



SCHOOL OF PHARMACY

PHARMD
STUDENT HANDBOOK

ACADEMIC YEAR 2026-2027

Revised September 2026

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1. ABOUT THIS HANDBOOK

The PharmD Student Handbook is a reference for students to use during the PharmD program. Students are responsible for reviewing, understanding, and adhering with the policies, procedures, requirements, and deadlines contained in the handbook. Policies and procedures may change; when they do, the School will notify students by email.

First-year students: Submit the Responsibility Statement Form in the [UW PharmD - Incoming Students 2026 Canvas](#) website (requires UW NetID login) attesting that you have reviewed the Academic and Professional Policies and Procedures portion of the handbook. If you have questions about this section, please contact Student and Academic Services at sopsas@uw.edu or visit the Student and Academic Services offices (HSB F461/F463).

We are excited to partner with you to make your PharmD program experience inspiring, rewarding, and filled with opportunities for growth and success!

HOW TO USE THIS HANDBOOK

Use the Quick Navigation Guide to jump to the policy area you need.

Topic	Where to find it
Academic standing, grading, remediation	Section 2: Academic Policies
Leaves, withdrawal, reinstatement, appeals	Sections 2.5–2.7
Experiential experiences and onboarding	Section 3: Experiential Education Policies
Professional conduct and student behavior	Section 4.5
Immunizations, CPR/BLS, drug screening	Section 3.2
Technical standards and performance expectations	Section 5
Forms, deadlines, and resources	Use the embedded links throughout the handbook
Need to know items for PY1s	Appendix 1: “Start Here”

WHO TO CONTACT

Question or concern	Best first contact
Course-specific academic issue	Course coordinator(s)
General academic planning / progression	Student Success Team
Experiential education / rotation questions	Experiential Education staff
Immunizations, HSIP, drug screening, CPR/BLS	Student and Academic Services / HSIP / Experiential Education
Disability accommodations	Disability Resources for Students (DRS)
Conduct, professionalism, or appeal questions	School Conduct Officers / Academic Affairs leadership

2. ACADEMIC POLICIES

2.1. PharmD Program Requirements

Graduation from the UWSOP with the conferral of the Doctor of Pharmacy degree requires successful completion of all graduation requirements including the 208 credits (core and electives) and professional development enrichment (co-curriculum requirements) as outlined in the [curriculum](#) and [co-curriculum](#) (professional development) requirements. Refer to the PharmD Curriculum Overview for your class year in Canvas for specific requirements for core courses, total elective credits, and professional elective credits.

Progression into APPEs: Before progressing to their Advanced Pharmacy Practice Experiences (APPEs), students must successfully complete all pre-APPE courses with the exception of PHRMCY 551 (Case Conference and Continuous Professional Development), which is completed during the PY4 year. This includes the completion of the required elective credits, unless additional electives are part of an academic plan approved by the UWSOP (e.g., Plein Certificate in Geriatric Pharmacy). Students should consult the Curriculum Guide in [Canvas](#) for their year for specific elective credit requirements. Remediations of any pre-APPE courses must be successfully completed before students start their APPEs.

Program Completion Time limit: Students are generally expected to complete all PharmD curriculum requirements within 4 years, unless as part of a dual degree or approved academic plan. All forms of leave (voluntary withdrawals, administrative withdrawals, or leaves of absence) may be extended to a maximum of 24 months total (either consecutive months or cumulative time) with approval from the Associate Dean for Professional Pharmacy Education or their delegate. A student will be dismissed from the program seven years from their start date if they have not completed the PharmD program requirements. The student may choose to re-apply for admission to the School as a PY1.

Academic Assistance for Students: Students are responsible for their progress in coursework. Students experiencing academic difficulty in any course are encouraged to seek early assistance from course coordinators, TAs, Student Success Team members, and School of Pharmacy Academic Coaches.

2.2. Academic Policies

- **Classroom Disruptions:** Cell phones should be turned off before class. It is not appropriate to receive or send text messages during class. It is not appropriate to leave the classroom once class begins to answer your cell phones unless it is an emergency. Appropriate use of laptops or tablets during class includes taking notes, completion of in-class activities, and exams. Socializing and other non-class related activities (e.g. shopping or surfing the internet) during class can be a distraction and should not occur during scheduled class time.
- **Punctuality:** Be on time for the beginning of class. Coming into the room once the class begins is a distraction and should be avoided. If class participation is graded, being late to class might result in a reduction of your participation score. If you are going to be late for class, the instructor should be notified along with the reason for your tardiness.
- **Audio Recording:** Ask the course coordinator(s) in advance before making an audio recording of any speaker or presentation. It is at the discretion of the course coordinator(s) if a class can be recorded in any format. Students that require accommodations should

contact [Disability Resources for Students](#) (DRS) and coordinate with the course coordinator(s).

- **Video Recording:** Ask the course coordinator(s) at least a week in advance for a session to be recorded. It is at the discretion of the course coordinator(s) if a class can be recorded in any format.
- **Artificial Intelligence (AI)-Based Tools**
 - Refer to individual course policies published in the course syllabus.
- **Grading and Remediation:** The course coordinator(s) should clearly outline how grading and remediation will be done in the course or refer the student to the section in the syllabus that outlines the procedure.
- **Participation:** It is the responsibility of the student to clarify any questions about requirements for participation with the course instructor(s).

2.3. Final Examination Policy

School of Pharmacy final examinations are administered in accordance with the University of Washington Final Examination Guidelines and follow the Quarterly Final Exam Schedules posted in the [Academic Calendar](#) or are scheduled for an alternative date and/or time agreed upon by the course coordinator(s). Students may be required to take more than one final exam on the same day or the evening before or morning after another exam. Students wishing to change the date and/or time of a final exam must first consult with the course coordinator(s). Such a change requires agreement by the course coordinator(s), all students in the course, and must be approved by the Dean. Review the [UW Final Examination Guidelines](#) for further information.

2.4. Grading Policies and Procedures

2.4.1. Minimum Passing Grades

- **Minimum Passing Grades:**
 - For core courses to apply toward progression and PharmD degree requirements, **a grade at least 1.7** for numerically graded courses **or Credit** for Credit/No Credit courses is necessary.
 - For elective courses with numeric grading (i.e., not Credit/No Credit), please refer to the course syllabi for the minimal passing grade.
 - For all SOP PharmD courses, if a student is unable to meet the minimal passing grade, the numeric grade submitted will be 0.0 for numerically graded courses and No Credit for Credit/No Credit courses.
- **Numeric vs S/NS Grading:** All required core courses must be taken for a numeric grade if so offered. Courses offered only as Credit/No Credit (C/NC) are excluded from this requirement. Professional core courses are covered by the [University's grading policy](#) for program graduation requirements and may not be taken for a Satisfactory/Not Satisfactory (S/NS) grade. Professional elective courses taken as S/NS may be used to satisfy general elective credits only. A student must earn a 2.0 or above in the course to earn the (S) grade.

An explanation of the School of Pharmacy grading systems and procedures can be found on the [Student Governance and Policies \(SPG 110 Grades, Honors and Scholarships\) webpage](#).

- **Incomplete Grades:** Incomplete grades are not used in the core PharmD courses but may apply to other courses. An “I” (Incomplete) grade may be given only when a student has been in attendance and has done satisfactory work to within two weeks of the end of the quarter. See [UW policy on incomplete grades](#).
- **X Notations:** An X appears when no grade is submitted by an instructor.
- **N Grades:** An N grade is given for hyphenated courses that a student will complete in a subsequent quarter. The N signifies the course is still in progress.
- **RD Grades:** An RD is assigned in two situations: 1) when a student drops a course through the Current Quarter Drop process between the third week of the quarter through the end of the quarter, and/or 2) through the Former Quarter Drop process when a student petitions to have a grade changed to RD for a quarter that has passed and the petition is approved by the Office of the University Registrar. RD grades are not computed in GPA calculations. An RD for core PharmD courses must be approved by the Associate Dean for Professional Pharmacy Education or delegate(s).

2.4.2. Retaken Courses

- All grades earned at the University of Washington, including retaken courses, will appear on the student’s permanent record and be included in the student’s cumulative UW grade point average (GPA). A student may retake a course only once. Failing the same course twice will result in dismissal from the UW School of Pharmacy. When retaken, the grade earned the second time will be used in place of the first grade earned (even if lower) in calculation of the Professional GPA (PGPA). Credits for repeated courses will be counted toward the degree only once.

2.4.3. Grade Reports

To protect student privacy and comply with federal regulations, grades are not sent via postal or electronic mail. Students may display and print a grade report through [MyUW](#).

2.5. PharmD Student Progress

There is a basic assumption that every student admitted into the PharmD program can and should make satisfactory progress toward graduation.

The policy and procedures related to student progression through the PharmD Program describe the following:

- Academic progression
- Remediation
- Missed course work or credit
- Academic Probation due to Low Scholarship
- Academic Warnings or Probation due to Course Failures
- Academic dismissal
- Withdrawal from One or More Courses
- Withdrawal from the PharmD Program
- Leave of absence
- Returning student policy
- Rights to due process and appeal mechanisms (including grade appeals)

There is an expectation that every student will exhibit professional behavior as outlined in the [Policy and Procedures on Student Conduct](#) throughout their time enrolled at the University of Washington.

In support of the high value placed on academic honesty and professional integrity, acts of misconduct will not be tolerated. Students are expected to honor the UWSOP Policy and Procedures Involving Student Misconduct (See [Section 4.5](#) for more information). The faculty at the UWSOP considers these standards as essential behaviors of admission, retention, and graduation.

This policy and procedure outlined in the following sections describe the system of monitoring student performance for early detection of academic and behavioral issues.

2.5.1. Academic Progression

Progression of students into any subsequent quarter is dependent on successful completion of the current quarter. In general, this requires successfully passing all courses in which the student is registered and maintaining sufficient GPAs (see Minimum Cumulative GPA Requirements below).

Satisfactory progress in the Doctor of Pharmacy Degree Program is defined as registration, enrollment and participation in courses in the PharmD curriculum, whether full-time or part-time (depending on individual circumstances/academic plan), with the student meeting the minimum Cumulative UW GPA and School of Pharmacy Cumulative Professional GPA as well as standards of professional conduct as outlined in the School of Pharmacy's Community Standards for Professional Accountability.

2.5.2. Minimum Cumulative GPA Requirements (UW and PGPA)

Minimum Cumulative UW GPA: For students in the School of Pharmacy, the overall Cumulative UW GPA is calculated on the basis of numeric grades in 300-, 400- and 500-level courses taken at UW while in the PharmD Program. PharmD students are required to maintain a Cumulative UW GPA of 2.0 or above.

Minimum School of Pharmacy Cumulative Professional GPA (PGPA): For students in the PharmD program, the overall Cumulative PGPA is calculated on the basis of all numerically graded, core (required) courses in the PharmD program. These may include courses taught by School of Pharmacy faculty as well as courses taught by other faculty in the University. PharmD students are required to maintain a School of Pharmacy Cumulative PGPA of 2.5 or above. Professional electives are not considered in calculating the PGPA. A continuous record of a student's cumulative PGPA is kept by Student and Academic Services. Students may check their PGPA with an advisor.

If the student is placed on probation for low cumulative UW GPA, the student must in the following quarter either: 1) raise the cumulative University GPA to 2.0 or above, or 2) earn a 2.5 quarterly UW GPA. If the student does not meet one of these requirements in the following quarter, the student must maintain a quarterly UW GPA of 2.5 for each succeeding quarter while on probation. If the student does not maintain a UW GPA of 2.5 in any succeeding quarter, they will be dismissed from the PharmD program, after which they can appeal the decision. If a student's probationary status is due to both a low Cumulative UW GPA and low Cumulative PGPA, then a student must satisfy the conditions for both GPAs.

2.5.3. Missed Course Work or Credit

Students are responsible for notifying course coordinator(s) of any course where assigned work might be missed. It is the discretion of the course coordinator(s) whether to allow make-up assignments for missed work.

2.5.4. Course Remediation

Students should monitor their progress in their courses and reach out to the instructors as soon as possible if they are concerned about their progress. Students and faculty are best served by early recognition of potential or actual student performance challenges. It is the responsibility of the student to respond to the instructor if the instructor contacts the student about academic performance issues (e.g., a failed exam or major assignment) or other concerns. The instructor(s) will be asked to communicate student progress to Student and Academic Services so that appropriate resources can be provided to support learning.

The course remediation policy is up to each instructor. Remediation is not a right, but a privilege that a student may earn by good faith attention to the requirements of the course. Each School of Pharmacy-based core course will have a remediation policy that is available to students. If offered, requirements for remediation may vary between courses depending on course goals, content and instructional method (i.e., lecture, lab), and may occur within or after the quarter. A student needing to remediate multiple courses should reach out to the Student Success Team for support.

2.5.5. Academic Warnings and Academic Probation

A flowchart regarding the application of these policies and the appeals process can be found in the [PharmD Progress Algorithm](#).

Academic Probation Due to Low Scholarship: A PharmD student will be placed on academic probation at the end of any quarter (except the first quarter as noted below) in which their Cumulative UW GPA and/or School of Pharmacy Cumulative PGPA falls below 2.0.

- **First-quarter exception:** A PharmD student whose Cumulative UW GPA and/or School of Pharmacy Cumulative Professional GPA (PGPA) falls below 2.0 in their first quarter in the PharmD program will receive an Academic Warning.

If the student is placed on probation for low cumulative UW GPA, the student must in the following quarter either: 1) Raise the cumulative University GPA to 2.0 or above, or 2) Earn a 2.5 quarterly UW GPA. If the student does not meet one of these requirements in the following quarter, the student must maintain a quarterly UW GPA of 2.5 for each succeeding quarter while on probation. If the student does not maintain a UW GPA of 2.5 in any succeeding quarter, they will be dismissed from the PharmD program, after which they can appeal the decision.

If a student's probationary status is due to both a low cumulative UW GPA and low cumulative PGPA, then a student must satisfy the conditions for both GPAs (described above).

Academic Warning or Probation due to Course Failures

A course failure refers to courses for which students receive a grade of 0.0 or No Credit, and not to courses for which students have an X (Missing Grade Annotation), I (Incomplete), or an approved Registrar Drop (RD). X and I are considered temporary grades and must eventually be converted to a final grade. Registrar Drops for core courses must be approved by a representative of the Academic Success Committee. While an approved RD does not signify course failure, it is not considered a passing grade and may affect a student's ability to progress to subsequent coursework. Self-serve Registrar Drops are not permitted for the purpose of avoiding a failing grade or other unsatisfactory academic outcome in a core course. An unapproved self-serve Registrar Drop of a core course is considered a core course failure.

- **Academic Warning:** Students who receive a failing grade in one core course will receive an Academic Warning from the Academic Success Committee, notifying them that they must

retake and successfully complete the course the next time it is offered. Not successfully completing a core course may delay progress and graduation if the course is a prerequisite for another core course or if course scheduling conflicts arise; this may also result in extra tuition costs. The Academic Success Committee will consider each individual student's situation and outline an appropriate academic plan for progression in the program. Students who do not successfully pass a core course on their second attempt (including using a self-serve Quarterly Drop) will be dismissed from the program.

- **Academic Probation:** Students in the PharmD Program who fail two core courses (including failed courses that are later retaken and passed) will be placed on Academic Probation. Not successfully completing two core courses will result in delayed progress and graduation due to course prerequisites and scheduling constraints, and may also result in additional tuition costs.
- **Dismissal:** Students who fail three core courses (including failed courses that are later retaken and passed) or fail the same core course twice will be dismissed from the program.

2.5.6. Appeal for Reinstatement Following Academic Dismissal

Following dismissal, a student may appeal to the Academic Success Committee for reinstatement, preferably early in the following quarter, but no later than the end of the following quarter. If reinstatement is approved, the student may return the quarter after the appeal is processed. For example, a student dismissed in the Autumn quarter has until the end of Winter quarter to submit an appeal. If reinstatement is approved, the student may re-enroll in Spring quarter. Appeals for dismissal due to APPE failure are exempt from this timeline and will be reviewed on an expedited basis. If reinstatement is denied, the student may appeal the decision to the Dean. The Dean's decision is final. Any reinstated student remains on academic probation, and failure of any additional core courses will result in dismissal from the PharmD program.

2.5.7. Dropping One or More Courses

Students who are considering dropping one or more courses should consult with their academic advisor. Dropping core courses will delay progression in the program. The student is responsible for any consequences from courses being dropped including any impact on financial aid status/eligibility, international visa status/eligibility, degree progress, paying any remaining tuition forfeiture balances, or any other status impacted by enrollment levels. Review the UW [tuition forfeiture policy](#) when considering dropping courses or withdrawing; you may not get all your tuition back and you may be charged a [Change of Registration Fee](#). See UW policy for [registration changes](#) and [timelines](#), and processes for [Current Quarter Drop](#) and [Former Quarter Drop](#).

A drop from a course is voluntary severance by the student of their connection with the course. To be official it must be made under the following conditions:

- **Unrestricted Drop Period (before the 14th calendar day of the quarter):** Courses may be dropped for any reason through the 14th calendar day after the start of the quarter. In some cases, departmental approval will be required. There will be no transcript entry for courses dropped by the 14th calendar day of the quarter.
- **Late Course Drop Period:** Students may drop one course from Week 3 through the last day of instruction using the Quarterly Drop via [Register.UW](#) (see [Current Quarter Drop](#) for exceptions). If students wish to drop more than one course, they must submit the Advisor-Assisted Drop form. An annotation of RD (Registrar Drop) will appear on the student academic record for any dropped courses.

- **After the Last Day of Instruction:** Students may petition to drop courses for a former quarter using the [Former Quarter Drop](#) process. The Registrar will grant such a petition if in the Registrar's judgment the student was unable to complete the course in question and was unable to drop the course within the relevant quarter due to extenuating circumstances. Approved drops will be entered on the transcript with an annotation of RD (Registrar Drop).

2.5.8. Leave of Absence

PharmD students who are experiencing illness or personal circumstances that prevent them from attending for the quarter must follow both UW and School of Pharmacy Policies regarding Withdrawal, Quarter-Off, On-Leave, and Returning Student Reenrollment.

Going on Leave (Not Taking Any Courses): Students in good academic standing may, for valid reasons, request a leave of absence from the program. This written application to the Assistant Dean for Academic Affairs, who will notify the PharmD Academic Success Committee. The request must include: 1) the reason for and 2) the length of the leave requested. Upon review of circumstances, a student may be granted academic leave for up to one year, renewable for an additional year for reasons upon petition. The decision regarding the request will be communicated to the student in writing. Students who do not contact the School of Pharmacy to either request a leave of absence, or do not return by the time specified in an approved leave of absence, will be considered to have withdrawn from the PharmD program and will be so notified.

In accordance with UW policy, it is your responsibility to withdraw from all courses if you are unable to attend classes for the quarter.

Responsibilities of Students Who Have Been Granted Leave from the School of Pharmacy:

- Inform instructors and the Experiential Education team about withdrawal from classes.
- Consult with the Student Success Team to develop an Academic Plan. Students should be aware that their anticipated graduation date will likely be delayed due to withdrawal from coursework or leave as a result of illness or personal circumstances.
- Officially withdraw from the quarter using MyUW once leave has been granted by the Assistant Dean for Academic Affairs.
- Contact the [UW Office of Student Financial Aid](#) (OSFA) to discuss academic leave and make arrangements regarding repayment of financial aid, if necessary. If you have Federal Student Aid, please be aware of any [loan eligibility criteria](#) that might be affected if you take a leave of absence.
- Students receiving financial aid from the School of Pharmacy must contact [Andrew Brusletten](#), Assistant Dean for Program Operations, to make arrangements regarding repayment of financial aid.
- Internship Eligibility During Academic Leave: The Washington Pharmacy Quality Assurance Commission (PQAC) requires that students be enrolled "in a professional degree program of a commission accredited school or college of pharmacy and making satisfactory progress towards meeting the requirements for licensure as a pharmacist" to be eligible for intern registration. A student on an approved leave of absence is still enrolled in the PharmD program and is therefore eligible to continue work as an intern during the period of approved leave. However, the Washington Department of Health (DOH) limits intern licensing renewals to a maximum of 2 renewals, capping the total time anyone can hold intern

registration to 6 years (WAC 246-945-156). Students who take a leave of absence should consider working with the WA DOH on possibly making their intern registration inoperable during their approved leave of absence, if this seems warranted to meet the timeline requirements for registration.

2.5.9. Withdrawal from the PharmD Program

Students may withdraw from the PharmD program at any time. The request must be communicated in writing to the Assistant Dean for Academic Affairs. It is the student's responsibility to withdraw from all courses in which they are currently enrolled. The School will notify the Pharmacy Quality Assurance Commission that the student is no longer enrolled and is therefore no longer eligible for intern registration.

2.5.10. Returning Student Policy after Leave of Absence, Withdrawal or Dismissal

Reenrollment after Leave of Absence: Students returning from leave of absences are subject to both UW and School of Pharmacy reenrollment policies.

- **One Quarter Leave:** A student who has been on leave for only one quarter does not need to reapply to the University as a returning student; however, return to the PharmD Program must be approved by the School of Pharmacy's PharmD Academic Success Committee and the Dean of the School of Pharmacy.
- **Two or More Quarter Leave:** A student who has not attended classes for two quarters or more (excluding Summer Quarter) must reapply as a former student by completing the items in the [Returning Student Process](#) (whether they were in an approved leave of absence or not). A student on approved leave, who has not attended classes for two quarters or more, must have their enrollment approved by the School of Pharmacy PharmD Academic Success Committee and the Dean of the School of Pharmacy. If approved for readmission to the PharmD program, any financial, immunization or other types of holds must be removed prior to readmission being granted. A student should contact the UW Registrar's Office or check MyUW for more information regarding clearing the holds.

PharmD students who are planning to return to the School of Pharmacy, following an approved leave of absence, must request reinstatement through the Assistant Dean for Academic Affairs, who will notify the PharmD Academic Success Committee via email. The email must include:

- Requested return quarter and year
- A description of the issues that led to their academic and/or personal challenges or decision to take a leave of absence
- What steps they have taken to address those academic and/or personal challenges, or the reason for their leave of absence
- An academic progression plan developed with the Student Success Team
- If they are reinstated to the program, what supports (from the SOP, UW, and/or external) do they anticipate needing to be successful upon their return; and which of these supports do they currently have in place and which would they plan to put in place after reinstatement (some resources are [listed here](#), but many more are available at UW and in the community)

Reinstatement after Withdrawal from the Program: A student who wishes to reenroll in the PharmD program after withdrawing from the program, must submit the [Request for Reinstatement](#)

[Form](#). The PharmD Academic Success Committee will review the submission and make a determination.

Upon a positive review of the proposed academic plan and request, the PharmD Academic Success Committee, with approval of the Dean, will notify the student of their reinstatement in the PharmD Program. The student must also notify Experiential Education to verify compliance requirements are current and onboarding plans are in place. Returning students are subject to both UW and School of Pharmacy reenrollment policies.

Reinstatement after Dismissal: A student who has been dismissed from the School of Pharmacy PharmD Program due to low scholarship may request review of this action and reinstatement by submitting the [Request for Reinstatement Form](#). The PharmD Academic Success Committee will review the submission and make a determination. If reinstatement is not granted by the PharmD Academic Success Committee, students can request a final review by the Dean of the School of Pharmacy. The Dean may confer with the PharmD Academic Success Committee before making a final decision.

The petition must include:

- Requested return quarter and year
- A description of the issues that led to their academic and/or personal challenges and subsequent dismissal
- What steps they have taken to address those academic and/or personal challenges
- If they are reinstated to the program, what supports (from the SOP, UW, and/or external) do they anticipate needing to be successful upon their return; and which of these supports do they currently have in place and which would they plan to put in place after reinstatement (some resources are [listed here](#), but many more are available at UW and in the community)

Students who are granted reinstatement to the PharmD Program will re-enter on academic probation. The student's cumulative University GPA and School of Pharmacy PGPA will remain the same as when dropped from the PharmD Program. The student may not use grades from other colleges or universities to raise their cumulative University GPA or School of Pharmacy PGPA.

In the first quarter of reinstatement, a student must either 1) raise the cumulative UW GPA and/or School of Pharmacy cumulative PGPA to 2.0 or above or, 2) attain a 2.5 University GPA and/or a 2.5 School of Pharmacy PGPA. A student who fails to do this will be dismissed from the PharmD Program.

Students who are granted reinstatement and who have not been enrolled for two consecutive quarters (excluding Summer Quarter), must follow the Returning Student Reenrollment Policy (above).

Students who are reinstated to the program following dismissal must meet the following conditions:

- Meet with their Student Success Team prior to registration for each quarter to review their Academic Plan and ensure that the core courses and electives they intend to take constitute a manageable workload.
- Meet with an academic coach provided by the School on a weekly basis until their academic performance has stabilized.

- Communicate with instructors as soon as they encounter any difficulties meeting deadlines in their courses.
- If available, students are encouraged to utilize any disability accommodations approved and recommended to support their learning by Disability Resources for Students.

2.5.11. UW Office of the Registrar – Policies and Procedures

Students are responsible for complying with UW and School of Pharmacy policies and procedures. The [UW Office of the Registrar](#) is an important resource. Students should consult the Registrar's Office websites for policies regarding withdrawal, leave, reenrollment, change of registration, tuition and fees, transcript entries, and more.

Essential links:

- [UW Withdrawal, Quarter-Off and On-Leave Policies](#)
- [UW Returning Student Reenrollment Policies](#)
- [Drops, Withdrawals, Forfeitures & Refunds](#) (Student Fiscal Services, regarding tuition and fees. Students should become familiar with tuition, registration, and course drop deadlines.)
- [UW Academic Calendar](#) (Includes tuition/fee assessment, registration deadlines, course add/drop deadlines, etc.)
- [Registration/Course Add Periods](#) and [Course Drop Policy/Periods](#) (Deadlines, periods, and policies, including the Annual Drop)

2.6. Rights to Due Process and Appeal Mechanisms

2.6.1. UW Grading Procedures

Except in case of error, no instructor may change a grade that they have submitted to the Registrar. Grades cannot be changed after a degree has been granted. Students who believe they have been given an erroneous grade should first consult with the course coordinator. If not satisfied, additional steps can be taken as described below and must be acted upon within no more than ten days after the initial meeting with the course coordinator per University of Washington's [SGP 110 Grades, Honors, and Scholarship](#).

2.6.2. UW School of Pharmacy Grade Appeal Procedures

To appeal grades on assignments or assessments: Students should approach the instructor(s) to ask for feedback on the assignments with an attitude of curiosity and questioning. If the feedback and points awarded are alignment with the syllabus, the grade is unlikely to be overturned except in the case of a miscalculation of points or the student can prove the instructor was acting arbitrarily.

To appeal a course grade: A student who believes that an instructor erred in the assignment of a grade, or who believes a grade recording error or omission has occurred, will follow these steps to resolve the matter:

1. The student should first discuss the matter with the instructor before the end of the following academic quarter.
2. A student who is not satisfied with the instructor's response may submit, no later than ten class days after their discussion with the instructor, a written appeal to the Chair of the department where the course is homed and a copy of the appeal to the instructor. This time may be extended by the Chair in exceptional circumstances, such as the situation in which

the student did not learn of the appeals process deadlines in time. If the Chair has a conflict of interest, the appeal will be heard by a Chair's designee predetermined from among the Department's faculty.

3. Within ten calendar days of receipt of the appeal, the Chair will consult with the instructor to determine whether the evaluation of the student's performance was fair and reasonable or whether the instructor's conduct in assigning the grade was arbitrary or capricious.
4. If the Chair determines that the instructor's evaluation of the student's performance was not arbitrary or capricious, the Chair notifies the student that the appeal is denied and that the assigned grade is final.
5. If the Chair believes the instructor's conduct in assigning the grade was arbitrary or capricious, the Chair will request that the instructor revise the grade.
6. If the instructor declines to revise the grade, the Chair, with the approval of the voting members of the department's faculty, shall appoint an appropriate member, or members of the faculty to evaluate the student's performance and assign a grade. The Chair will inform the Dean and Provost of this action. The department's decision will be final.
7. The Dean will refer the matter to the Associate Dean for Professional Pharmacy Education, who will review the Chair's decision to ensure that the appeal process was followed correctly.
8. Once a student submits a written appeal, this document and all subsequent actions on this appeal shall be recorded in written form in a school file residing with the Associate Dean for Professional Pharmacy Education.

2.6.3. UW School of Pharmacy Academic Grievance Procedures

Students who encounter academic problems, such as, but not limited to, faculty, departmental or school policies affecting individual student prerogatives, deviations from stated grading practices (but not individual grade challenges - see [UW School of Pharmacy Grade Appeal procedures](#)), unfair treatment and similar issues, may seek resolution of their complaints as described below.

Informal Conciliation: The student is encouraged first to attempt to resolve a grievance with the faculty or staff member(s) most directly concerned. If discussion with the faculty or staff member(s) concerned does not resolve the grievance, the student should contact the Department Chair or Supervisor, respectively, within ten days of the discussion with the faculty or staff member. If this discussion does not result in resolution of the grievance, the student may request the Associate Dean for Professional Pharmacy Education or the UW Ombud to conciliate. If the student is dissatisfied with the informal conciliation, they may file a formal written complaint with the Dean.

Initiation of Formal Complaint: To establish a School of Pharmacy Academic Grievance Committee, the Dean shall appoint an administrator or other senior faculty member to serve as Chair, as well as four ad hoc members and two students to serve on this Committee. The Dean shall consult with representative members of the student body for nominations of student members. No person who has an obvious conflict of interest shall be appointed. Appointments of student members shall be from cohorts other than that of the complainant.

A formal grievance will be referred to the Chair of the School of Pharmacy Academic Grievance Committee who shall within five working days (hereafter, time limitations are stated in working days) of its receipt, notify the student and the faculty or staff concerned of the membership of the Committee. The student and the faculty or staff member concerned shall then have the right to

exercise one peremptory challenge of Committee membership. If a challenge is made, the Dean shall designate another faculty or student member to replace the member challenged. All members of the Committee shall have the right to vote on any matter that may come before it. No faculty member of the Committee shall be from the department of any of the parties to the grievance.

- **Hearing Procedures:** When a student has filed a formal complaint, the Chair of the Academic Grievance Committee shall distribute a copy of the complaint to each faculty or staff person directly involved. The Chair shall establish a time and place for a hearing to be held within five days from the date of final determination of the Committee membership, unless for good reason stated in writing to the complainant and other concerned parties, the Chair schedules the hearing for a later specified date. The Chair shall announce the time and place of the hearing to the student, the member(s) of the faculty and staff involved, the Dean, the chairperson of the department and all other prospective witnesses. A list of the people notified will be given to the student and the other individuals directly involved.

Hearings will be conducted in closed session except when and to the extent mutually agreed upon by the student and faculty or staff involved. All parties may present evidence and testimony necessary either to establish or refute the alleged grievance. Only evidence presented at the hearing will be considered in determining the validity of the complaint. Hearings may be continued from day to day until all evidence has been presented. An adequate summary of the proceedings shall be kept and shall include, as a minimum requirement, a tape recording of the proceedings. The Dean shall retain such summary until the student graduates to ensure adequate review, if requested. Upon graduation the summary shall be destroyed.

Within five days after the hearing adjourns, the panel shall present to the Dean its report, including findings, conclusions, and recommendations for action. The Committee shall reach its findings and recommendations by a majority vote of all the members. Dissenting opinions, if desired, may be presented with the majority report. The Dean, within five days after receipt of the Committee report, shall issue their decision as to the action to be taken on the grievance. The Dean's decision shall include an evaluation of the validity of the grievance and a statement of the action to be taken. Copies of the decision shall be transmitted to the student, the faculty and staff member(s), their chairperson or supervisor, and the Grievance Committee.

The decision of the Dean shall become final at the close of the seventh day after issuance, unless the student or any other party directly involved files a written request for consideration of the findings by the Provost.

- **Appeal Procedures:** When a request for reconsideration has been received, the Dean shall transmit to the Provost a copy of the decision issued, together with the documentation, transcripts or tape recordings of testimony and other information relevant to the grievance.

The Provost shall examine the record and determine that either:

- There are no procedural irregularities and the decision is fair, in which case the request will be rejected, thereby making the decision of the Dean immediately final; or

- The record reflects some basis for reconsideration, in which case, the matter will be remanded to the Dean for appropriate action.

The Provost shall notify the student and the Dean of findings within 10 days after receipt of the student's request.

The following University resources are also available:

- [Bias and Misconduct Resources](#) (School of Pharmacy)
- [Office of the Ombud](#): (206) 543-6028
- [Civil Rights Compliance Office](#) (includes Title IX): (206) 616-2028

2.6.4. ACPE and Academic and Complaint Procedures

Accreditation Council for Pharmacy Education (ACPE) Complaint Procedures: The UW School of Pharmacy PharmD Program is accredited by the [Accreditation Council for Pharmacy Education \(ACPE\)](#). Information on filing a complaint related to ACPE Standards, Policies and Procedures may be found on the [ACPE Complaints page](#).

Complaints related to ACPE standards, policies and procedures shall be made formally in writing, signed by the student, and may also be submitted to the Department or Committee Chair, Associate Dean for Professional Pharmacy Education or other administrator who has jurisdiction over the concern. Due process will be followed per University policy. A file will be maintained containing the written complaint, a written record of the complaint procedure and outcome, except as otherwise prohibited by state or federal law. The file will be available for inspection to ACPE at on-site evaluations or otherwise at ACPE's written request.

3. EXPERIENTIAL EDUCATION POLICIES

3.1. Guidelines for Practice Experiences

Please refer to the most recent copy of any Experiential Education course guide for the most current information on policies and procedures, this as well as current syllabi can be found on [CORE ELMS](#). Students should be aware that updates are made annually and the version of the course guide for their class is what they will be expected to adhere to for any experience.

3.2. Safety and Compliance

3.2.1. Background Check Policy

Admission to the Doctor of Pharmacy program requires that all candidates undergo criminal background checks in accordance with Washington State Law (RCW 43.43.830 through 43.43.842). Since a student's ability to complete the University of Washington School of Pharmacy PharmD degree requirements will require clinical rotations that could involve care to protected individuals (such as children under 16 years of age, those with developmental disabilities, or vulnerable adults), students must complete a Conviction/Criminal History Self-Disclosure Form and submit their names for a background check by the Washington State Patrol and/or other credentialed background check agency upon offer of admission to the Doctor of Pharmacy Program and annually thereafter. In addition to disclosing criminal history involving these crimes, PharmD students must disclose criminal history involving drug-related crimes, proceedings related to vulnerable populations, Medicare-Medicaid/Healthcare-related crimes and any other general conviction information (excluding parking tickets and traffic citations). A conviction/criminal history record does not necessarily disqualify an individual for admission to or continuation in the PharmD Program. The School will review all information disclosed on an individual case-by-case basis.

However, failure to disclose information is likely to result in withdrawal of an offer of admission to, or dismissal from, the PharmD Program. Students should be aware that these background checks routinely uncover convictions that students believe were “expunged,” “vacated,” or otherwise set aside.

Applicants to the PharmD Program who fail to self-disclose actions taken by a licensing authority (Board of Pharmacy or other agency) against a professional license (pharmacy intern registration or technician license, or other health-related license), fail to disclose information on the Criminal History Information Form, or to consent to criminal background checks or who do not meet eligibility requirements for registration as a Washington State Pharmacy Intern cannot be extended a formal offer of admission. NOTE: all offers of admissions in the PharmD program are contingent upon these criteria.

Students currently in the PharmD Program who fail to self-disclose actions taken by a licensing authority (Board of Pharmacy or other agency) against a professional license (pharmacy intern or technician license or other health-related license), fail to disclose information on the Criminal History Information Form or who withdraw consent for criminal background checks will be subject to possible dismissal from the PharmD Program.

Students also need to report to Student Academic Services any new criminal issues that occur during the duration of their education within the School of Pharmacy. Failure to report issues to the School of Pharmacy may result in delays in experiential education experiences and potentially dismissal from the program.

Individuals who self-disclose actions taken by a licensing authority against a professional license (pharmacy intern registration or technician license or other health-related license), or information on the Criminal History Information Form, will be referred to a committee composed of the Director of Admissions and Recruitment, the Assistant Dean for Professional Affairs and Practice, and the Associate Dean for Professional Pharmacy Education, for review and consideration.

These students will be given an opportunity to present additional information for consideration by the Committee with regard to a decision on retention in the PharmD Program, placement in pharmacy practice experiences, or dismissal from the PharmD Program.

Background checks for applicants offered admission into the PharmD Program will be performed in accordance with PharmCAS procedures. School of Pharmacy Student Affairs will provide information regarding background check policies/procedures at the time of offer of admission to the PharmD Program. Background checks for current PharmD students will be performed annually throughout the program. School of Pharmacy Experiential Education will provide information regarding background check policies and procedures for current students.

3.2.2. Intern Registration

Registration with the Washington State Pharmacy Quality Assurance Commission (PQAC) is required to practice as a pharmacy intern in Washington State. No student may begin a practice-based learning experience (either paid or volunteer) without first registering as a student with the PQAC. Students are required to have an active intern registration prior to the start of Autumn Quarter of their first professional year. Instructions will be provided over the summer prior to beginning the program.

All students must keep their intern registration current for the duration of their enrollment in the PharmD Program. This includes time spent during APPEs outside the State of Washington as well as during a break between APPEs and must be kept current through graduation.

Student and Academic Services staff will send information to the PQAC at the completion of student APPEs that will document completion of the intern hours required for licensure as a pharmacist.

Washington Pharmacy Quality Assurance Commission (PQAC)

- PQAC main website: [PQAC website](#)
- Information about internship registration: [PQAC Pharmacy Intern](#)
- PQAC Pharmacy Law: [PQAC Pharmacy Laws](#)

3.2.3. UW HIPAA Training and Bloodborne Pathogens Training

The UW HIPAA (Health Information Portability and Accountability Act) training must be completed at the beginning of the first year. This training in confidentiality of patient information will be facilitated by the Student and Academic Services through the Health Sciences HIPAA Compliance Office. The Occupational Safety and Health Administration (OSHA) federal regulations (29 CFR 1910.1030) and Washington Industrial Safety and Health Act (WISHA) regulations (WAC 296-823) require healthcare workers to receive annual training in bloodborne pathogens and other potentially infectious materials. As such, all students will be required to complete annual training in this area.

3.2.4. Health Sciences Immunization Program (HSIP) Policies

Assumption of Risk: Becoming a health care professional and participation in the PharmD Program carry inherent risks that cannot be eliminated regardless of the care taken to avoid them. Assuming such risk is the expectation for health care professionals as part of their calling and service to society. The specific risks vary from one activity to another, but the risks can include needle sticks and exposure to infectious diseases (including viruses like COVID-19). Exposure to such infectious diseases may require students to seek treatment, enter quarantine, and receive immunizations and other health screenings in order to protect themselves and their patients. In all of these activities, students must maintain patient confidentiality.

Required Immunizations and Screenings for Infectious Diseases: Health Sciences students at the University of Washington must meet the requirements of the [Health Sciences Immunization Program \(HSIP\)](#), including completion and documentation of required immunizations, as well as testing for tuberculosis. Students in all UW Health Sciences programs must comply with [Centers for Disease Control and Prevention](#) (CDC) recommendations for health care personnel regarding immunizations, immune status, and TB screening. The CDC recommendations may change during a student's tenure in a UW Health Sciences program. If the CDC recommendations change after the student meets initial HSIP requirements, the student is required to comply with the updated CDC recommendations until the completion of their degree program. PharmD students will also need to comply with site-specific requirements that may be imposed by clinical training sites.

WIP, IPPE, and APPE sites require all students to be current with immunizations and screenings for infectious diseases required by the [CDC](#). Students must be in compliance with [HSIP](#) requirements at all times while enrolled in the PharmD Program. Students who fall out of compliance may be removed from their experiential site placements and/or have a hold placed on their registration. More specific information can be found on the [HSIP website](#). For questions regarding immunizations and HSIP requirements, email myshots@uw.edu or call HSIP staff at 206-616-9074.

HSIP Fee: All Health Sciences students must pay the annual HSIP Fee, which covers the cost of administering HSIP. For complete information about required immunizations, tuberculosis screening, forms, Frequently Asked Questions, and more, visit the [Health Sciences Immunization Program \(HSIP\)](#) website.

Upon admission to the program, all students will be directed to create a Med+Proctor account for the purposes of submitting documentation and tracking compliance with HSIP requirements. Students are responsible for compliance with HSIP requirements upon entry into the program and throughout enrollment, including the annual requirements related to influenza vaccination. Students should submit updated records related to immunization and testing requirements via their Med+Proctor account. Failure to maintain compliance with HSIP requirements will result in a hold being placed by HSIP on a student's registration. In addition, students not in compliance must be removed from practicum or clinical sites until the requirements are met. This may jeopardize timely completion of the PharmD program.

3.2.5. Drug Screening Policy

Nearly all sites where students complete experiential rotations require students to complete a drug screening. As a result, the School has developed a drug screening process that helps students meet this requirement with minimal costs and maximum convenience. Under this policy, all UW Doctor of Pharmacy students will need to complete a drug screening at least once during their enrollment in the program. Experiential sites may require additional testing and may have their own process for screening students prior to internships.

- The drug screening process is managed by Student and Academic Services through an outside vendor.

***NOTE: DUE TO FEDERAL REGULATIONS, A POSITIVE DRUG SCREEN FOR CANNABINOIDS IS NOT MITIGATED BY WASHINGTON STATE LAW OR MEDICAL MARIJUANA AUTHORIZATION.** This means that students with a positive marijuana result on their drug screen may not be allowed to go to experiential sites (based on site policies). This can potentially result in students being unable to complete experiential rotations, which could have the potential to delay progression and ultimately result in a student being unable to achieve graduation requirements.

Students will be provided with information regarding the need to complete drug screening when applicable. Changes in site requirements that involve drug screening will also be communicated to affected students as soon as possible after the School is made aware of them. As with other compliance requirements, students are responsible for the cost of drug screening if their site requires it.

Upon placing the order for a routine drug screening, students will have 14 days to schedule an appointment and provide a sample. If a student anticipates being unable to complete the screening during this time frame, the student should contact pharmd-onboarding@uw.edu immediately. Students who fail to complete a screening during the specified window without authorization from the School will be considered refusing to participate. Because drug screening is necessary to complete experiential coursework, students who refuse to participate in drug screening will be referred to the PharmD Academic Success Committee.

Drug screens with positive results will be reviewed by a Medical Review Officer (MRO) employed by the outside drug screen vendor. The MRO will make two attempts to contact a student to request information that may explain or mitigate a positive result. The MRO will make a determination on positive results before submitting the final report to the student and the School. Screening with evidence of tampering will be reported as positive. Students with positive drug screen results will be referred to the Washington Recovery Assistance Program for Pharmacy ([WRAPP](#)) per the School's [Policy on Substance Abuse](#) and will experience delays in completing experiential coursework.

Please see the [Drug Screening Q&A](#) for students for more drug screening information. For additional questions regarding drug screening, contact [Student and Academic Services](#).

3.2.6. Registration Hold Policy

On a quarterly basis, UWSOP will implement registration holds on student accounts if they are non-compliant. Annually, in the fall, UWSOP requires updated drug screenings, background checks, and criminal history disclosures, in addition to maintaining other active requirements and credentials, including, but not limited to valid intern registration, BLS/CPR card, etc. All of these requirements are uploaded and reviewed on CastleBranch. Contact pharmd-onboarding@uw.edu with any questions or concerns regarding registration holds for these items.

Similarly, HSIP will place their own holds for immunization-related requirements tracked in Med+Proctor. Please email HSIP at myshots@uw.edu for questions about HSIP's vaccination/immunization standards.

Please be responsive to communication from UWSOP or HSIP to ensure compliance and avoid delays to registration. Please also be aware of any other holds relating to tuition, housing, etc.

3.2.7. First Aid/CPR Certification

Students are required to have current certification in adult and child CPR (Basic Life Support/BLS) throughout their enrollment in the program. Certification must be through the American Heart Association at the Health Care Professional level. Students are responsible for the costs of training. A photocopy of the certificate must be given to the Experiential Education staff via upload to CastleBranch. Student and Academic Services contracts with CPR Seattle to provide training at the start of the first professional year and at the end of the second professional year of the program. Students unable or unwilling to attend a scheduled training session will need to make their own arrangements. American Heart Association classes can be scheduled through [CPR Seattle](#) or [Cascade Training Solutions](#).

3.2.8. Health Insurance Coverage and Cost of Treatment

Student responsibility: The School of Pharmacy cannot require PharmD students to have health insurance per WA state law; however, we strongly encourage you to have health insurance during your PharmD training. Some experiential education sites require students to have health insurance while on rotation, so choosing not to get health insurance could jeopardize your ability to participate in experiential rotations. In addition to personal health and wellness needs and routine or emergency care, the practice of pharmacy has inherent risks in working with patients with communicable diseases, including the potential for accidental exposure to bloodborne pathogens. The [PSHIP \(Professional Student Health Insurance Plan\)](#) is available to PharmD students and their dependents. This plan is built to ensure students have reliable, comprehensive coverage while living and studying in a program sponsored by the University of Washington.

Cost of Treatment: Students are responsible for their own health needs, health care costs, and health insurance coverage. Should an infectious exposure or other medical problem arise during a practice experience or other School-sponsored course or event, the cost of treatment is the responsibility of the student. The School does not provide insurance coverage to the student for medical costs associated with exposures.

However, should an exposure or other medical problem arise, please notify an Experiential Education staff or faculty member immediately to obtain guidance on how to proceed.

3.2.9. Other Requirements

- All students will complete a background check prior to entry into the program and on an annual basis.
 - Most health care system sites will have individual applications or forms that the student will need to fill out and submit independent of UWSOP requirements.
 - Some sites will have specific additional requirements for students such as completion of a urine drug test or additional HIPAA training. Costs associated with meeting these requirements will be the student's responsibility.
 - Students will need to upload and maintain a resume in CORE ELMS throughout the program.
-

4. COMMUNITY POLICIES

4.1. Diversity, Equity and Inclusion

The UW School of Pharmacy is committed to the principles of equal opportunity, with respect, integrity, diversity, and community at the core of our mission. We value and embrace diverse perspectives, beliefs, and cultures. The School does not discriminate based on race, color, creed, religion, national origin, gender, sexual orientation, age, marital status, disability, or veteran status, including disabled and Vietnam-era veterans. Upon request, the University provides reasonable accommodation to qualified students with disabilities. The School of Pharmacy has a [Diversity, Equity, and Inclusion Council \(DEIC\)](#).

4.2. Equal Opportunity and Affirmative Action

This policy applies to all programs and facilities, including, but not limited to, admissions, educational programs, employment, and patient and hospital services. Any discriminatory action can be a cause for disciplinary action. Discrimination is prohibited under the following regulatory frameworks:

- Presidential Executive Order 11246 (as amended)
- Washington State Gubernatorial Executive Orders 89-01 and 93-07
- Titles VI and VII of the Civil Rights Act of 1964
- Washington State Law Against Discrimination (RCW 49.60)
- Title IX of the Education Amendments of 1972
- Washington State Gender Equity in Higher Education Act (1989)
- Sections 503 and 504 of the Rehabilitation Act of 1973
- Americans with Disabilities Act (1990)
- Age Discrimination in Employment Act of 1967 (as amended)
- Age Discrimination Act of 1975
- Vietnam Era Veterans' Readjustment Assistance Act of 1972 (as amended)
- Other applicable federal and state laws and regulations

- University policy

Equal Opportunity and Affirmative Action compliance efforts at the University of Washington are coordinated by the [Office of Equal Opportunity and Affirmative Action](#) (EOAA). You may [Contact EOAA](#) for more information.

4.3. Policy on Disability Accommodations

The University of Washington is committed to providing access and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. For information or to request disability accommodation contact: [Disability Resources for Students \(DRS\)](#).

4.4. Religious Accommodations Policy

Washington state law requires that UW develop a policy for accommodation of student absences or significant hardship due to reasons of faith or conscience, or for organized religious activities. The UW's policy, including more information about how to request an accommodation, is available at [Religious Accommodations Policy](#). Accommodations must be requested within the first two weeks of a course using the [Religious Accommodations Request form](#).

4.4.1. Health Sciences Immunization Program (HSIP) Participant Religious Accommodation Request for Required Vaccines

It is the University of Washington's (UW) goal that all students in HSIP participating schools/programs remain compliant with the HSIP vaccine requirements. HSIP requirements are in accordance with the CDC Guidelines for Healthcare Workers and UW affiliation agreements with practicum sites. The University recognizes that some students may have a sincerely held religious belief that is in conflict with the vaccine requirements and wish to request a religious exemption. The University may provide reasonable accommodation to qualified applicants with sincerely held religious belief(s), practices(s), or observances(s), unless providing such accommodations would pose a substantial undue hardship on the University. Follow instructions on HSIP website to complete the [HSIP Religious Accommodations Request for Required Vaccination form](#).

4.5. Policy and Procedures on Student Conduct

4.5.1. Overview

School of Pharmacy students are expected to maintain the highest standards of ethics, integrity and accountability, and to this end they are held accountable to the University of Washington [Student Conduct Code](#) (WAC 478-121). The University has also developed two companion policies, Student Governance and Policies [Chapter 209](#) and [Chapter 210](#), which explain how student conduct proceedings work and a student's rights in the process.

The School of Pharmacy works in collaboration with the UW [Community Standards and Student Conduct](#) office to engage students in an equitable process centered on the values of honesty, integrity, and respect. Students are encouraged to reflect on their actions to understand their impact on themselves, the learning community, and the profession of pharmacy.

4.5.2. Off-Campus Activity

The University may hold students accountable for prohibited conduct that occurred off campus (i.e., not on University premises or in the context of a University-sponsored program or activity). Student Governance and Policies [Chapter 209](#), section 5.D. Jurisdiction of the University.

4.5.3. Prohibited Conduct

The University of Washington [Student Conduct Code](#) defines the following acts as prohibited conduct. Students committing these acts may be found responsible for violating the Student Conduct Code and face disciplinary measures.

- Abuse of others
- Abuse of the student conduct process
- Academic Misconduct (see next section)
- Acts of dishonesty
- Aiding, assisting, and attempting
- Alcohol violations
- Computer abuses
- Creating a public nuisance in neighboring communities
- Discriminatory harassment
- Disruption or obstruction
- Drug violations
- Failure to comply
- Harassment or bullying
- Hazing
- Indecent exposure
- Intimate partner violence
- Possession or use of firearms, explosives, dangerous chemicals, or other dangerous weapons
- Research misconduct
- Retaliation
- Sexual assault
- Sexual exploitation
- Sexual harassment
- Stalking
- Theft
- Unauthorized keys, entry, or use
- Unauthorized recording
- Vandalism
- Violation of disciplinary sanctions
- Violation of law

4.5.4. Academic Misconduct

Academic misconduct includes:

- “Cheating” which includes, but is not limited to:
 - The use of unauthorized assistance in taking quizzes, tests, or examinations, or completing assignments;
 - The acquisition, use, or distribution of unpublished materials created by another student without the express permission of the original author(s);
 - Using online sources, such as solution manuals, without the permission of the instructor to complete assignments, exams, tests, or quizzes; or
 - Requesting, hiring, or otherwise encouraging someone to take a course, exam, test, or complete assignments for a student.
- “Falsification,” which is the intentional use or submission of falsified data, records, or other information including, but not limited to, records of internship or practicum experiences or attendance at any required event(s), or scholarly research.

- “Plagiarism,” which is the submission or presentation of someone else’s words, composition, research, or expressed ideas, whether published or unpublished, without attribution. Plagiarism includes, but is not limited to:
- The use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment; or
- The unacknowledged use of materials prepared by another person or acquired from an entity engaging in the selling of term papers or other academic materials.
- Unauthorized collaboration.
- Engaging in behavior specifically prohibited by an instructor in the course of class instruction or in a course syllabus.
- Multiple submissions of the same work in separate courses without the express permission of the instructor(s).
- Taking deliberate action to destroy or damage another’s academic work in order to gain an advantage for oneself or another.
- The recording of instructional content without the express permission of the instructor(s), unless approved as a disability accommodation, and/or the dissemination or use of such unauthorized records.

4.5.5. Reporting Misconduct

All academic and non-academic misconduct at UW is reported to a [student conduct reporting tool](#) managed by Community Standards and Student Conduct office and/or the Division of Student Life. As a matter of professional accountability, School of Pharmacy students are expected to report observed incidents of misconduct in a timely way to the appropriate instructor, Chair of the relevant Department, or the School of Pharmacy Conduct Officers. Students who report misconduct are expected to provide details, including student names and other specifics.

4.5.6. Academic Misconduct Procedures

All academic misconduct at UW is reported to a [student conduct reporting tool](#) and will be reviewed by Community Standards and Student Conduct. Once the preliminary review is complete, cases may be routed to a School of Pharmacy Conduct Officer as appropriate.

- Students can make a report if they are a victim of an alleged violation of the Student Conduct Code or if they are aware of an alleged violation of the Student Conduct Code
- Faculty and staff can make a report if they suspect academic misconduct in a student’s work

4.5.7. Academic and Professional Conduct Proceedings

If cases are routed to a School of Pharmacy Conduct Officer, the Conduct Officers will discuss the case with the instructors and hold investigative interviews with student(s) who are involved. The purpose of the investigative interview is to provide a face-to-face opportunity for the student to respond to allegations of misconduct before any disciplinary action is taken. A student waives the right to a hearing by failing to attend.

Conduct Officers present Initial Order (findings and conclusions) to student, who may appeal within 21 days. The student has the right to appeal any Initial Order. Students should contact the Community Standards and Student Conduct Office at cssc@uw.edu or the School’s Conduct

Officers for information on this process. If the student appeals the Order, the matter is referred for Administrative Review held with Community Standards & Student Conduct (CSSC) Office. If the student doesn't appeal, the Initial Order becomes the Final Order.

If grades are due before Conduct Proceedings are resolved, course coordinator(s) for the affected course will provide "X" (Missing Grade Annotation) for the course and a grade change will be submitted when the Conduct Proceedings are resolved.

4.5.8. Disciplinary Records

Any Final Order resulting from a disciplinary proceeding will become a part of the student's disciplinary record unless the student is exonerated. All records of disciplinary hearings will be retained by both the School's Conduct Officers and the [Community Standards and Student Conduct](#) office and managed in accordance with procedures outlined in the Student Conduct Code.

4.6. Community Standards for Professional Accountability

The UW School of Pharmacy is committed to high standards for professional accountability in education, research, professional service, and patient care among our faculty, staff, preceptors, and students. We expect our community to maintain these standards while on campus, in practice sites, while working remotely, and during business travel representing the school or university. Professional accountability, a defining characteristic of our school and our mission, requires that we work to create an environment that supports inspiring education, advances scientific discoveries, and serves people and communities. All individuals in our school community are responsible for creating an inclusive environment where every person and identity is valued and honored. Students are responsible for reviewing and adhering to the [Community Standards for Professional Accountability](#).

4.7. Policy on Alcohol and Drug Abuse, and Substance Use Disorders

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 substances. Every member of this profession must ensure that this trust is honored.

At the School of Pharmacy, we view entry into the profession as 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.

The possession and consumption of alcoholic drinks are 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 possession or use of alcohol or drugs on the campus is prohibited and will result in the appropriate steps by the University Police. This can result in disciplinary sanctions under the Student Conduct Code, including dismissal from the University.

It is a violation of law, professional practice standards and University policy for any student enrolled in the School of Pharmacy or any program under the jurisdiction of the School of Pharmacy to engage in the synthesis, manufacture, distribution or sale of a controlled substance for unlawful purposes. Any student found to have violated this policy will be dismissed from the School of

Pharmacy and any program administered by its departments. The University of Washington student disciplinary procedure ([University of Washington Student Conduct Code](#)) will be followed to determine if such violations have occurred.

Substance use disorders are recognized as treatable illnesses and such treatment is encouraged by the University. 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 provides assistance in the identification, referral for treatment, recovery support and rehabilitation of the impaired pharmacist, pharmacy technician or student. All requests for information and/or assistance are held in strict confidence. As dictated by the WRAPP evaluation and treatment contracts, the School of Pharmacy and/or of the Washington State Pharmacy Quality Assurance Commission (PQAC) are not notified by WRAPP of an individual's chemical dependency problem unless there is noncompliance with recommended evaluation and/or treatment. Other resources available on campus that offer counseling and other forms of treatment for alcohol- and drug-related problems, as well as preventative education programs, include the [Husky Health Center](#) and the [Counseling Center](#).

Students with concerns are encouraged to contact the Student Success Team for referral to resources. All communications will be kept **CONFIDENTIAL**.

5. TECHNICAL AND OTHER PERFORMANCE STANDARDS

Technical standards, as distinguished from academic standards, refer to physical, cognitive, and behavioral abilities required for satisfactory completion of all aspects of the curriculum, and the development of professional attributes required of all students at graduation. The essential abilities required by the curriculum are motor, sensory, verbal and written communication, intellectual (conceptual, integrative, and quantitative abilities for problem solving and decision making), and the behavioral and social aspects for performance of patient care. Students must be capable of perceiving the signs of disease or adverse drug effects as manifested through visual observation, performing limited physical examination, and obtaining capillary or venous blood samples from a patient. Students should be able to administer medications via injection.

Students must be able to **develop reasoning and decision-making skills** appropriate to the practice of pharmacy. Students must demonstrate sound clinical judgment in evaluating, assessing, and recommending patient therapeutic plans to achieve intended outcomes. Students must demonstrate the ability to make a correct judgment in seeking supervision and consultation in a timely manner.

Students must be able to **communicate effectively** with patients, family members or caretakers, and other health care professionals. This requires the ability to understand verbal and written information and recognize the significance of non-verbal responses. Students must be capable of responsive, empathetic listening to establish rapport in a way that promotes openness and shows sensitivity to potential cultural differences. Students must be able to process and communicate information on a patient's status with accuracy and in a timely manner to others. This information must be communicated in a succinct yet comprehensive manner, in settings in which time available is limited.

Students must be able to understand the basis and content of medical and pharmacy ethics. Students must have the emotional stability to **function effectively under stress** and to adapt to an environment which may change rapidly without warning and in unpredictable ways.

APPENDIX 1: START HERE: FIRST-YEAR ESSENTIALS

Use this section first. It gives new PharmD students the fastest path to required actions, timelines, contacts, and checkpoints.

1. Required first-year actions

- Submit the Responsibility Statement Form in UW PharmD – Incoming Students 2026 Canvas.
- Complete or maintain required background check, intern registration, HIPAA, bloodborne pathogens, HSIP, CPR/BLS, drug screening, and any rotation-site requirements.
- Keep health insurance, immunizations, and contact information current.
- Review registration holds and deadlines before each quarter.
- Watch for any required renewals or follow-up instructions from Student and Academic Services.

2. How to stay in good standing

- Earn the minimum passing grade in each course and maintain the required Cumulative UW GPA and School of Pharmacy Cumulative Professional GPA.
- If you are struggling, contact your course instructor(s) early and seek support from the Student Success Team (advisor, academic coach).
- Know the difference between remediation, academic warning, probation, and dismissal.
- Read the appeal timelines before the deadline passes.

3. Rotation and experience essentials

- See Section 3.2 and the experiential course guides for practice experience expectations.
- Complete required trainings and documentation before placement deadlines.
- Confirm site-specific onboarding steps early, since practice sites may add requirements beyond School of Pharmacy standards.
- Report any changes in credential status, background check status, immunization status, or other compliance items as soon as possible.

4. Student success habits

- Review your requirements at the start of every quarter.
- Check Canvas, UW email, and the academic calendar weekly.
- Meet with your advisor early if you are considering a leave, withdrawal, or course drop.

5. Where to go when you need help

- Academic concerns: course coordinator(s), course instructor, or Student Success Team (advisor, academic coach).
- Experiential or rotation questions: Experiential Education staff.
- Health/compliance questions: Student and Academic Services, HSIP, or the appropriate experiential onboarding contact.

- Conduct, integrity, or professionalism concerns: School Conduct Officers, the Community Standards and Student Conduct Office, or the appropriate School of Pharmacy administrator.
- Disability accommodations: Disability Resources for Students (DRS).
- Financial aid, tuition, or refund questions: UW Office of Student Financial Aid and the Office of the Registrar.

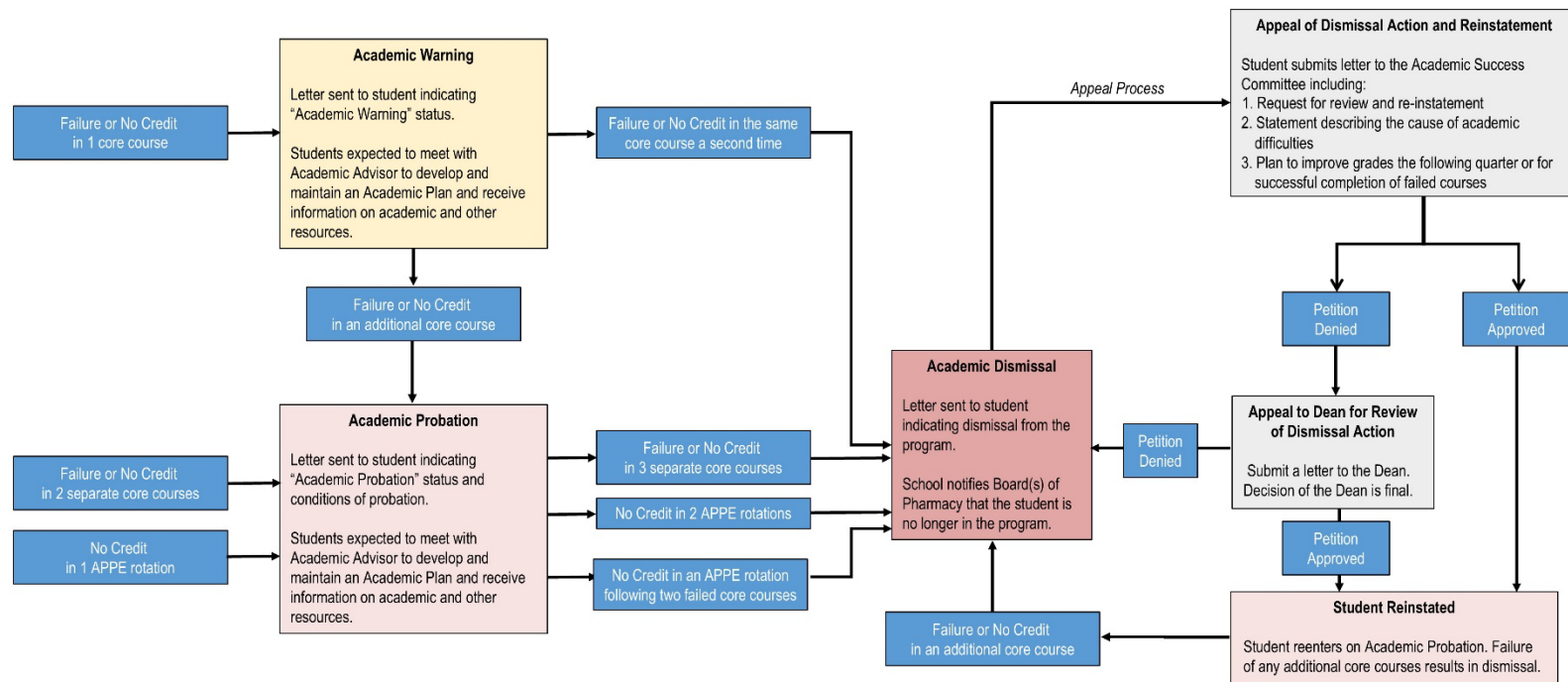
6. Quick reminders

- If you are unsure which policy applies, ask before the deadline passes.
- Keep copies of your forms, approvals, certificates, and important emails in one place.
- Protect your status by tracking deadlines for grades, remediation, appeals, leaves, withdrawal, and registration holds.

APPENDIX 2: PHARMD PROGRESS ALGORITHM



PharmD Academic Progress Algorithm: Academic Warning, Probation, Dismissal, and Appeal Process



Updated Winter 2026

APPENDIX 3: GLOSSARY AND COMMON ABBREVIATIONS

Term	Meaning
APPE	Advanced Pharmacy Practice Experiences
DRS	Disability Resources for Students
HSIP	Health Sciences Immunization Program
IPPE	Introductory Pharmacy Practice Experiences
PGPA	Professional Grade Point Average
PQAC	Washington Pharmacy Quality Assurance Commission
SOP	School of Pharmacy