



# **PHARMD**

# **STUDENT HANDBOOK**

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ACADEMIC YEAR 2023-2024

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## ABOUT THIS HANDBOOK

The PharmD Student Handbook is a reference for students to use during their course of study in the PharmD program. Students are responsible for reviewing, understanding, and complying with the policies, procedures, requirements, and deadlines contained in the handbook.

The contents of the handbook are subject to change. Revisions that could impact student requirements will be announced to students via email.

**First-year students:** you are required to submit the Responsibility Statement Form in the [Incoming Student Canvas](#) (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 Affairs at [oppe@uw.edu](mailto:oppe@uw.edu).

We look forward to working with you to help make the next four years challenging, exciting, and rewarding!

## ADMISSION, RETENTION, AND GRADUATION STANDARDS

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### ADMISSIONS, RETENTION, AND GRADUATION REQUIREMENTS

The University of Washington School of Pharmacy (UWSOP) endeavors to select applicants who have the ability to become highly competent pharmacists. As an accredited pharmacy school, the UWSOP adheres to the guidelines established by the [Accreditation Council for Pharmacy Education](#). Within these guidelines, the UWSOP has the freedom and ultimate responsibility for the selection of students; the design, implementation, and evaluation of its curriculum; the evaluation of students; and the determination of who should be awarded a degree. Admission and retention decisions are based not

only on satisfactory academic achievement, but also on non-academic factors that serve to ensure that the candidate can complete the essential functions of the academic program required for graduation.

The Admission, Retention, and Graduation Requirements are also reliant on additional requirements and policies as outlined at the following links:

- [Diversity, Equity, and Inclusion](#)
- [Technical and Other Performance Standards](#)
- [Criminal History Information and Background Check](#)
- [Risk, Immunization and Health Insurance](#)

Students must meet the following standards for admissions, retention, and graduation to successfully complete the Doctor of Pharmacy Degree at the University of Washington.

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## ADMISSIONS

The UWSOP has the responsibility to the public to produce competent pharmacists. It is important that persons admitted possess the intelligence, verbal and written communication skills, integrity, compassion, humanitarian concern, and physical and emotional capacity necessary to practice pharmacy. To be admitted to the Doctor of Pharmacy program, one must submit a complete application, satisfy all [prerequisites](#), participate in an interview, and receive a positive recommendation from the PharmD Admissions Committee.

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## RETENTION AND PROGRESSION

There is a basic assumption that every individual admitted to the School can and should make satisfactory progress toward graduation. The Academic and Professional Progress Committee (APPC) and individual students have a shared responsibility to meet academic and professional standards, and decisions of the APPC regarding progression are made on an individual but consistent basis.

The policy and procedure related to student progression through the PharmD program [Student Progress & Early Intervention Policy and Procedure](#) was adopted May 28, 2020. This policy and procedure relates to:

- academic progression
- remediation
- missed course work or credit
- academic probation
- academic dismissal
- readmission
- leaves of absence
- rights to due process and appeal mechanisms (including grade appeals)

This policy and procedure also outlines our system of monitoring student performance for early detection of academic and behavioral issues.

There is an expectation that every student exhibit professional behavior 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](#). The faculty at the UWSOP considers these standards as essential behaviors of admission, retention, and graduation.

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## GRADUATION

Graduation from the UWSOP with the award of the Doctor of Pharmacy degree requires successful completion of all graduation requirements including completion of the 208 credits (core and electives) and professional development enrichment (co-curriculum requirements) as outlined in the [curriculum](#) and [co-curriculum](#).

## CRIMINAL HISTORY INFORMATION AND BACKGROUND CHECK POLICY

Admission to the Doctor of Pharmacy program requires 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 admissions to or continuation in the PharmD Program. The School 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 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.

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.

Individuals who 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), or information on the Criminal History Information Form, will be referred to a committee composed of the Director of Admissions, Advising and Counseling, the Director of Experiential Education, and the Associate Dean for Assessment and Accreditation, 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 Services 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.

## DIVERSITY, EQUITY, AND INCLUSION

The School of Pharmacy, as a part of the University of Washington, is committed to the principle of equal opportunity. Further, respect, integrity, diversity and community are at the heart of our enterprise. Included in these values is a belief in embracing diverse perspectives, beliefs and cultures. The School does not discriminate on the basis of race, color, creed, religion, national origin, gender, sexual orientation, age, marital status, disability, disabled veteran or Vietnam era veteran status. When requested, the University will provide reasonable accommodation to otherwise qualified students with disabilities.

### **School of Pharmacy Diversity, Equity, and Inclusion Council (DEIC)**

Learn more about the Council [here](#).

### **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 by:

- 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

- State of Washington Gender Equity in Higher Education Act of 1989
- Sections 503 and 504 of the Rehabilitation Act of 1973
- Americans with Disabilities Act of 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 federal and state statutes 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.

### **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).

### **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 this course using the [Religious Accommodations Request form](#).

## EXPERIENTIAL EDUCATION POLICIES

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### INTERN REGISTRATION

Registration with the Washington State Pharmacy Quality Assurance Commission (formerly Washington State Board of Pharmacy) 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 Washington State Pharmacy Quality Assurance Commission (PQAC). Students are eligible to work as an intern on the first day of coursework, so entering students are encouraged to apply for their intern registrations prior to the start of Autumn Quarter of their first professional year. All students must register with the PQAC as an intern no later than the end of Autumn Quarter of their first professional year.

Information about internship registration can be obtained at the [PQAC Pharmacy Intern web site](#).

Here is the [main PQAC website](#).

Here is the link to the [PQAC Pharmacy Laws page](#).

**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. A student who is not currently enrolled and attending classes in the PharmD Program for any reason (e.g., approved leave, dismissed due to low scholarship, etc.) is not eligible to work as a pharmacy intern. The student and School (per the signed student release) will notify the Washington State Pharmacy Quality Assurance Commission and any other State Board that has granted the student a Pharmacy Intern registration that they are no longer an enrolled student. Failure to notify the Pharmacy Commission and continuing to work as an intern may result in disciplinary action by the Washington State Pharmacy Quality Assurance Commission.

The Experiential Education office 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.

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#### 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 professional year. This training in confidentiality of patient information will be facilitated by the Office of Professional Pharmacy Education through the Health Sciences HIPAA Compliance Office. Students will receive more information and a link to the training website during the Early Start portion of PHARM 500. 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.

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#### REQUIRED IMMUNIZATIONS AND SCREENINGS FOR INFECTIOUS DISEASES

Both IPPE and APPE sites require all students to be current with immunizations and screenings for infectious diseases required by the [Centers for Disease Control and Prevention](#). Students must be in compliance with [Health Sciences Immunization Program \(HSIP\)](#) 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](#), as well as in Section G of this Handbook. Questions about HSIP should be directed to [myshots@uw.edu](mailto:myshots@uw.edu)



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## DRUG SCREENING POLICY

A significant number of clinical sites where students complete 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.

The drug screening process is managed by the Office of Professional Pharmacy Education through an outside vendor. The process involves a 10-panel urinalysis, assessing the presence of the following substances:

1. Amphetamines (including methamphetamine)
2. Benzodiazepines
3. Cannabinoids\*
4. Cocaine
5. Fentanyl
6. Heroin
7. Methadone
8. Oxycodone
9. Other opiates/opioids
10. Tramadol

*\*NOTE: DUE TO FEDERAL REGULATIONS, A POSITIVE DRUG SCREEN FOR CANNABINOIDS IS NOT MITIGATED BY WASHINGTON STATE LAW OR MEDICAL MARIJUANA AUTHORIZATION.*

Students will be provided 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.

Upon placing the order for a 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](mailto:pharmd-onboarding@uw.edu) immediately. Students who fail to complete a screening during the 14-day 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 Academic & Professional Progress 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 the [Office of Professional Pharmacy Education](#).

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#### 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 licenses, BLS/CPR card, etc. All of these requirements are uploaded and reviewed on CastleBranch.

Similarly, HSIP will place their own holds for immunization-related requirements via CastleBranch. 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.

Please contact [pharm-onboarding@uw.edu](mailto:pharm-onboarding@uw.edu) for any questions or concerns regarding registration hold.

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#### GUIDELINES FOR PRACTICE EXPERIENCES

Please refer to the most recent copy of any Experiential Education course syllabus for the most current information on policies and procedures. Current syllabi can be found on the [Experiential Education Course Listings](#) page. Students will be required to sign that they agree to follow the guidelines for each IPPE experience and the APPE year.

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#### FIRST AID/CPR CERTIFICATION

Students are required to have current certification in first aid and adult and child CPR throughout their experiential education coursework. 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. The Office of Professional Pharmacy Education contracts with Cascade Healthcare Services to provide training in the first and third professional years 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](#) and through [Cascade Healthcare Services](#).

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## COST OF TREATMENT AND INSURANCE COVERAGE

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 member or faculty director immediately to obtain guidance on how to proceed.

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## 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 School 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 on the OPPE website throughout the program.

## 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](#). 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 master. Such a change requires agreement by all students in the course, as well as the course master, and must be approved by the Dean. Review the [UW Final Examination Guidelines](#) for further information.

### **UW Grading Procedures**

Except in case of error, no instructor may change a grade that they have turned in 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 instructor. If not satisfied, additional steps can be taken, including the Department Chair and/or Dean, and must be acted upon within no more than

ten days after the initial meeting with the instructor. Please review the [UW Grade Appeal Procedure](#) for details on how to appeal a grade.

### **Grade Reports**

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

## GRADING POLICIES AND PROCEDURES

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### MINIMUM PASSING GRADES

All students in the purple curriculum must earn a minimum passing grade of **1.7** in each core course (or Credit for Credit/No Credit courses) in order for the course credits to apply toward progression and PharmD degree requirements. 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 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.

An explanation of the University of Washington grading systems and procedures can be found on the Office of the Registrar's [UW Grading System page](#). Note that there are several distinctions between the UW Grading System, which are outlined on this page.

### **Numeric vs S/NS Grading**

All required 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.

### **Incomplete Grades**

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 and has furnished proof satisfactory to the instructor that the work cannot be completed because of illness or other circumstances beyond the student's control. To obtain credit for the course, a student must successfully complete the work and the instructor must submit a grade. In no case may an Incomplete be converted into a passing grade after a lapse of two years or more. An incomplete received by the student does not automatically convert to a grade of 0.0 or No Credit, but the "I" will remain as a permanent part of the student's record.

### **X and N Notations**

**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.

### **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. A student may retake a course only once. 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 cumulative Professional GPA (PGPA). Credits for repeated courses will be counted toward the degree only once.

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## ACADEMIC PROGRESSION

See 7.0 Early Detection, Academic Support, Progress, and Remediation in the [Student Progress and Early Intervention Policy and Procedures](#) section of the handbook.

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## MINIMUM CUMULATIVE GPA REQUIREMENTS (UW AND PGPA)

### **Minimum UW GPA – University Cumulative 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 University Cumulative GPA of 2.00 or above.**

### **Minimum PGPA – School of Pharmacy Cumulative Professional GPA (PGPA)**

For students in the School of Pharmacy, 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 Professional GPA of 2.00 or above.** Professional electives are not considered in calculating the PGPA. A continuous record of a student's cumulative PGPA is kept in the Office of Professional Pharmacy Education. Students may check their PGPA with an advisor.

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## ACADEMIC AND ACPE COMPLAINT PROCEDURES

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### 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 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.

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## UW SCHOOL OF PHARMACY GRADE APPEAL PROCESS

The School of Pharmacy follows the University of Washington's Scholastic Regulations, Student Governance and Policies.

### **How to Appeal a Grade Error**

We would encourage you to approach the instructor by asking for feedback on your assignments – until you get the actual feedback on the assignments, it's hard to know whether you believe the grading was fair. It's generally best to approach these situations with an attitude of curiosity and questioning – you're likely to get a more collaborative response. If there is an error in computing your grade, it can almost always be resolved with the instructor directly.

As long as the feedback and points given line up with what the instructor has laid out in their syllabus, it is unlikely to be overturned except in the case of a miscalculation of points or unless the student can prove the instructor was acting arbitrarily.

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 10 class days after her/his discussion with the instructor, a written appeal to the Chair of the department with 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 pre-determined from among the Department's faculty.
3. Within 10 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 his or her faculty, shall appoint an appropriate member, or members, of the faculty of that department 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 Assessment, 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 Assessment.

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#### 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 above for 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 10 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 Assessment and Accreditation or the UW Ombudsman 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**

School of Pharmacy Academic Grievance Committee: The Dean shall appoint an administrator or other senior faculty member to serve as Chairperson, 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 classes other than that of the complainant.

A formal grievance will be referred to the Chairperson 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 preemptory 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 upon 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 Chairperson of the Academic Grievance Committee shall distribute a copy of the complaint to each faculty or academic staff person directly involved. The Chairperson 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 Chairperson schedules the hearing for a later specified date. The Chairperson 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 his 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, 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

### **Other Resources**

The following University resources are also available.

- [Bias and Misconduct Resources](#) (School of Pharmacy)
- [Office of the Title IX Coordinator](#) (UW)a
- [Office of the Ombud](#): (206) 543-6028
- [Office of the Vice President for Student Life](#): (206) 543-4972
- [University Complaint Investigation and Resolution Office \(UCIRO\)](#): (206) 616-2028

## HEALTH INSURANCE AND 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.

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## HEALTH SCIENCES IMMUNIZATION PROGRAM (HSIP) AND ANNUAL HEALTH FEE

**Required Immunizations for Health Sciences Students:** 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.

All Health Sciences students must pay the annual Health 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 Castle Branch 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 and tuberculosis testing. Students should submit updated records related to immunization and testing requirements via their Castle Branch account. Failure to maintain compliance with HSIP requirements will result in a hold being placed by HSIP on a student's registration, denying access to courses. 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.

For questions regarding immunizations and HSIP requirements, email [myshots@uw.edu](mailto:myshots@uw.edu) or call HSIP staff at 206-616-9074.

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## HEALTH INSURANCE POLICY

**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.

**Federal Law:** Under the Affordable Care Act, most Americans are required to have minimum essential health insurance coverage. For more information about the Affordable Care Act, and for a link to the Insurance Marketplace, visit the [U.S. Department of Health & Human Services Health Care page](#).

## LEAVE POLICIES

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 with regard to Withdrawal, Quarter-Off, On-Leave, and Returning Student Reenrollment.

This section of the Handbook contains information on both UW policies and the School of Pharmacy policies. Students in need of assistance with regard to any of these policies should contact their advisor.

**Important:** Review the UW [tuition forfeiture policy](#) when considering dropping courses or withdrawing — you may not get all your tuition back.

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#### WITHDRAWING FROM ONE OR MULTIPLE (BUT NOT ALL) COURSES

Students who wish to withdraw from only one course must notify the course instructor and withdraw from the course via MyUW. In the case of withdrawal from a core course or withdrawal from more than one course, a student must first talk with an advisor.

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:

1. **Before the 14th Calendar Day**

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.

2. **[Current Quarter Drop](#)**

Students may drop courses from week three through the last day of instruction during the current quarter through the Current Quarter Drop process. An annotation of RD (Registrar Drop) will appear on the student academic record.

3. **[Former Quarter Drop](#)**

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. Approved drops will be entered on the transcript with an annotation of RD (Registrar Drop).

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#### GOING ON LEAVE (NOT TAKING ANY COURSES)

Students who wish to take no courses during a quarter must first write a letter of intent to take a leave of absence before the quarterly deadline (see below). The letter should be addressed to the School of Pharmacy Academic and Professional Progress Committee and should provide information regarding

circumstances contributing to the request for leave, the length of leave, and any other pertinent information. Upon review of the letter by the Progress Committee, and with the approval of the Dean, a student may be granted academic leave for up to one year. The decision will be communicated to the student in writing. Students who either do not contact the School to 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.

Leave Start	Leave Request Deadline
Autumn Quarter	August 1
Winter Quarter	November 1
Spring Quarter	February 1

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

- Students should be aware that the length of their academic PharmD program will likely be prolonged due to withdrawal from coursework, quarter-off or leave as a result of illness or personal circumstances. Students should consult with their academic advisor to develop an Academic Progress Plan.
- Students who have been granted leave will need to officially withdraw from the quarter using MyUW.
- Students receiving financial aid from UW must contact the [UW Office of Student Financial Aid \(OSFA\)](#) to discuss academic leave and make arrangements regarding repayment of financial aid, if necessary. See the Financial Aid section of the Handbook for further information regarding financial aid.
- 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, if necessary. See the Financial Aid section of the Handbook for further information regarding financial aid.
- The Washington Pharmacy Quality Assurance Commission (PQAC) requires that a student make satisfactory progress towards degree requirements (completing coursework) to retain his or her intern registration. A student on academic leave is not completing coursework and is therefore not eligible to continue work as an intern during the period of leave. The student and School (per the signed student release) will notify the Washington Pharmacy Quality Assurance Commission and any other State Board that has granted the student a Pharmacy Intern certificate that they are no longer an enrolled student. Failure to notify the WPQAC and

continuing to work as an intern may result in disciplinary action by the Washington Pharmacy Quality Assurance Commission.

- Students are advised to inform their instructors that they have withdrawn from classes. A student who is unable to inform instructors personally may give verbal or written consent to their academic advisor, to inform instructors of the withdrawal.

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## RETURNING STUDENT POLICY

Returning students are subject to both UW and School of Pharmacy reenrollment policies. A student who has not attended classes for two quarters or more 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). Please refer to the Registrar's Office links in the next section for UW Policies. 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 Academic and Professional Progress Committee and the Dean of the School of Pharmacy. If approved for readmission to the PharmD program, any financial or other types of holds must be removed, prior to admission being granted. A student should contact the UW Registrar's Office or check MyUW for more information regarding clearing the holds.

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 Academic and Professional Progress Committee and the Dean of the School of Pharmacy.

PharmD students who are planning to return to the School of Pharmacy, following an approved leave of absence, must submit a letter accompanied by an academic progression plan requesting reinstatement to the School of Pharmacy Academic and Professional Progress Committee. Upon a positive review of the proposed academic progression plan and request, the Academic and Professional Progress Committee, with approval of the Dean, will notify the student of their reinstatement in the PharmD Program. Returning students should consult with their academic advisor for assistance in developing an academic progression plan. The student must also notify Experiential Education to verify compliance requirements are current and onboarding plans are in place.

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## REINSTATEMENT AFTER LOW SCHOLARSHIP

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 addressing a letter to the Academic and Professional Progress Committee, in care of the Director of Advising and Student Success in the Office of Professional Pharmacy Education. The letter requesting review and reinstatement should describe what the student believes to be the cause of their academic difficulties and a plan to make satisfactory progress in the PharmD Program.

If reinstatement is not granted by the Academic and Professional Progress Committee, students can request a final review by the Dean of the School of Pharmacy. The Dean may confer with the Academic and Professional Progress Committee before rendering a final decision.

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 Program.
- The student will be removed from probation if at the end of the first quarter of reinstatement, the cumulative University GPA and/or School of Pharmacy cumulative PGPA is raised to 2.0 or higher.

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 included in the handbook.

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#### 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, hardship withdrawal, and more. Here are a few 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)

**Current Quarter Drop:** Students may drop courses from week three through the last day of instruction during the current quarter through the Current Quarter Drop process. An annotation of RD (Registrar Drop) will appear on the student academic record.

**Former Quarter Drop:** 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. Approved drops will be entered on the transcript with an annotation of RD (Registrar Drop).

## LOW SCHOLARSHIP

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### ACADEMIC PROBATION AND DISMISSAL FOR 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 University GPA and/or School of Pharmacy cumulative PGPA falls below 2.0.

- **First-quarter exception:** A PharmD student whose cumulative University 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 University 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 University GPA. If the student does not meet one of these requirements in the following quarter, the student must maintain a quarterly University GPA of 2.5 for each succeeding quarter while on probation. If the student does not maintain a University 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 University GPA and low cumulative PGPA, then a student must satisfy the conditions for both GPAs (described above).

Students who have been dismissed from the PharmD program and are granted reinstatement will reenter 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 program.

- The student will be removed from probation if at the end of the first quarter of reinstatement, the cumulative University GPA and/or School of Pharmacy cumulative PGPA is raised to 2.0 or higher.

A flowchart regarding the application of this policy can be found in the [SOP Progress Algorithm](#).

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## ACADEMIC ASSISTANCE FOR STUDENTS

Students experiencing academic difficulty in any course are encouraged to seek early assistance from the course instructor, their advisor, the Director of Advising and Student Success, other Student Affairs staff, and/or Rho Chi tutors.

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## 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. A student may retake a course only once. 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 cumulative Professional GPA (PGPA). Credits for repeated courses will be counted toward the degree only once.

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## POLICY AND PROCEDURES ON STUDENT CONDUCT

### 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.

### Reporting Misconduct

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.



### **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

### **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

### **Academic Misconduct**

Academic misconduct includes:

- “Cheating” which includes, but is not limited to:



1. The use of unauthorized assistance in taking quizzes, tests, or examinations, or completing assignments;
  2. The acquisition, use, or distribution of unpublished materials created by another student without the express permission of the original author(s);
  3. Using online sources, such as solution manuals, without the permission of the instructor to complete assignments, exams, tests, or quizzes; or
  4. 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:
    1. The use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment; or
    2. 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.

### Conduct Procedures

1. Discovering evidence of misconduct
  - Instructor discusses alleged misconduct with student(s) who are involved
  - Instructor contacts the School of Pharmacy Conduct Officers
  - Instructor leaves “X” Missing Grade Annotation if grades become due before Conduct Proceedings are resolved
2. Conduct Proceedings
  - Conduct Officers 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](mailto: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.

### **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.

## 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, involves demonstrating excellence, equity, respect, integrity, diversity, and community. It 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.

You will find the UWSOP Community Standards for Professional Accountability on our website [here](#).

## POLICY ON SUBSTANCE ABUSE

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 Handbook, Vol. 3, Student Conduct Code and other Regulations, Paragraph III, Chapter 1, Sections 1-12) will be followed to determine if such violations have occurred.

Alcoholism and drug abuse 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 [Hall Health Center](#) and the [Counseling Center](#).

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

## SCHOOL OF PHARMACY CLASSROOM POLICY

The following policy, which has been endorsed by the School's Executive Committee, should be shared with students early in the quarter so that the faculty member's expectations are clear to the class from the outset. Similar considerations apply to both classroom and laboratory sessions.

### **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 or pager.
- If you are using a computer to take notes during class be sensitive to how distracting it might be to the students around you.

- Talking during class is a distraction.

**Punctuality:**

- Be on time for the beginning of class.
- Coming into the room once the class begins is a distraction.

**Audio Recording:**

- Ask the Coursemaster in advance before making an audio recording of any speaker or presentation.
- It is at the total discretion of the Coursemaster if a class can be recorded in any format.

**Video Recording:**

- Ask the Coursemaster at least a week in advance for a session to be recorded.
- It is at the total discretion of the Coursemaster if a class can be recorded in any format.

**Grading:**

- The faculty member should clearly outline how grading will be done in the class or refer the student to the section in the syllabus or website that outlines the procedure.

**Attendance:**

- The faculty member should clearly outline to the students his/her expectations about attendance.

**STUDENT PROGRESS AND EARLY INTERVENTION POLICY AND PROCEDURES**

Last revised by the UW SOP Faculty February 2022

*THE PROGRESS COMMITTEE RESERVES THE RIGHT TO REVIEW AND REVISE THESE POLICIES AND PROCEDURES EVERY QUARTER, ESPECIALLY AS STUDENTS AND FACULTY GAIN ADDITIONAL EXPERIENCE WITH THE PURPLE CURRICULUM.*

**Background**

This policy and procedures statement on student progress has been developed, in part, to respond to the 2016 ACPE Accreditation Standards 17. The specific accreditation standard is as follows:

*ACPE ACCREDITATION STANDARD 17: PROGRESSION*

The college or school develops, implements, and assesses its policies and procedures related to student progression through the PharmD program. Key elements:

17.1. Progression policies – The college or school creates, makes available to students and prospective students, and abides by criteria, policies, and procedures related to: academic progression, remediation, missed course work or credit, academic probation, academic dismissal, dismissal for reasons of misconduct, readmission, leaves of absence, rights to due process, and appeal mechanisms (including grade appeals).

17.2. Early intervention – The college or school’s system of monitoring student performance provides for early detection of academic and behavioral issues. The college or school develops and implements appropriate interventions that have the potential for successful resolution of the identified issues.

For the purpose of this policy, “instructors of record” will be referred to as “course masters.”

## **2.0 School of Pharmacy Academic and Professional Progress Committee**

### **2.1 Background**

Applicants to the PharmD program are carefully selected by the Admissions Committee for their demonstrated potential to successfully complete the four-year program. There is a basic assumption that every individual admitted to the School can and should make satisfactory progress toward graduation. The Academic and Professional Progress Committee (Progress Committee) and individual students have a shared responsibility to meet academic and professional standards, and decisions of the Progress Committee regarding progression are made on an individual but consistent basis.

### **2.2 Mission**

The Progress Committee works to ensure that student pharmacists maintain the academic and professional standards necessary for successful progress in the PharmD program.

### **2.3 Committee Charge**

The Progress Committee will review academic progress, monitor and uphold standards for academic progress (including early intervention) and professional conduct, advise faculty and facilitate remediation where appropriate, and recommend to the Dean regarding student probation and dismissal, approval of a leave of absence or an expanded curricular program, and other *ad hoc* duties as assigned by the Dean. The Progress Committee will report PharmD program performance metrics to the Assessment Committee and other School faculty.

### **2.4 Academic and Professional Progress Committee Membership**

Faculty and staff are appointed to the Progress Committee in accordance with the School’s Bylaws. The Progress Committee will include the Director of Advising and Student Success as a non-voting appointee. All Committee proceedings are strictly confidential.

## **3.0 Academic Withdrawal**

Student pharmacists may withdraw from the PharmD program at any time. The request must be communicated in writing to the Vice Dean for Professional Pharmacy Education, who will communicate

the request to the Progress Committee. It is the student's responsibility to withdraw from all courses in which they are currently enrolled.

#### **4.0 Course Withdrawal and Leave of Absence**

Students who wish to withdraw from only one course must notify the course masters and then follow UW policy for course withdrawal. We strongly encourage students considering course withdrawal and/or a leave of absence to consult with their academic advisor.

See: <https://registrar.washington.edu/registration/changes/>

Student pharmacists in good academic standing may, for valid reasons, request a leave of absence from the program. This written application to the Progress Committee must include the reason for and the length of the leave requested. Upon review of circumstances and recommendation of the Progress Committee, with the approval of the Dean, 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 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.

#### **4.1 Reenrollment**

Students returning from leave of absences are subject to both UW and School of Pharmacy reenrollment policies. A student who has not attended classes for two quarters or more must reapply as a former student returning to the UW. A student on approved leave, who has not attended classes for two quarters or more, must have their enrollment approved by the Progress 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 re-admission being granted. A student who has been on leave for only one quarter does not need to reapply; however, return to the PharmD Program must be approved by the Progress Committee and the Dean of the School of Pharmacy. Returning students must submit a letter accompanied by an academic progression plan requesting reinstatement to the Committee.

#### **4.2 Internship Eligibility During Academic Leave**

The Washington Pharmacy Quality Assurance Commission (WPQAC) requires that a student make satisfactory progress towards degree requirements in order to retain their intern registration. A student on academic leave is not completing coursework and is therefore not eligible to continue work as an intern during the period of leave. The School will notify the WPQAC that the student is no longer making satisfactory progress during the time of the leave.

#### **5.0 Progression in the Doctor of Pharmacy Degree Program**

Progression of student pharmacists 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 Professional GPA as well as standards of professional conduct as outlined in the School's Admission, Retention and Graduation Standards.

Students are generally expected to complete all PharmD curriculum requirements within 4 to 5 years. If a student remains enrolled more than 7 years after their first quarter of matriculation, the Progress Committee will review any coursework older than 7 years and the student may be asked to repeat that coursework.

### **5.1 Minimum Cumulative GPA Requirements**

#### *Minimum University Cumulative GPA*

The overall cumulative UW GPA is calculated on the basis of numeric grades in  $\geq$  300-level courses taken at UW while enrolled in the PharmD Program. PharmD students are required to maintain a University Cumulative GPA of 2.0 or above.

#### *Minimum Cumulative Professional GPA (PGPA)*

The overall cumulative PGPA is calculated on the basis of all numerically graded, core (required) courses in the PharmD program. Electives are not considered in calculating the PGPA. PharmD students are required to maintain a PGPA of 2.0 or above.

### **5.2 Low Scholarship**

The School's Low Scholarship Policy can be found

at: <https://sop.washington.edu/pharmd/handbook/academic-professional-policies-procedures/low-scholarship/>

### **5.3 Grade Appeal Process**

The School of Pharmacy follows the University of Washington's Scholastic Regulations, Student Governance and Policies. A student who believes that a course master 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:

The student should first discuss the matter with the course master before the end of the following academic quarter.

A student who is not satisfied with the course master's response may submit, no later than 10 class days after her/his discussion with the course master, a written appeal to the Chair of the Department with a copy of the appeal to the course master. 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 pre-determined from among the Department's faculty.

Within 10 calendar days of receipt of the appeal, the Chair will consult with the course master to determine whether the evaluation of the student's performance was fair and reasonable or whether the course master's conduct in assigning the grade was arbitrary or capricious.

If the Chair determines that the course master'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.

If the Chair believes the course master's conduct in assigning the grade was arbitrary or capricious, the Chair will request that the course master revise the grade.

If the course master declines to revise the grade, the Chair, with the approval of the voting members of his or her faculty, shall appoint an appropriate member, or members, of the faculty of that department 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.

The Dean will refer the matter to the Chair of the Progress Committee, who will review the Department Chair's decision to ensure that the appeal process was followed correctly.

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 Chair of the Progress Committee.

### **6.0 Missed Course Work or Credit**

Student pharmacists are responsible for notifying course masters of any course where assigned work might be missed. It is the discretion of the course master to allow missed work.

### **7.0 Early Detection, Academic Support, Progress, and Remediation**

Students and faculty are best served by recognizing potential or actual student performance challenges as early as possible to identify the most appropriate intervention to support learning. It is the intention of the School to provide meaningful (timely and targeted) remediation of learning within courses where possible. Remediation is not a right, but a privilege that a student may earn by good faith attention to the requirements of the course. Every School of Pharmacy-based core course will have a remediation policy that is available to students.

#### **7.1 Early detection and intervention to support academic progress**

When a course master first identifies academic performance issues (e.g., a failed exam or major assignment), they should immediately be brought to the attention of the student and the School's Director of Advising and Student Success. The Director reaches out to all faculty midway through each quarter reminding faculty to notify them about students who are struggling academically and/or personally. Any applicable plan for remediation, as outlined for the specific course, will be confirmed.

The course master will work with the student to devise a remediation plan to address the student's specific deficiencies within the same quarter. The format of the remediation plan and the acceptable level of performance will be determined by the course master. This remediation plan must be accepted in writing by the course master and the student, and completed within the quarter. After the remediation, if the student's performance is deemed satisfactory by the course master, the student will receive a numerical grade or Credit (for courses graded Credit/No Credit).

## **7.2 Post-Quarter Remediation**

Courses may or may not permit post-quarter remediation; refer to individual course syllabus.

**For courses that do NOT permit post-quarter remediation:** If a student has satisfactorily completed a course at the end of the quarter, the instructor will assign a numerical grade or Credit. If a student has **not** satisfactorily completed a course at the end of the quarter, the instructor will assign a grade of zero (for numerically graded courses) or No Credit (for Credit/No Credit courses). In this situation, the student will receive an Academic Warning from the Progress Committee and must successfully complete the course the next time it is offered. If the student does not pass the course a second time, they will be dismissed from the program, after which they can appeal the decision.

**For courses that permit post-quarter remediation:** If within-quarter remediation was unsuccessful, the course master may choose to record an "X" temporarily in the student's transcript for the core course and develop a post-quarter remediation plan that addresses the course deficiencies. Any remediation plan must be accepted in writing by the course master and the student, and completed **by the last day of instruction of the following academic quarter** using performance criteria defined by the course master (see *Remediation Extension* below for information about requesting an extension). In addition, the course master must notify the Director of Advising and Student Success about the remediation so the Director can develop a student-specific academic progress plan.

If the student meets the criteria defined in the remediation plan, the "X" Missing Grade Annotation will be converted to the minimum passing grade for the course. If the remediation performance does not meet expectations, or the student does not complete the remediation by the last day instruction of the following academic quarter, a grade of zero will be recorded. Either result will be communicated to the Progress Committee. The Director of Advising and Student Success will continue to work with the student to address academic progress, as outlined in the student-specific academic progress plan.

## **7.3 Remediation Extension**

Students completing post-quarter remediation may request an extension by first seeking approval from the course master, and then submitting a written request to the Progress Committee and receiving written approval. The request should include 1) the reasons for the extension, 2) verification of the course master's approval for the extension, and 3) a new proposed deadline for completion.

## **7.4 Remediating multiple courses at once**

Pursuing post-quarter remediation in multiple courses is not recommended. Students qualifying for

post-quarter remediation in multiple core courses must be reported to the Progress Committee and are required to work with the Director of Advising to devise an appropriate academic progression plan. The Progress Committee must approve the academic plan for all students who are pursuing post quarter remediation in multiple core courses. Typically, remediating more than two courses at the same time is not permitted.

### **8.0 Course failure, course retake, and progression**

Students who receive a failing grade in a core course will receive an Academic Warning from the Progress Committee notifying them that they must retake and successfully complete the course the next time it is offered. Failing a core course may result in delayed progress and graduation if the failed course is a prerequisite for another core course; this may also result in extra tuition costs. If students retaking a core course (due to previous course failure) have not satisfactorily completed the course at the end of the quarter, they are not eligible for post-quarter remediation and will receive a failing grade. Students who have failed the same core course twice will be dismissed from the program, after which the student may appeal the decision to the Dean. The Dean's decision is final.

Note that "course failures" refer to courses for which students receive a grade of 0.0 or No Credit, and not to courses for which students have X ("no grade"), I ("Incomplete), or Registrar Drop (RD). While X, I, or RD are not considered course failures, they are not considered a passing grade for a course and as such may affect a student's ability to progress to subsequent coursework.

### **8.1 Multiple core course failures**

Any student in the PharmD Program who has failed two core courses (including failed courses that they ultimately retook and passed) will be placed on academic probation. Failing two core courses is likely to result in delayed progress and graduation due to course prerequisites. The Progress Committee will consider each individual student's situation and work with the Director of Advising and Student Success to outline an appropriate academic plan for progression in the program. Any student who has failed three core courses (including failed courses that they retook and passed) will be dismissed from the program. If a student fails the same core course twice, they will be dismissed from the program. After being dismissed, the student may appeal the decision directly to the Dean. The Dean's decision is final.

### **8.2 Progression into APPEs**

Students must successfully complete all didactic courses *before* progressing to their Advanced Pharmacy Practice Experiences (APPEs). This includes the completion of the required 26 credits of elective coursework, unless as part of an academic plan approved by the UWSOP. All remediations and incompletes must be resolved before students start their APPEs.

### **8.3 Time limit for core coursework**

The Progress Committee will review the academic plan for any student who extends their academic plan and progression in the program. The committee reserves the right to require a student to repeat a course older than 7 years if the material learned in it is deemed to be significantly out of date with current practice. In this case, a student may be required to retake the course.

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

## 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.