPE rotations. Progression will be halted based on the following:

- a) the student has failed more than one course in that semester. The student may only take elective course work until deficiencies resolved.
- b) to a course where the failed course is deemed a prerequisite for a course the following semester(s) as stated in the University Catalog. Progression to courses without prerequisite would be allowed for only one course failure.
- c) there are scheduling conflicts that would preclude the student from attending all class/activities related to the repeated course or other required course work.

Experiential Coursework – Progression

IPPE progression is allowed pending no more than one didactic course deficiency the academic year prior to the start of the IPPE experience. If didactic progress is halted all IPPE progression will be halted.,

APPE: A student must receive a grade of at least C-, satisfactory or honors in all required courses, including mandatory electives. This requirement is imposed by the WSU contract with the experiential site.

Scheduling of repeated experiential activities will require the student to enroll in the required course(s) and pay additional tuition and fees.

Summer coursework

1. In the event that 10% or more of a class fails a course in the curriculum, an accelerated course will be offered during summer session of that academic year and will be completed by the end of the APPE block 1 timeframe (block 1 APPEs and block 1 and 2 IPPEs would have to be rescheduled).
2. For courses with a failure rate below the 10% threshold, the instructor or department chair may choose to offer an accelerated course. Previous accelerated-course offerings do not guarantee future availability.
3. A student would be eligible for this option if the course being offered in the accelerated format was the only failed course during the academic year. Exceptions may be considered for students encountering course failures during the PY3 academic year.
4. If the student exercises this option and fails the accelerated course, they would be decertified from the program based on the two failures of the same course rule.
5. Students are responsible for extra tuition and fees associated with summer accelerated coursework.

Students will be notified of progression decisions by email within 10 business days of the decision.

If you choose to appeal, please notify the Office of Student Services by sending an email explaining which appeal process(es) you are choosing to follow. It is important that the Office of Student Services knows you have appealed.

During appeals, you may be permitted to stay enrolled in didactic courses; however, items such as experiential coursework, research activities, internships and other items may be suspended until appeals have been exhausted.

Section V – Participation in Experiential Courses

Students are required:

- a) Complete in a timely manner all onboarding requirements as stated in CORE Elms
- b) maintain malpractice insurance
- c) maintain valid internship license for the state in which the student will be completing they assigned rotation(s)

Students must stay up to date on all required vaccinations and training requirements during all experiential activities.

Section VI – Feedback and Evaluation Requirement

Professional development encompasses the ability to provide **meaningful and constructive** feedback. The College of Pharmacy and Pharmaceutical Sciences utilizes student pharmacist feedback to enhance and evaluate the current curriculum. The checklist below includes professional program informational feedback expectations and requirements.

- (a) Completion of non-embedded knowledge exams;
- (b) Course/instructor evaluations;
- (c) Up to date demographic information in student tracking software, such as in Experiential Services rotation management system, including current phone, address, CV information, employment or residency information, and services or employment provided to under-served areas;
- (d) Annual student survey(s); and
- (e) PY4 Graduating Student Survey's (ACCP exit survey and post-graduation employment survey).

Section VII – Standards of Conduct

Students enrolled in the College of Pharmacy and Pharmaceutical Sciences are subject to the Standards of Conduct as outlined in WAC 504-26, and applicable WSU policies (e.g., Executive Policy 15). The Standards of Conduct are enforced by the Center for Community Standards. (See <https://www.communitystandards.wsu.edu>)

Section VIII – Pharmacy Code of Professionalism

The Pharmacy Code of Professionalism defines prohibited unprofessional conduct and sets a standard for appropriate behavior. Ethical behavior 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 required to fulfill that oath.

Students must maintain ethical and professional behavior

- While on University property or in the classroom
- When interacting with university employees
- While completing clinical rotations or otherwise engaged in the practice of pharmacy, for example: through employment, volunteering, or internships
- When attending university-sponsored functions

- Whenever they are serving as representatives of the University. In accordance with the jurisdiction of the Standards of Conduct, WAC 504-26-015, the College of Pharmacy and Pharmaceutical Sciences may also hold students accountable for off-campus non-pharmacy related behaviors

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, which can occur through impairment, lack of diligence, by providing care for which they lack skills or knowledge, or by completing activities that are not approved by a preceptor or appropriately supervised. As outlined in the Washington State law regarding health professions as defined in the Uniform Disciplinary Act (RCW 18.130) Students will be held to the same standards of conduct and safety expected of workforce members in the patient care areas of the health care facilities that are participating in the teaching programs of the College of Pharmacy and Pharmaceutical Sciences.

The following conduct, acts, or conditions constitute unprofessional conduct for all student pharmacists. Students' continued enrollment in the College of Pharmacy and Pharmaceutical Sciences depends, in part, on their ability to adhere to the College's Code of Professionalism. The College of Pharmacy and Pharmaceutical Sciences adopts the Washington Uniform Disciplinary Act (RCW 18.130) definition of unprofessional conduct. See RCW 18.130.180. Further and/or in addition, the College's Code of Professionalism prohibits:

- (a) Any act involving moral turpitude, dishonesty, or corruption relating to the practice of the person's profession, whether the act constitutes a crime or not
- (b) Misrepresentation or concealment of a material fact in obtaining a license or in reinstatement thereof.
- (c) Incompetence, negligence, or malpractice which results in injury to a patient or which creates an unreasonable risk that a patient may be harmed
- (d) Suspension, revocation, or restriction of the individual's license to practice any health care profession by competent authority in any state, federal, or foreign jurisdiction
- (e) The possession, use, prescription for use, or distribution of controlled substances or legend drugs in any way other than for legitimate or therapeutic purposes, diversion of controlled substances or legend drugs, or the violation of any drug law
- (f) Failure to cooperate with the Pharmacy Quality Assurance Commission or similar out-of-state regulatory body
- (g) Practice beyond the scope of practice as defined by law or rule
- (h) Misrepresentation or fraud
- (i) Conviction of any gross misdemeanor or felony relating to the practice of pharmacy
- (j) The willful betrayal of a pharmacist-patient privilege as recognized by law
- (k) Current misuse of:
 1. Alcohol
 2. Controlled substances
 3. Legend drugs
- (l) Abuse of a client or patient, or sexual contact with a client or patient
- (m) Physical assault or other uninvited or inappropriate physical contact with another person
- (n) Retaliation in regards to a person raising concerns about an individual's behavior that may violate laws (such as discrimination or harassment). Disruption or obstruction of program activities and goals (e.g. teaching, research, or administration etc.)
- (o) Unprofessional, inappropriate, coercive, or threatening behaviors/or communications made to faculty, staff, other university employees, rotation preceptors, others involved with teaching, or other students
- (p) Attending class or patient care settings while impaired (e.g. under the influence of alcohol, drugs or altered mental status)

- (q) Repeated late arrival or early departures from rotational sites without notifying the primary preceptor
- (r) Failure to meet professional expectations set forth by the college or a practice site (such as timely completion of co-curricular and CPD requirements, advising, required on-boarding activities, trainings, arrival and departure time, dress code, prompt and professional communication, or similar requirements)
- (s) Non-compliance with initial evaluation and/or recommendations of the Washington Recovery Assistance Program for Pharmacists
- (t) Non-compliance with the Procedures for Supporting Students with a Potential Impairment
- (u) Non-compliance with the Drug Screening Policy
- (v) Lapse of a student's Washington State Pharmacist Intern License
- (w) Maintenance of a valid pharmacist intern license (without lapse) as directed by pharmacy practice laws when engaging in the practice of pharmacy.
- (x) Inability to complete all curricular requirements per WAC 246-945-155
- (y) Violation of the Standards of Conduct (WAC 504-26)
- (z) Failure to meet or inability to meet the Technical Standards
- (aa) Inappropriate use of the college Absence Policy
- (bb) Failure to comply with vaccination and health screening requirements
- (cc) Failure to maintain and uphold professional behavior on any WSU affiliated campus as reported by campus officials; including, but not limited to, faculty, staff, or campus security
- (dd) Exploitation, neglect, or overworking those in subordinate positions

Section IX. Technical Standards Policy

The College of Pharmacy and Pharmaceutical Sciences has a societal responsibility to train competent healthcare providers and scientists who demonstrate critical judgment, extensive knowledge and well-honed technical skills. Although students learn and work under the supervision of the faculty, students interact with patients throughout their education. Patient safety and wellbeing are therefore critical factors in establishing requirements involving the physical, cognitive, and emotional abilities of candidates for admission and students for progression and graduation. The essential abilities and characteristics described herein are also referred to as technical standards. They are described below in several broad categories including observation; communication; motor function; intellectual-conceptual, integrative, and quantitative abilities; and professional, behavioral, and social skills.

The avowed intention of an individual student to practice only a narrow part of clinical pharmacy, or to pursue a non-clinical career, does not alter the requirement that all student pharmacists take and achieve competence in the full curriculum required by the faculty.

Delineation of technical standards is required for the accreditation of all U.S. pharmacy programs by the Accreditation Council for Pharmacy Education (ACPE).¹ The following abilities and characteristics are defined as technical standards, and are requirements for admission, retention, progression, and graduation.

Policy Statement:

It is the policy of the College of Pharmacy and Pharmaceutical Sciences that applicants and students must meet the technical standards of their academic program with or without reasonable accommodations in order to be admitted to, be retained in, and graduate from the PharmD program. All accepted applicants sign a statement attesting that they understand and are committed to the policies related to the technical standards required for admission, retention, promotion, and graduation.

Observation: A candidate/student must be able to acquire information from equipment and tools used to create

pharmaceutical compounds or monitor clinical outcomes. Candidates/students must be able to accurately acquire information in a timely manner from medical records, patients, and other healthcare providers to assess findings.

They must be able to perform a physical examination in order to integrate findings based on this information and to develop an appropriate assessment and treatment plan. These skills require the use of vision, hearing, and touch or the functional equivalent.

Communication: A candidate/student must be able to communicate effectively and sensitively with other students, faculty, patients, and healthcare providers from different social and cultural backgrounds, varying degrees and types of infirmities, and varying personalities.^{1,2,3}

Indicators include but are not limited to the following examples:

1. Clear, efficient, and intelligible articulation of English language, including written English.
2. Ability to prepare and communicate concise summaries of patient encounters including changes in mood, activity, pharmacotherapeutic outcomes, and perceived nonverbal communication.
3. Ability to provide tailored and appropriate patient counseling and instruction to patients.
4. Ability to record and communicate pharmacotherapeutic interventions clearly, accurately, and efficiently.

Motor/Sensory: A candidate/student must be able to perform typical functions of a pharmacist, including, but not limited to, medication preparation and administration, treatment interventions, and general care of patients.^{1,3}

Indicators include, but are not limited to, the following examples:

1. Functional and sufficient sensory capacity to adequately perform a basic physical examination and elicit information gained from proper use of examination tools and equipment.
2. Execute fine and gross motor movements in a timely manner with sufficient coordination, postural control, and hand-eye coordination to safely participate in applied patient care laboratory sessions, assess patients, administer a variety of medications, dispense and compound medications, provide general patient care and emergency treatments, and participate in basic point of care testing.
3. Execute motor movements in a timely manner that demonstrate safety and efficiency in the various learning settings (e.g., classroom, and clinical settings, including appropriate negotiation of self and patients in various patient care environments).
4. Physical stamina sufficient to complete the rigorous course of didactic and clinical study, which may include, prolonged periods of sitting, standing, and/or rapid ambulation or functional equivalent.
5. Coordination of motor skills necessary to respond to emergency situations quickly and appropriately.

Intellectual (conceptual, integrative, and quantitative abilities). A candidate/student must be able to assimilate the detailed and complex information presented in the Doctor of Pharmacy curriculum. They must be able to learn through a variety of modalities including, but not limited to, classroom instruction; small group, team and collaborative activities; cooperative argumentative dialogue; individual study; preparation and presentation of reports; simulations and use of computer technology. Candidates/students must be able to memorize, measure, calculate, reason, analyze, synthesize, and transmit information. They must recognize and draw conclusions about three-dimensional spatial relationships and logical sequential relationships among events. They must be able to formulate and test hypotheses that enable effective and timely problem-solving in assessment and treatment of patients in a variety of clinical settings and health care systems.

Candidates/students must be fully alert and attentive at all times in clinical settings, including morning, afternoon and evening shifts.^{1,2,3}

Professionalism/Behavioral/Social Attributes.^{1,2,3,4} A candidate/student must possess the emotional health required for full utilization of his or her intellectual abilities, the exercise of good judgment, the prompt completion

of all responsibility's, attendant to the care of patients, and the development of mature, sensitive and effective relationships with patients. Candidates/students must possess the personal qualities of compassion, empathy, altruism, integrity, and sensitivity to diversity and inclusion, and behave in a professional manner.^{2,4} Students must maintain appropriate professional boundaries within all settings. Candidates/students must be able to tolerate physically taxing workloads and to function effectively under stress. They must be able to adapt to changing environments, to display flexibility, and learn to function in the face of uncertainties inherent in the clinical problems of many patients. Candidates/students must demonstrate a commitment to excellence, service orientation, goal-setting skills, academic ability, self-awareness, integrity, compassion, motivation and interpersonal skills.^{4,5,6} Candidates/students must be able to accept constructive criticism and to modify behavior in response to this feedback.^{1,2,3,4}

Accepted applicants are asked to attest to the following statement as part of their acceptance packet: As an accepted applicant to the College of Pharmacy and Pharmaceutical Sciences at Washington State University, I attest that I have read all pages of the Technical Standards policy, that I understand its contents, that I will abide by the policies expressed therein, and that I may be dismissed from the program should I fail to demonstrate all of the Technical Standards with or without reasonable accommodations and reasonable levels of academic support.

Candidates and current students who have questions regarding the technical standards or who believe they may need to request reasonable accommodation(s) in order to meet the standards are encouraged to contact Access Services in the Student Success Center as part of the Division of Student Affairs for WSU Health Sciences.

References:

1. Haines ST, Pittenger AL, Stolte SK, et al. Core entrustable professional activities for new pharmacy graduates. *Am J Pharm Educ.* 2017;81(1)S2
2. Medina MS, Plaza CM, Stowe CD, et al. Center for Advancement of Pharmacy Education 2013 Educational Outcomes. *Am J Pharm Educ.* 2013;77:8
3. Accreditation Council for Pharmacy Education. 2016. Accreditation standards and key elements for the professional program in pharmacy leading to the Doctor of Pharmacy degree. Available at <https://www.acpe-accredit.org/pdf/Standards2016FINAL.pdf>. Accessed December 15, 2020.
4. Code of Professionalism. Washington State University College of Pharmacy and Pharmaceutical Sciences Doctor of Pharmacy Program Student Handbook. Available at <https://pharmacy.wsu.edu/doctor-of-pharmacy/current-student-resources/>. Accessed December 15, 2020.
5. Pledge of Professionalism. Available at <https://www.aacp.org/sites/default/files/pledgeprofessionalism.pdf>. Accessed December 15, 2020.
6. Oath of a Pharmacist. Available at <https://www.aacp.org/resource/oath-pharmacist>

Section X – Reporting and Processing of Alleged Violations of the Pharmacy Code of Professionalism or Technical Standards

- (a) Reporting:** As part of their own professional obligations, student pharmacists must self-report their own behavior related to violations of the Code of Professionalism or inability to meet the programmatic Technical Standards. In addition, students observing others, who are subject of the Code of Professionalism, engaging in unprofessional conduct must report alleged incidents.

Any individual who observes a potential violation of the Pharmacy Code of Professionalism or inability to meet the Technical Standards should submit concerns via a [Student Concern Tracking Form](https://apps.pharmacy.wsu.edu/concern/)
<https://apps.pharmacy.wsu.edu/concern/>

Alternatively, reports may also be made verbally or by sending an email to the instructor of record (IOR), Associate Dean for Professional Education, or Director of Experiential Services (or designee). When a report or information is received regarding an alleged violation of the Code of Professionalism or inability to meet Technical Standards that is not contained in a Student Concern Tracking Form, a Student Concern Tracking Form with the information will be submitted. Individuals reporting an alleged violation will be required to identify themselves so an investigation of the alleged violation can be completed. 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. If concerned about sharing your name, please know you can meet with a Pharmacy Student Services staff member in person, via telephone, or via Zoom to discuss your confidentiality concerns prior to sharing information about any specific incidents with Student Services.

All Student Tracking Concern Forms will be automatically forwarded to the Office of Student Services within the College of Pharmacy and Pharmaceutical Sciences. Each incident will be kept on file, tracked, and reviewed by the Associate Dean for Professional Education or delegated to an appropriate individual or office. The Director of Experiential Services may act on matters that pertain to students on experiential rotations.

(b) Processing: When the Associate Dean for Professional Education, Director of Experiential Services, or designee learns of a potential violation of the Code of Professionalism or inability to meet Technical Standards through a Student Concern Tracking Form, or any other means, a meeting with the student to discuss the allegations will occur. Before meeting, the student will be given notice of the allegations. After discussing the allegations with the student and reviewing all relevant information, an action will be taken based on the following guidelines:

1. Determine that the student did not violate the Code of Professionalism or an inability to meet the programmatic Technical Standards and note the result in the student's file
2. Determine if an intervention is needed.

(c) Levels of Intervention

1. Professionalism Warning: A professionalism warning is cautionary and identifies student behavior that may place a student's completion of the Pharm.D. program at risk.
 - (a)** A professionalism warning may be issued by the Associate Dean for Professional Education, , Director of Experiential, or designee for the following low- or moderate- level issues that have the risk to become a pattern of behavior (e.g., unexcused or excessive absences, failure to take responsibility, etc.).
 - (b)** Student pharmacists placed on a professionalism warning work directly with their advisor to develop a Probation Prevention Plan to address the professionalism concern and discuss potential outcomes for repeated behavior.
 - (c)** A professionalism warning may be removed at the discretion of the Associate Dean for Professional Education based on student adherence to the Code of Professionalism and the Technical Standards.
 - (d)** A student may respond to the warning, and any response or documentation provided by the student will be retained as a part of the student's academic record.
2. Professionalism probation: A student may be placed on professionalism probation for a moderate to severe issue or issues that represent an established pattern of behavior, a single critical incident, or a concern regarding patient safety in violation of the Code of Professionalism and/or the Technical Standards (see section XI, referral to the Professionalism and Technical Standards Committee).
3. Decertification: A student may be decertified as a result of a violation of professional probation, repeated violations of the Code of Professionalism or Technical Standards, or a critical incident (see section XI,

referral to the Professionalism and Technical Standards Committee).

(d) Interim Suspension

In certain circumstances, the Dean, or a designee, in collaboration with the WSU Spokane Chancellor, or a designee, may impose a College or practice site suspension prior to the PTSC review.

1. Interim suspension may be imposed only: 1) to ensure the safety and well-being of members of the community (including but not limited to patients, preceptors, faculty, staff, and students) or preservation of University property; b) to ensure the student's own physical or emotional safety and well-being.
2. During the interim suspension, a student may be denied access to the practice site and/or to College/University premises (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible, as the Dean or the WSU Chancellor (or designee) may determine to be appropriate.
3. The interim suspension does not replace the regular process, which shall proceed on the normal schedule, up to and through a PTSC review.

Section XI – Referral to the Professionalism and Technical Standards Committee (PTSC)

The Associate Dean for Professional Education, Director of Experiential Services, or designee will refer cases to the PTSC that represent a pattern of behavior or are moderate or severe violations of the Code of Professionalism or Technical Standards. Reasons for referral include the following:

- (a) Withdrawal from or non-enrollment in a required course without prior permission of the Office of Student Services.
- (b) Non-compliance with any probation or probation prevention plan.
- (c) Non-compliance with the Code of Professionalism or inability to meet the Technical Standards.
- (d) Failure to maintain required professional trainings, certificates or licensure, conditional admission plan, or other mandatory requirements.
- (e) Non-compliance with WRAPP requirements (see Procedure for Supporting Students with Potential Impairment).
 - i. Exception: If the student is non-compliant with WRAPP due to a relapse but voluntarily addressing the relapse, the student may continue to fall under the procedure for Supporting Students with Potential Impairment
- (f) Engagement in a critical incident as defined, but not limited to
 - i. egregious unethical acts
 - ii. unlawful behavior
 - iii. use or misuse of intoxicating substances while practicing pharmacy
 - iv. placing a patient, program, or other at risk
 - v. any serious or traumatic event that causes, or is likely to cause, physical or mental harm or harm to the well-being of a person.
- (g) The occurrence of a pattern of behavior or actions. Behaviors may include, but not limited to:
 - i. Attendance and absences in any course
 - ii. Unprofessional dress, behavior, communication
 - iii. Disruption of a learning environment

- iv. Concerns regarding impairment
- v. Concerns regarding safety of self or others
- vi. Misuse of lab or college resources

Section XII – Professional and Technical Standards Committee

(a) The PTSC is comprised of faculty and staff who oversee professionalism referrals from the Office of Student Services. When the Office of Student Services refers a case to the PTSC, it will also provide notice to the student of the reason and basis for the referral. The notice will also include information regarding the student's ability to provide a written response to the PTSC and a deadline for submitting the response. If a student decides to provide a response, the College recommends that the student include the following:

- The circumstances that may have contributed to the alleged violation.
- What life lessons were learned during this process.
- A plan by which the incomplete grade will be completed or deficiency will be remedied.

The PTSC will deliberate on each individual case, considering all pertinent information, and make its decision regarding the student case under review. The PTSC reviews all cases on an individual basis and determines appropriate courses of action.

Meetings of the PTSC are closed and not open to the public. Students will be informed of the PTSC decision via email and regular U.S. mail within 10 business days of the PTSC meeting.

(b) If the PTSC finds a lapse of professional behavior has occurred, the PTSC may take one or more of the following actions:

1. Place the student on professionalism probation and not allow the student to advance to the next academic semester, academic year, or scheduled rotation.
2. Place the student on professionalism probation and require completion of appropriate remediation.
3. Require additional trainings, coursework, or collaboration with campus, online or community resources.
4. Decertify the student from the Doctor of Pharmacy program (see Section XIII, Decertification from the College)

Students are responsible for any costs associated with above actions. Students placed on probation are excluded from CPPS scholarships.

(a) The duration of the probation will vary based on the severity of the violation and time needed to complete required sanctions.

Section XIII – Decertification from the college

Academic deficiencies leading to decertification of a student pharmacist are described under section III.d above. A student may be administratively decertified or the PTSC may decertify a student from the College under any of the following conditions:

- (a) If the student engages in a pattern of professional misconduct or a single serious incident of misconduct
- (b) If the student fails to meet the technical or professional standards of the program, as outlined in this Handbook
- (c) If the student withdraws from or fails to enroll in required didactic or experiential coursework, the College of Pharmacy and Pharmaceutical Sciences, or the University without an active approved leave of absence (see Section XIII)
- (d) If a student on probation, academic or professional, does not meet probationary requirements
- (e) If the student fails to adhere to the WSU Health Sciences Health Screening and Vaccination Policy
- (f) If a student receives a failing grade in the same required course twice or as outlined in Section II
- (g) If the student is unable to obtain, renew or comply with Washington State Intern Registration requirements per WAC 246-945-155

Note: Students enrolled in the professional pharmacy curriculum will not be allowed to repeat a course more than one time (including equivalent courses at other institutions, during WSU summer session or through WSU Global Campus). Special permission of the chair of the academic unit offering the course does not override this policy.

Per University regulations, a student who is decertified from the College of Pharmacy and Pharmaceutical Sciences for curricular or academic deficiencies (i.e., failed course[s]) may repeat the pharmacy courses in which a failing grade was received. However, the decertified student may not take any other pharmacy courses. A student decertified for academic or curricular deficiencies may apply for conditional reinstatement to facilitate the completion of academic or curricular deficiencies. Successful completion of repeated courses and outlined criteria set forth by Reinstatement Committee can be fully reinstated. A student who is decertified for a violation of the code of professionalism may not repeat coursework unless they are reinstated to the college.

Section XIV – Appeal Policies

(a) Grade Appeal

Professional Doctor of Pharmacy students should refer to the WSU Academic Regulations, Rule 104 and 105, if they have a complaint about grading. This rule can be found at <http://registrar.wsu.edu/academic-regulations/>. To initiate a Grade Appeal, students should adhere to the following process.

Contact instructor first: A student having complaints about instruction or grading should attempt to resolve those issues directly with the instructor. If that fails, the student should send an email to the instructor using his or her official WSU email account no later than 20 business days following the end of the semester. This email should briefly outline the complaint and be copied to the chairperson of the academic department.

Contact Departmental Chair second: If the complaint is not resolved with the instructor within 20 business days of sending the email, then the student may work directly with the chairperson of the academic department in which the course is offered. The chair's decision shall be rendered within 20 additional business days.

Contact the Dean third: After the chair's decision, the student or the instructor may appeal to the academic college Dean's Office. Complaints must be presented in writing to the college dean within 20 business days of the chair's decision. The written statement should describe the complaint, indicate how it affects the individual or unit, and include the remedy sought from the college dean. The decision of the college dean is the final step and shall be made within 20 business days.

Contact the university Ombuds at any time: The University Ombuds is available at any stage for advice or assistance in resolving academic complaints.

The University Grade Appeals Board, an official committee of the University President, functions to review academic grade appeals forwarded by any departmental chair, dean, or ombuds. A detailed description of this committee and its processes may be found at <https://president.wsu.edu/committees/university-grade-appeals-board/>

Appeals related to a decision of academic decertification or, professional and technical probation are directed to the Dean as described (Section XIVb).

For APPE rotations, academic complaints involving an instructor who is an adjunct faculty, or non- faculty should be directed to the instructor of record for the course. Academic complaints involving a faculty instructor (non-adjunct) should be directed to the faculty member who is precepting the rotation.

If procedural irregularities are alleged, the student may appeal to the Vice Provost for Graduate and Professional Programs as outlined in the graduate and professional school handbook.

(b) Appeal of sanctions related to academic performance or professional and technical standards

Students may appeal a decision of decertification resulting from academic deficiency or violation of professional or technical standards. Appeal letters should be directed to the Dean's office by email within 10 business days of the date of the decision letter. The letter of appeal must contain the following elements:

- (1) A statement from the student describing the circumstances that led to the academic, professionalism or technical difficulties
- (2) A plan to rectify academic, professional or technical performance in the short- and long-term that is written in consultation with the student's academic advisor
- (3) Other information determined by the student to be of importance to the matter
- (4) A request for review and, when appropriate, reinstatement in the program (see section XV).

The Dean will take the appeal under consideration and may seek advice of the involved faculty, the Office of Student Services, the Associate Dean for Professional Education, and other responsible individuals with knowledge of the case. The Dean will render a decision within 10 business days of receipt of the letter of appeal.

If an appeal of an academic decertification is approved by the Dean, the student re-enters the program on academic probation, which will continue until the student's professional GPA exceeds 2.0 for the current term.

If the student's appeal is rejected by the Dean the student may challenge the denial of the appeal, based on procedural irregularities, to the Vice Provost for Graduate and Professional Programs.

The College will notify the Board of Pharmacy of any decertification action involving a student pharmacist.

Section XV – Reinstatement

A decertified student may apply for reinstatement into the Doctor of Pharmacy program within a 2- year period following initial decertification. Reinstatement requests must be sent to the Associate Dean for Professional Education. The Reinstatement Committee, composed of the Associate Dean for Professional Education, Admissions Committee co-chairs, and Director of Experiential Services, will review all reinstatement requests and

forward recommendations to the Dean of the College of Pharmacy and Pharmaceutical Sciences for final approval. All reinstatement requests must be submitted in a written, signed document that must be delivered via email or regular U.S. mail.

Upon receipt of a request for reinstatement, the Reinstatement Committee will review each request. In each case, the committee will:

- Review the situation leading up to decertification
- Determine if the student addressed factors that lead to the decertification
- Determine if the student accepted responsibility for their actions, including taking ownership of situation and modifying behaviors
- Determine if the previous concerns have been resolved
- Verify if student successfully completed deficiencies, if applicable

The Reinstatement Committee may but are not required to:

- Request additional information from faculty, staff, or preceptors involved with the student
- Request a meeting with the student
- Conduct an interview with the student

The Reinstatement Committee will forward recommendations to the Dean for final approval. Recommendations the committee could make are:

- Reinstatement the student with or without (academic/professional) probation
- Conditional reinstatement with or without (academic/professional) probation with completion of additional courses, examinations, academic performance standards, or other activities
- Deny reinstatement

The Dean will notify the student of their decision. All decisions regarding reinstatement are final. Reinstatement decisions will occur within 45 business days.

CPPS reserves the right to evaluate competency and may require additional courses, examinations, or other activities to ensure a reinstated student has not lost critical knowledge while being out of the program.

Successful completion of previous deficiencies or resolution of factors leading to decertification does not guarantee reinstatement. If more than 2 years have lapsed since initial decertification, a decertified student may reapply for admission to the College of Pharmacy and Pharmaceutical Sciences according to the "Admissions Policies and Procedures" for all students.

Section XVI – Leave of Absence Policy (LOA)

Leave status is granted for students who must be away from their studies for one or more semesters for personal, family, job, financial, military or Peace Corps service, or other compelling reasons on a case-by-case basis. The College of Pharmacy and Pharmaceutical Science's Leave of Absence Policy (LOA) is found at:

<https://pharmacy.wsu.edu/doctor-of-pharmacy/current-student-resources/leave-of-absence-policy/>.

A student granted a LOA of more than two semesters must meet all the graduation requirements in effect at the time of re-entering the program. Requests for an extension to a LOA must be approved by the Associate Dean for Professional Education. A student may be decertified from the program if the leave extends beyond the approved leave period and an extension was not requested or approved. Student leave beyond one year is considered on a case-by-case basis and is not guaranteed. Students must meet all graduation requirements at the time of return. CPPS reserves the right to assess competency prior to reengaging in curriculum for absences greater than two semesters.

Per the Academic Policies and Procedures, section I (g), all student pharmacists must complete all curricular requirements in accordance with WAC 246-945-155. All students requesting a LOA should take into consideration the pharmacist intern licensing requirements and time limitations imposed by law prior to requesting a LOA.

Section XVII – Ombuds

The WSU Office of the University Ombuds 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 Ombud's office has the authority and responsibility to informally investigate academic and non-academic concerns referred to the office. The Ombuds 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 Ombuds makes recommendations and initiates processes to effect policy change that might serve to prevent future grievances. Because the Ombuds'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 Ombuds 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 they have been treated unfairly, the Ombuds may be a good resource to obtain assistance. Additional information regarding the Office of the Ombuds can be found on the university website at: (<https://ombuds.wsu.edu/>).

Disability Accommodations

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.

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.

College of Pharmacy and Pharmaceutical Sciences is committed to offering educational and professional opportunities equitably to qualified persons. This is accomplished by reviewing each student's request for an accommodation individually and providing reasonable accommodations on a case-by-case basis for qualified students. Accommodations are implemented in collaboration with students, faculty, the Access Center, and other university and community offices. Reasonable accommodations ensure qualified students are able to access and participate in opportunities available at WSU Health Sciences.

Reasonable accommodations are available for pharmacy students with a documented disability. Accommodations are unique for each individual and some require a significant amount of time to prepare, so it is recommended that students notify Access Services in the Division of Student Affairs for the WSU Health Sciences Spokane as far in advance as possible. Student pharmacists with a disability, either pre-existing or diagnosed while in the PharmD program, should contact Access Services as soon as possible to arrange for an appointment and a review of their documentation by a disability specialist. Accommodations will not be provided retroactively.

The process for requesting accommodations, including necessary documentation the student must submit to support the request, is available on the WSU Health Sciences Spokane website:

<https://spokane.wsu.edu/studentaffairs/access-resources/accommodation-process/>

Documentation is maintained in the Access Services office and is confidential to that office unless the student authorizes disclosure of this information to others.

Requesting an accommodation is an interactive process. The first step is for a student to submit an application and documentation to Access Services in accordance with WSU policy. The Access Services Coordinator assigned to assist the College of Pharmacy and Pharmaceutical Sciences will discuss with the student their academic and clinical needs in order to identify modifications and/or auxiliary aids to be requested as an accommodation. Where Access Services approves requested accommodations, it will be forwarded to the course instructor or to the Office of Experiential Services if the student is on rotation. The student is responsible for contacting each faculty member and coordinating meetings, as requested by the faculty. If the student is on rotation, they should contact the Office of Experiential Services for more information. Students are required to request or renew accommodations each semester.

Requested accommodations that have the potential to fundamentally alter an essential requirement of the College of Pharmacy and Pharmaceutical Science'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. The decision-makers 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 reasonable accommodation has been approved, implementation is coordinated with the Associate Dean for Professional Education, IT services, and/or the faculty member, instructor, or the Office of Experiential Services and preceptor if the student is on rotation. 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](#).

Procedure for Students with an Approved Testing Accommodations

What students need to do:

- Make an appointment to talk with each instructor, outside of class, about your testing accommodation(s). Yakima students should meet with Yakima instructors and Spokane students should meet with Spokane instructors. **These meetings should be scheduled during the first week of the term or within a week of the dissemination of the Faculty Notification Letter.** *It is the student pharmacist's responsibility to meet with the instructor from each course before testing accommodations will be activated.*
- Schedule all assessments through the Access Services.
- Notify Student Affairs, 509-358-7740 or spok.sserv.test@wsu.edu if a scheduled test is cancelled or if you decided to take the test or quiz in class.
- Repeat the above process when accommodation paperwork is updated, or a new term begins as the accommodation paperwork expires at the end of each term and must be renewed prior to the next term.

What instructors need to do:

- Faculty Notification Letters will be delivered electronically through the Access Information Management (AIM®) system for each student needing accommodations for your course.
- Student Pharmacist will initiate a meeting with Faculty to discuss the Faculty Notification Letter.
- This meeting will cover how Faculty and the student pharmacist will implement they accommodation plan. Faculty are to acknowledge the meeting in the Access Information Management (AIM®) system and completing the Alternative Testing Agreement.
- If the student is testing in the Student Affairs testing room, Faculty complete the following steps:
- Follow Testing Policies and Procedures for students with accommodations:
<https://spokane.wsu.edu/studentaffairs/disability-resources/testing-procedures/>.
- Faculty to upload exam/password and any relevant attachments, (i.e., equation sheets) through AIM®. Please contact Student Affairs for a specific period in which exam information needs to be provided by.
- If there are questions about the accommodations or accommodation process/plan contact Student Affairs, 509-358-7740, for clarification.
- If there are concerns about the accommodations fundamentally altering the curricular or course expectations, contact the Associate Dean for Professional Education.

Procedure for Testing Irregularities During an Exam

Doctor of Pharmacy students are expected to adhere to the following Exam Testing Environment Expectations during all exemplify exams.

Exam Testing Environment Expectations

The following test administration guidelines will be followed for all assessments.

1. Students should arrive before the scheduled start time for all exams. If a late student arrives to an exam **after** another student has already completed the exam and left the room, they **will not** be allowed to start the exam.
2. All laptops must remain closed until the proctor displays the test password. At that point, laptops may be opened.
3. Scratch paper/equation sheets are completely blank prior to the start of the test. Once the proctor displays the passwords, students may write on their scratch paper and/or equation sheets.
4. Students must begin the exam as soon as the password is displayed by the proctor. Students that do not begin the exam on time may forfeit any time available to complete the assessment.
5. Students are **not** permitted to ask questions related to the content of the assessment during an examination; however, a written challenge or explanation to specific questions may be provided using the electronic comment card feature of ExamSoft®.
6. Students are not permitted to leave the examination room before completing the exam, except in the case of **extreme need** - in which case a proctor will need to accompany the student if the student intends to return to finish the exam.
7. Instructors reserve the right to re-administer any exam, to specific individuals or to the entire class, in the event of any irregularity.

Approved and unapproved items

- With the exception of laptops, writing utensils, and specified resources approved by the instructor, students may not bring personal items to their assigned seat during exams.
- Backpacks, purses, notebooks, food/drinks, etc. need to be left at a designated site in the classroom. All electronic devices must be left in backpacks/purses and silenced prior to seating.
- The use of all personal audio or recording devices are not allowed during assessments. Unauthorized devices include but are not limited to, ear buds, smart watches, recording devices, smart glasses, or headphones.
- No food or drink is allowed, including water bottles.
- Students wearing hats will be required to remove them during the test or orient them so the brim is toward the back.
- Proctors watch for the use of written notes or unapproved electronic devices that can be stored and retrieved from the following places: up the sleeve, inside pockets, between fingers, inside clothing, under leg, or written on hands and arms.

Absences

- Students who are absent on a test day need to complete and submit an on-line Absence Notification form before the start of the assessment. For further questions, please refer to the course syllabus Absence and Campus Closure policy.

Computer Policies

General Information

As a pharmacy student you have access to software resources located on the College of Pharmacy and Pharmaceutical Sciences current students web page. To access these resources, you will be required to use your WSU Network ID and password. Please take a few minutes to visit the Current Student Resources pages on the College of Pharmacy and Pharmaceutical Sciences website: [Current Student Resources | Pharmacy and Pharmaceutical Sciences | Washington State University \(wsu.edu\)](https://pharmacy.wsu.edu/doctor-of-pharmacy/admitted-student-resources/)

WSU Network ID and Password

Your WSU network ID and password are your keys to accessing most resources at WSU. To change or reset your password you need to visit account.wsu.edu. All passwords should be maintained confidentially and securely and not disclosed to others. If your passwords become compromised, you should immediately report this to WSU CPPS ITS at 509-358-7916 or WSU IT Security at abuse@wsu.edu. You should change your password immediately.

MFA – Multifactor Authentication

WSU requires accounts to be secured with Okta Multifactor Authentication. When setting up your Okta account, it is recommended to set up at least 2 methods at a minimum. These should be Okta Verify, Okta App, Google Authenticator, or biometrics. If you plan to replace your phone or device used for MFA, you will want to set up your new phone and register MFA authentication before terminating your old device. The OKTA app for Apple or Android can be downloaded from the app store.

Laptop Initiative

Pharmacy students are required to purchase a laptop. Complete details and requirements can be found at <https://pharmacy.wsu.edu/doctor-of-pharmacy/admitted-student-resources/>

E-mail

Pharmacy students are required to have a valid WSU email account. Email forwarding is not allowed in the College of Pharmacy and Pharmaceutical Sciences. If you do not already have a “@wsu.edu” account, please make sure to setup your email account. Please contact Pharmacy IS at 509-358-7916 for assistance if you have issues setting up your account. The College also utilizes email list servers to distribute announcements and notifications to students. Only @wsu.edu addresses are allowed to send to these lists. Personal email accounts or business accounts are blocked. All correspondence regarding academic- and business-related activities will be sent to the student’s official @wsu.edu email account, effective the first day of instruction of the student’s first enrolled term.

Phishing Attacks

WSU email accounts are often targeted with spear phishing emails. These emails request that you confirm your WSU login information or provide your account information to continue receiving email. These are all fake emails with the single goal of stealing your WSU login credentials. DO NOT click on the links in these emails. WSU will never ask you to validate your credentials. If you have clicked on one of these links, please open a web browser and visit account.wsu.edu to change your password immediately. Contact WSU CPPS ITS at 509-358-7916 for help.

Antivirus Software

WSU requires antivirus software on all computers/devices connected to the WSU network. There are several free antivirus programs available such as Security Essentials, AVG, and Sophos Home. If you do not have an antivirus program on your computer, please contact CPPS ITS for assistance in obtaining and installing antivirus utilities provided by the University. Detailed information on this requirement may be found at: [EP16 – University Network Policies | PR&F site | Washington State University \(wsu.edu\)](#)

Smartphones and Tablets

As a pharmacy student you have access to several pharmacy applications available for mobile devices. Information and requirements for these applications can be found at: [Resources | College of Pharmacy | Washington State University \(wsu.edu\)](#)

If you are looking at purchasing a tablet or smartphone 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 used in the Pharmacy program. Windows Surface devices with Intel/AMD processors are the only Surface models supported.

* Please note tablets are not a substitute for a laptop. [Review the Examssoft minimum system requirements before purchasing any devices.](#)

** Examssoft electronic exam software currently does not support tablets.

Windows and OS X/iOS major updates and Examssoft compatibility

Microsoft and Apple release major version updates to their operating systems in the fall usually around September or October. These are major version upgrades and not the monthly security updates. Please do not apply these major version updates to your devices until you have been instructed to do so by Examssoft or CPPS ITS. You may need to turn off automatic updates if that feature is currently set on your computer. It often takes 3-4 weeks after the major version operating system upgrade is released before Examssoft is certified to work with these new versions.

Computer Technical Support

The college has a dedicated IT group available to assist you. They are here to help you with questions and issues.

CPPS Help Desk 509-358-7916

Email: pharmacy.its@wsu.edu

Hours: 8am – 5pm Monday – Friday

Location: Spokane campus, Health Sciences Building (HSB) Rooms 325A/B, 320A/B

Student Computer Requirement

The College of Pharmacy and Pharmaceutical Sciences 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 exams, presentations, laboratory experiences, viewing streaming lectures, accessing course materials via the LMS, 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.

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, you should 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?

All professional pharmacy students are required to have a laptop computer for academic use.

Please review the minimum OS requirements for ExamSoft at <https://examsoft.com/resources/examplify-minimum-system-requirements/>

Your devices must meet the minimum system requirements for Examsoft and be within **1 version** of the latest released operating system by the vendor.

** Chromebook, Android, iPad or ARM (Surface X) devices are not supported.

Students receive free access to Microsoft Office 365 with their WSU email account. Access is not available until you are officially enrolled in courses for fall semester.

*** If your laptop is over a year old it is possible that you may need to replace it with a newer model before you

complete the Pharmacy program, plan accordingly.

Anti-virus: All computers including Macs must have anti-virus software installed on them. The following are just a few of the many free anti-virus solutions available: [Security Essentials](#), [AVG](#), [Sophos](#), and [ClamAv](#).

Warranty: You are highly encouraged to purchase a service contract/warranty that covers your laptop for 3 years. You may also want to opt for a service contract/warranty that includes accidental damage.

Tablets: Tablets are not a substitute for a laptop. If you elect to purchase a tablet, you will still need a laptop for your classes and exams. Please review the minimum OS requirements for ExamSoft at <https://examsoft.com/resources/exemplify-minimum-system-requirements/>

Backing up your laptop: It is recommended that you back up your computer to external drives or online cloud storage to protect your computer from any data loss.

Expectations with Respect to Electronic Communication

The College of Pharmacy and Pharmaceutical Sciences faculty and administrators use 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 must check it frequently (at least daily on Mondays through Fridays). Failure to respond to a deadline or request due to not checking email is insufficient and may violate the Pharmacy Code of Professionalism. It is the student pharmacist's responsibility to stay on top of emails, which is the primary form of communication within the college.
- Each pharmacy student must maintain a WSU e-mail account. All e-mail from the College to students will be sent 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.
- All CPPS academic and program related activities and business must be conducted using WSU information systems including email. However, all communications and information pertaining to clinical and experiential learning should be conducted using the training sites information systems, technology, equipment and email systems. It is not appropriate for students to send protected health information (PHI) received in a rotation to their WSU email or maintain in WSU information systems.
- Per Executive Policy EP#4 All correspondence regarding academic-and business-related activities will be sent to the student's official @wsu.edu email account, effective the first day of instruction of the student's first-enrolled term. <https://policies.wsu.edu/prf/index/manuals/executive-policy-manual-contents/ep4-electronic-communication-policy/>
- E-mail communications from students to College of Pharmacy and Pharmaceutical Sciences 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, Gmail) 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 College of Pharmacy and Pharmaceutical Sciences [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 College of Pharmacy and Pharmaceutical Sciences 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.

WSU SPOKANE CAMPUS SUPPORT AND RESOURCES

Tuition and Financial Aid

Tuition

The Doctor of Pharmacy program is designed to be an eight (8) semester program with enrollment and tuition charges in the fall and spring semesters. Doctor of Pharmacy students are required to pay professional tuition for each semester of enrollment. Tuition is charged on a semester basis and is due the first day of the semester. It is the responsibility of the student to pay all tuition and fees associated with enrollment in the Doctor of Pharmacy program. Under some circumstances, enrollment in the summer semester may be required and tuition will be charged if a student experiences a course failure that requires summer enrollment to make up the course.

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/h/apply-for-aid/fafsa> submit your FAFSA by the priority deadline to get the best possible financial aid package.

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 (Direct Unsubsidized Loans, Health Professions Loans, and Graduate PLUS loans) with higher loan limits than for students in undergraduate degree programs. For you to be considered for the Health Professions Loan programs, parental data must be provided (unless they are deceased) on the FAFSA. 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.

Emergency Loans

College of Pharmacy and Pharmaceutical Sciences Emergency Loan Fund

A limited number of loans for up to \$1000 are available to College of Pharmacy and Pharmaceutical Sciences 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 Student Services.

Travel Grants

Students may request travel grant support from the College of Pharmacy and Pharmaceutical Sciences to attend professional meetings by filling out the online form found on the following website;

<https://pharmacy.wsu.edu/employee-resources/business-services/student-travel-grants/>

Student Travel Grant Policy

To be considered for a College of Pharmacy and Pharmaceutical Sciences students student travel grant, students must be engaged in one of the following activities:

- Competing
- Representing the college as a delegate
- Presenting
- Receiving an award or scholarship

If funds are available, students may be funded multiple times as described above without a specific dollar limit associated with the award. The award will be adjusted upon receipt of other travel awards from other organizations. The College of Pharmacy and Pharmaceutical Sciences expects that costs submitted are reasonable and prudent.

These awards are subject to the availability of funds and will not be an automatic award.

Scholarships

Full-time pharmacy students in good academic professional standing may apply for scholarships from the College of Pharmacy and Pharmaceutical Sciences students. Scholarships average in the \$1000 to \$10,000 range. If you receive financial aid from the University, you should be aware that the receipt of a College of Pharmacy and Pharmaceutical Sciences student's scholarship might affect your financial aid package. You are urged to consult with a financial aid counselor regarding such questions.

College of Pharmacy and Pharmaceutical Sciences student's scholarships are awarded by the Scholarship and Awards Committee based on leadership involvement, financial need, professional goals, participation in college or community activities, scholastic achievement, and other criteria. Scholarship applications open in the spring every year and an application must be submitted to be considered for a scholarship.

Washington State Residency Requirements

Obtaining In-State Residency

Non-resident students are eligible to apply for Washington Residency after 1 year of establishing domicile in the State of Washington. Applications for residency can be submitted each semester, no later than the 30th day of the term. Non-resident students wishing to apply for Washington residency should follow the steps outlined at <https://residency.wsu.edu/> and speak with the residency coordinator if questions arise. Residency applications are reviewed by the WSU Registrar's Office. The Office of Student Services routinely schedules workshops and will provide workshop information to the students.

Library Services

Students and faculty in Yakima and Spokane have full access to all electronic information services provided by WSU Libraries and the College of Pharmacy and Pharmaceutical Sciences. 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 Health Sciences Library, which supports the College as a whole. Items requested by faculty and students and loaned by other libraries are delivered to the Spokane Academic Library, which then ships them via US mail or other delivery service to the Pharmacy support office at PNWU for delivery to the student. Library items are returned the same way.

The Health Sciences 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. Students may also request books from more than 30 academic libraries in Washington and Oregon through SUMMIT.

More information on library support is at the Health Sciences Library LibGuide at <https://libguides.libraries.wsu.edu/pharmacy>

All WSU-Spokane pharmacy students must register with the Spokane ILLiad system <https://libraries.wsu.edu/interlibrary-loan/>

(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 within three days. Books requested through SUMMIT usually arrive within 5 business days or less. Delivery time for articles varies but often occurs within 2 days of the request.

Spokane Student Printing

Users of the Health Sciences 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.

Yakima Student Printing

Printing is available through a partnership with PNWU. More information about printing can be found here: <https://www.pnwu.edu/about/offices-departments/technology-services/>

International Student Requirements

Office of International Program Enrollment Requirements

F-1 students are required to maintain full-time student status. In certain situations, with the approval of the Associate Dean for Professional Education, or designee, and a representative from International Programs, students can request to drop below a full course load. For example, if they are in their last semester before graduation, working on a dissertation, or have a qualifying emergency.

The Form I-20 must accurately reflect their status as a student. Students are responsible for keeping it up to date. If Pharmacy status changes in any way, students must inform the Office of International Programs.

Their I-20 will need to be changed and updated before any of the following:

- Address update
- Change of major
- Graduating from their academic program
- Extending their F-1 immigration status
- Dropping below full-time enrollment
- Cancelling enrollment

These updates can be made using the International Student Portal [myPassport](#).

Check the detailed status requirements to follow proper procedure and meet U.S. government requirements:

<https://ip.wsu.edu/isss/student-services/f-1-overview/f1-status/>

Medical Insurance

Washington State University recommends students have medical insurance for themselves and any dependents they bring. WSU will automatically enroll international students in its [International Student Health Insurance Program \(iSHIP\)](#), but they will need to purchase separate coverage for anyone else who comes with them.

Curricular Practical Training (CPT)

[https://ip.wsu.edu/isss/student-services/career-services/opt-cpt/cpt/#:~:text=Curricular%20Practical%20Training%20\(CPT\)%20allows,any%20paid%20or%20unpaid%20in%20ternship.](https://ip.wsu.edu/isss/student-services/career-services/opt-cpt/cpt/#:~:text=Curricular%20Practical%20Training%20(CPT)%20allows,any%20paid%20or%20unpaid%20in%20ternship.)

Curricular Practical Training (CPT) allows students to engage in an IPPE or APPE as required for graduation. Before beginning IPPE or APPE, students must have prior authorization before engaging in experiential rotations. The paperwork for the authorization is collaboratively completed between the Director of Experiential Services, the student, and International Student and Scholar Services. The CPT request form can be found in the international student portal [myPassport](#). CPT is only for students active in their programs.

Optional Practical Training (OPT)

<https://ip.wsu.edu/isss/student-services/career-services/opt-cpt/opt/>

As an F-1 student, OPT allows a student to be employed within the pharmacy field for up to 12 months post graduation. They may be employed anywhere in the US, including a WSU campus. It is highly recommended that OPT be reserved for APPE rotations and required internship hours as needed. Once OPT is initiated, eligibility will expire after 12 months, regardless of academic year. Please note that applying for OPT is a two-step process. First, the student applies for the OPT recommendation I-20 on myPassport. After receiving the I-20, the student must apply for OPT approval through USCIS Online, a government application system. Students are recommended to start the OPT application process 3.5 months prior to graduation. There is a [fee](#)

associated with the USCIS Online application, but not the myPassport form. In rare cases, a student may be eligible for pre-completion OPT. Students can speak with the WSU International Student Advisor on Zoom for more information if interested in pursuing OPT at any point in the future.

Contact the WSU System Designated School Official (DSO) for further clarification of requirements and expectations of these policies and procedures.

Student Access to Records and FERPA

Annual Notification of 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.

Requesting Departmental Student Records from the College of Pharmacy and Pharmaceutical Sciences

The College of Pharmacy and Pharmaceutical Sciences maintains education records while a student is enrolled in the College of Pharmacy and Pharmaceutical Sciences. Education records retained by the college may include, but are not limited to; admissions documents, background checks, advising notes, Student Progress Committee referrals, decisions and contracts, student complaints and concerns, course work and assignments, and IPPE/APPE evaluations. Students have a right to inspect and view their pharmacy education records. To access education records, students should submit a written request for records to their advisor. The College of Pharmacy and Pharmaceutical Sciences will have 45 days to make the records available for inspection.

The College of Pharmacy and Pharmaceutical Sciences maintains educational records according to the university records retention schedule. The College of Pharmacy and Pharmaceutical Sciences does not keep copies of immunization records, CPR training, and/or other training and certification requirements for IPPE/APPE on-boarding.

Internship Requirements Washington Administrative Codes

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, the Washington State intern license must be renewed biannually, regardless of clinical placement. A lapse of license is a violation of the Pharmacy Code of Professionalism and must be reported immediately to the Associate Dean for Professional Education or the Director of Experiential Services. This policy will facilitate and enhance participation by our students in practice experiences throughout all years of the curriculum. All students must successfully complete all curricular requirements in no more than eight years. See WAC 246-945-155 (allowing a pharmacy intern license to only be renewed three times).

Pursuant to the Washington State Department of Health Pharmacy Quality Assurance Commission (PQAC) procedure, <https://doh.wa.gov/sites/default/files/legacy/Documents/Pubs/690350.pdf?uid=64beb512b43f8>, all student pharmacists must make timely progress towards degree completion. If progress is interrupted, the college and or the student must notify PQAC of enrollment changes, in which PQAC can change the status of the intern registration as noted in the procedures.

To participate in clinical experiences in the WSU College of Pharmacy and Pharmaceutical Sciences Doctor of Pharmacy program, clinical sites require students to be covered by sufficient malpractice insurance either provided by WSU, a professional carrier (e.g., Pharmacist Mutual, NCPA), or any personal professional liability insurance carrier.

Internship applications may be obtained from the Washington State Department of Health, Pharmacy Quality Assurance Commission [web page](#).

The Washington Administrative Code (WAC) found at <http://apps.leg.wa.gov/WAC/> includes the following Pharmacy Quality Assurance Commission internship regulations:

Please see [WAC 246-945-155](#) Pharmacy Interns – Registration Requirements.

Washington State Pharmacist Credentialing Requirements

Qualifications for Licensure

Washington's statutory requirements for licensure are specified in RCW 18.64.080. In Washington, as well as in the US generally, pharmacists must provide evidence of having the following qualifications to be licensed:

- (1) 18 years or older
- (2) Good moral and professional character, including freedom from impairment by reason of mental or physical illness, or abuse of alcohol or other chemical substances.
- (3) Graduation from an accredited school or college of pharmacy. Currently, graduates must hold a bachelor's degree or Doctor of Pharmacy degree.
- (4) Successful completion of an examination demonstrating fitness for practice, and completion of a jurisprudence examination (i.e., NAPLEX and MJPE).

Refusal to Issue Licenses

The Pharmacy Quality Assurance Commission may refuse to license an otherwise qualified pharmacist who has (1) engaged in fraud, misrepresentation, or deceit in procuring a license; or (2) has violated laws relating to drugs, controlled substances, cosmetics, or nonprescription drugs, or the rules of the Pharmacy Commission, or has been convicted of a felony. (RCW 18.64.165).

Renewal Requirements

Pharmacists must renew their license every two years on or before their birthday. Licensee must submit a fee and a signed statement indicating 30 credit hours of pharmacy related continuing education has been earned during the previous two years.

Licensing Requirements for New Graduates

Expected graduates are encouraged to start the licensing process during the last semester of the final year. The Pharmacist Application for new graduates on the Department of Health Website has the most current requirements and instructions for applying for licensure. It is the student's responsibility to request official transcripts from WSU and have them sent to the Pharmacy Quality Assurance Commission, once final grades have posted and degrees have cleared. The College of Pharmacy and Pharmaceutical Sciences does not send this information on your behalf.

The Office of Experiential Services will report internship hours earned to the Pharmacy Quality Assurance Commission after completed hours have been verified. If a student completes all required rotations prior to the end of the semester, the college will not provide verification of graduation until after the end of the semester when final grades have been reported to the registrar's office and their degree has conferred.

Students wishing to apply for licensure in other states will need to contact the board of pharmacy in the respective state for licensing instructions.

Accreditation

The WSU College of Pharmacy and Pharmaceutical Sciences' (College of Pharmacy and Pharmaceutical Sciences' or College) Doctor of Pharmacy program is accredited by the Accreditation Council for Pharmacy Education (ACPE), 135 S. LaSalle Street, Suite 4100, Chicago, IL 60603-4810, and-312/664-3575; FAX 312/664-4652, web site www.acpe-accredit.org.

The ACPE Standards Comments Form

The ACPE is required to demonstrate to the U.S. Secretary of Education its expectations regarding a program's recording and handling of student complaints. The ACPE must demonstrate a link between its review of complaints and its evaluation of a program in the accreditation process. Therefore, to demonstrate compliance with the U.S. Department of Education Criteria for Recognition, and with the prior review and advice of the Department of Education personnel, the ACPE requires pharmacy schools to provide an opportunity for pharmacy students to provide comments and /or complains about the school's adherence to the ACPE Standards.

The colleges and schools of pharmacy have an obligation to respond to any written complaints by students lodged against a school of pharmacy, or a pharmacy program, that are related to the standards and the policies and procedures of the ACPE. Hence, the College has established, implemented, and maintains a student complaint procedure that affords the complainants with fundamental procedural due process. The policy for student complaints related to the ACPE Standards that the College has established is:

The student who wishes to file a complaint may visit the ACPE Standards Website at <http://www.acpe-accredit.org>.

1. The student may submit a written complaint to the Associate Dean for Professional Education. A student may also submit a written complaint to a student representative of the Pharmacy Student Advisory Council (PSAC) who will forward the complaint to college administrators on their behalf.
2. The Associate Dean for Professional Education will investigate a student's written complaint and will share the results of this investigation with the Dean. The Dean will review this report and determine if the complaint requires a formal intervention.
3. All written complaints will be kept in a confidential, secured file in the Associate Dean's office. The file of student complaints will be made available for inspection to the ACPE at on-site evaluations or otherwise at the ACPE's written request. The findings of this inspection, and the resulting implication(s) to the accreditation of the professional program, shall be noted in the Evaluation Team Report.

Student Complaint Form

Last Name: _____ First Name: _____

Local Address: _____

City: _____ State: _____ Zip: _____

Home Address: _____ City: _____ State: _____ Zip: _____

Classification: PY₁, PY₂, PY₃, PY₄ Advisor: _____

1. State the specific ACPE Standard that you are commenting on:

2. Provide pertinent information about your concerns: