



External Doctor of Pharmacy Program

Offered jointly by the University of Washington and Washington State University

Stanley S. Weber, Pharm.D., FASHP, BCPP, Director

(206) 616-8762 • weberst@u.washington.edu or webers@mail.wsu.edu

Frequently Asked Questions

December 1, 2005

The Program—Content and Process:

Why do we offer the external doctor of pharmacy degree program?.....	2
Why is this a joint University of Washington–Washington State University program?	2
What is the curriculum?	2
What are the fees?	3
What are the admission requirements?	3
Can I still enroll if I do not live in Washington? If so, are the fees different for out-of-state students?	3
Are Canadian pharmacists eligible to apply?	3
How can I receive an application packet?.....	3
What is the admission and registration process?.....	3
Admission, application and program schedule.....	3
Important dates for admission	3
What if I have more questions?	4
Can I earn this degree while I continue to work?.....	4
How long will it take to earn my degree?	4
When will the program end?.....	4
How long do I have to complete the required modules?.....	4
What is the timeframe for completing courses and requests for extensions?.....	4
Do I get a reduction in tuition since I am a preceptor for the college?.....	5
Will I receive CE credit for participating in the program?	5

Communications—Email, Internet, Library, and Textbooks:

Do I need email or the internet?	5
What type of library resources will be available to me?.....	5
What text books are required?	5

The Pharmacotherapy Modules & Weekend Workshops:

When and how do I enroll in the weekend workshops?.....	6
What happens if I fail the module examination?	6
When will clinical workshops be offered?.....	6
What will happen at the weekend workshop?	6

Prerequisites and Prior Learning:

Are the <i>Phase I</i> courses prerequisites to the pharmacotherapeutic modules?	6
What courses are approved to meet the requirements of the distance learning courses?	7
Does successful completion of PSAP II Module 5 meet the requirements for the research course?.....	7
Can I skip the pharmacotherapeutics modules if I have passed the BCPS exam?	7
Do I receive a discount in the cost of the modules if I have passed the BCPS exam?	7
What are the criteria that will be used to allow a student to have pharmacotherapy modules waived?.....	7
Can the weekend workshops be waived as well?.....	7
How do I receive credit for my life learning?.....	7
Can I update my portfolio?	7
Can my portfolio be re-evaluated as my professional growth continues?.....	7
Do I need to submit the portfolio to begin the program?.....	7

Clerkships:

Can I do the clerkships in my current practice site?.....	8
When can I begin the clerkships?.....	8
Can I be paid or reimbursed in other ways while completing a clerkship?	8

Miscellaneous Questions:

Why are the examinations proctored?.....	8
--	---

The Program—Content and Process

Why do we offer the external doctor of pharmacy degree program?

The pharmacy profession is embracing the concept of pharmaceutical care as an appropriate response to the changing needs of society for improved pharmaceutical services. This critical societal need has arisen from changes in national health priorities, drug use patterns, and the recognition of the value of clinical pharmacy services and the risks of therapeutic drug use.

National pharmacy organizations have reached a consensus on the need for a change in pharmacy education. They have endorsed the Doctor of Pharmacy as the sole degree to enter the practice of pharmacy, and it is the only degree accredited by the *American Council on Pharmaceutical Education*—the national pharmacy accrediting agency. The College of Pharmacy at Washington State University and the School of Pharmacy at the University of Washington began offering the Pharm.D. as the sole professional degree in autumn 1995.

The External Pharm.D. was developed by the two universities to help licensed pharmacists keep pace with changes in the field, update their skills, gain a greater variety of hands-on clinical experience, compete for better career positions, and enhance and expand their practice to meet consumer needs.

Professional competencies acquired by graduates of the External Pharm.D. Program are equivalent to those demonstrated by Pharm.D. graduates in the traditional entry-level programs on the University of Washington (UW) and Washington State University (WSU) campuses. The External Pharm.D. is under the academic direction of the UW and WSU. Permanent pharmacy faculty members from both institutions serve as instructors.

Why is this a joint University of Washington–Washington State University program?

The universities wanted to bring the state pharmacy educational resources together to design and implement the External Pharm.D. Program. Access by pharmacists throughout the state was also an important consideration. At this time students can only enroll in the program through the University of Washington.

What is the curriculum?

All students are required to complete all phases of the curriculum to earn the Doctor of Pharmacy degree. The method and time needed for completing these requirements will vary depending on prior education, knowledge and experience gained through practice. Based on an assessment of knowledge and prior education, students may receive credit or a waiver for previously completed course work or be required to demonstrate competence to fulfill the requirements of certain segments of the program. The curriculum is divided into the following three phases:

Phase I: Basic Knowledge

This phase requires the completion of the following three courses:

- Pharm 479, *Quantitative Methods 2* (UW) or PharP 531, *Clinical Research Methods* (WSU);
- Pharm 493, *Medical Literature Evaluation* (UW) or PharP 558, *Drug Information Retrieval and Evaluation* (WSU);
- Pharm 494, *Introduction to Pharmacokinetics* (UW) or PharP 557, *Clinical Pharmacokinetics* (WSU).

Students may fulfill these requirements through a variety of methods, including independent study courses and enrollment in approved scheduled classes offered by the UW and WSU. Students admitted after Autumn 2003 program will take courses only through the University of Washington.

Phase II: Advanced Therapeutics

Advanced therapeutics is covered in nine modules. Each module consists of a self-study component that is designed to assist students in improving their knowledge and skills in pharmacotherapy and a one or two-day workshop that emphasizes the integration and utilization of their knowledge of drug therapy in professional practice. For each of the modules, students are given a list of recommended resources, including self-assessment materials. Students must demonstrate mastery of the knowledge component before attending the workshop. The workshops are held on weekends at locations throughout the state. The nine modules will cover the following topics:

- Cardiovascular diseases
- Hematologic diseases and cancer
- Neuropsychiatric disorders
- Endocrine diseases
- Infectious diseases
- Pulmonary diseases
- Gastrointestinal diseases
- Musculoskeletal disorders and pain
- Renal diseases

Phase III: Clerkships

Graduates of the traditional Pharm.D. entry-level programs at UW and WSU complete eight months of full-time clinical clerkship experience. The External Pharm.D. program must be equivalent to the campus-based programs; consequently there are eight required clerkships, each of which is four weeks in length. Most students will have completed one or more months of clerkships as a requirement of their bachelors' degrees. Also, based on profes-

sional experience and learning, students may have the requirement for one or more clerkships waived. All students must complete a minimum of three clerkships at university-supervised or approved clerkship sites while enrolled in the program. It is possible to complete clerkships part-time. Students maximize their knowledge, sharpen their skills, and improve their practice environment through these clerkships.

What are the fees?

We estimate that tuition for the entire program will cost students \$13,600 or less. We have developed a process designed to capture and reward prior learning. Students who have completed this “portfolio” review have saved over 32% of their possible tuition by defining their life learning experiences. Tuition tends to increase a few percentage points annually. Quarterly registration fees and per course-credit fees are in addition to tuition.

What are the admission requirements?

Pharmacists admitted to the program must be graduates of an accredited North American college of pharmacy and licensed to practice pharmacy. Admission preference will be given to pharmacists practicing in Washington, preceptors of UW or WSU pharmacy students, and graduates of either the University of Washington or Washington State University. *Graduates of other schools are eligible and welcome!*

Can I still enroll if I do not live in Washington? If so, are the fees different for out-of-state students?

Out-of-state students are encouraged to apply to the program. Students will be able to fulfill many of the program requirements in or near where they live, but they *must attend the weekend workshops*. These will be held in Washington. Currently *out-of-state tuition is not charged, however it may be charged in the future*.

Are Canadian pharmacists eligible to apply?

Canadian students are eligible to participate in this and other U.S. programs that require commuting to the U.S. for part-time coursework. Canadian pharmacists who wish to apply should visit the program website (<http://depts.washington.edu/expharmd>) for updates to administrative support services for international students.

How can I receive an application packet?

To receive an application packet when it becomes available, call (800) 543–2320, (206) 543–2320 or (206) 543–0898 (TDD). It can be downloaded from our website at: <http://depts.washington.edu/expharmd/Application/ApplicationPage.html>.

What is the admission and registration process?

1. Applicants complete the application and submit it to the UW with a non-refundable \$45 application fee.
2. Based on their qualifications, applicants will be either admitted or denied admission.
3. Students then enroll in specific courses and pharmacotherapeutic modules.
4. Before beginning the clerkships students complete a portfolio which details their prior education, experience, certification, etc., and pay a \$440 portfolio evaluation fee.
5. Student portfolios are evaluated by UW and WSU faculty, and a clerkship plan is established for each student. Each student’s career objectives, prior education, knowledge and experience are considered in establishing the student’s clerkships.
6. Students may register for clerkships upon successful completion of a minimum of five pharmacotherapeutic modules in Phase II.
7. Upon completion of all required courses, modules and clerkships, students will apply through their respective institutions for the External Doctor of Pharmacy degree. Students admitted after Autumn 2003 will receive their degree from the University of Washington upon completion of the program.

Admission, application and program schedule

Only one group of applicants will be admitted this year. Admission is competitive, and the number of individuals admitted may be limited.

Important dates for admission

January–July 15: Applications distributed and received

July–August: Applications evaluated and admitted students notified

July 15: Registration and classes begin

Before beginning clerkships: ... Students prepare portfolios

What if I have more questions?

Call (206) 685-UWEO (UW), visit our website at: <http://depts.washington.edu/expharmd>, or contact the program director at weberst@u.washington.edu or (206) 616-8762.

Can I earn this degree while I continue to work?

This program was specifically designed for licensed Washington State pharmacists who wish to earn a Pharm.D. degree *while continuing their current employment*. Pharmacists may work throughout the program including during required clerkships. A variety of instructional formats will be used to facilitate access to the program, including self-paced distance learning courses, which may be taken without coming to campus; weekend workshops at locations in both western and eastern Washington; and clerkships. The curriculum will be tailored to fit each student's career objectives, based on prior education and experience.

How long will it take to earn my degree?

A practicing pharmacist who has completed his or her bachelor degree in pharmacy and has not had post-graduate study in the field will take two to four years of part-time study to complete the External Pharm.D. Program, depending on his or her experience.

When will the program end?

The Autumn 2006 accepted applicants will be allowed a period of four years to complete all Phase I and Phase II requirements. The Phase III clerkships should be completed within this same time-frame, however arrangements may be made to extend the deadline by contacting the Program Director.

How long do I have to complete the required modules?

We want you to be able to complete the degree program within four years. Each pharmacotherapy module is finished when you successfully complete the weekend workshop portion. You will enroll in the course after you have studied the material and believe you are ready to pass an examination. When you pass the exam, you will be offered the chance to enroll in a weekend workshop (see *When and how do I enroll in the weekend workshops* below). You should be able to complete a module within 3 months.

What is the time frame for completing courses and requests for extensions?

In compliance with University grading policies, these courses will be graded in accordance to the standards equivalent to resident courses. Each of the courses within the program is designed to be completed within six months from the date a student enrolls. When a student completes the coursework, the instructor submits a final grade to the Registrar. If at the end of the six-month period the coursework is not completed and an extension, as described below, has not been granted, the instructor will submit a failing grade of 0.0 to the Registrar.

Extensions: With extenuating circumstances that prohibit the completion of the course by the six month expiration date, a student may request an extension of three months from the instructor. If the extension is granted, a grade of Incomplete (I) will be posted to the student's transcript. If the course is not completed within the three-month extension, the instructor will submit an appropriate grade to the Registrar.

Criteria for Requesting an Extension: To request an extension for any of the three "Phase I" courses, students must have completed at least two-thirds of the course assignments before making the request. The Phase I course instructor should be contacted. For an extension of the pharmacotherapeutic modules, students must have requested and completed the module exam within six months of the enrollment date. An extension for the modules will be granted if the student has completed the exam, but the associated workshop is scheduled after the course six month expiration date. In addition, an extension may be granted if the student does not receive a passing grade on the first exam attempt and needs to re-take the exam before becoming eligible to attend the workshop. In this case, successful completion of the exam and attendance at the associated workshop must occur during the three-month extension period to receive course credit. **All requests for module extensions should be made to the Ex-PharmD program director, not the individual module instructor.**

Extension Request Deadline: Requests for an extension must be made before the course expiration date, that is, within six months of the enrollment date, and before a final grade is submitted.

Withdrawal: An official withdrawal from a course may be requested, in writing, within 90 days of enrollment. A Withdrawal (W) will be posted to the student's transcript. Unofficial withdrawal from a course shall result in a grade of 0.0.

Auditing: Courses within the External Doctor of Pharmacy Program cannot be audited. However, Phase I courses are available to licensed pharmacists, who have graduated from a North American accredited college of phar-

macy, who do not wish to take the entire External Doctor of Pharmacy Program. If you wish to enroll in a Phase I course refer to information about Phase I courses on the webpage at <http://depts.washington.edu/expharmd>.

Do I get a reduction in tuition since I am a preceptor for the college?

We are unable to offer a tuition break for anyone. We recognize the continuing, excellent contribution of our clinical, affiliate, and adjunct faculty to our programs. It is not an exaggeration to say that without the commitment of these faculty to the development of pharmacy students, we would not have the excellent quality of graduates we now enjoy.

The External Doctor of Pharmacy program was approved by the State with the understanding that it would be self-supporting. No state funds were allocated to support this program. In developing the structure of the program, one of our primary goals was to make it as affordable as possible. Currently, the average student will have to pay what is equivalent to approximately one year's tuition in our professional undergraduate programs.

Admission preference is given to pharmacists who are preceptors of UW or WSU pharmacy students.

Will I receive CE credit for participating in the program?

The Washington State Board of Pharmacy has determined that any pharmacist participating in an External Doctor of Pharmacy Degree program from an ACPE accredited program has satisfied the annual CE requirement provided the individual successfully completes at least one program module each year.

Communications—Email, Internet, Library, and Textbooks

Do I need email or the internet?

Yes, an email address and internet access including a web browser and a PDF reader (such as the free Acrobat™ Reader) are *required*. We send program information via email and attachments, and have “chat rooms” to support learning of the particular subjects. Eventually, we hope to develop distance learning topics and present them over the internet. It is possible for you to have an email address from the universities. However, these are temporary and often subject to long distance phone charges. You are encouraged to find a local internet provider.

What type of library resources will be available to me?

The student professional pharmacist should be skilled in knowledge acquisition, and subsequently you will be expected to develop your own access to the medical literature. As a citizen of Washington you have access to public libraries including those at the Universities. Access to medical libraries at hospitals may be arranged individually by you. In addition, the internet now allows access to a number of scientific journals, documents, and even the National Library of Medicine's Medline system.

The staff at the Regional Medical Library at the University of Washington (officially the National Network of Libraries of Medicine Pacific Northwest Region) can provide recommendations on local libraries for unaffiliated health professionals to access medical literature and services. They can recommend local public libraries, as well as hospital or medical libraries. Local hospital libraries are good choices, because their staff are familiar with the medical literature and channels.

What text books are required?

The distance learning courses currently require:

- ***Introduction to Pharmacokinetics (UW Pharm 494) or Clinical Pharmacokinetics (WSU PharP 557)***
Larry A. Bauer. *Applied Clinical Pharmacokinetics*, McGraw-Hill, 2001 ISBN 0-8385-0388-8 (new text book as of November 19, 2002).
- ***Quantitative Methods 2 (UW Pharm 479) or Clinical Research Methods (WSU PharP 531)***
Le. *Health and Numbers: A Problem-base Introduction to Biostatistics*. newest ed. Wiley-Liss; New York, New York ISBN:0-471-41661-4
Hulley and Cummings. *Designing Clinical Research: An Epidemiologic Approach*. newest ed. Williams and Wilkins; Baltimore, MD ISBN:0-683-04249-1
- ***Medical Literature Evaluation (UW Pharm 493) or Drug Information Retrieval and Evaluation (WSU PharP 558)***
Same as for the *Clinical Research Methods and Biostatistics* course.

For the pharmacotherapeutics portion of the program, we will ask you to purchase at least one of the major pharmacotherapy texts:

DiPiro, JT, et al. eds. *Pharmacotherapy: A Pathophysiologic Approach*, newest ed., New York, New York: Elsevier Science Publishing Co., Inc.

Young, LY and Koda-Kimble, MA, eds. *Applied Therapeutics: The Clinical Use of Drugs*, newest ed., Vancouver, WA: Applied Therapeutics.

Herfindal & Gourley, eds. *Textbook of Therapeutics: Drugs and Disease Management*, newest ed., Baltimore, MD: Williams and Wilkins.

Within each individual pharmacotherapeutic module, you may also be directed to articles, chapters in a specific text, and perhaps learning packets available from professional organizations, videotapes, a lecture series, URL locations on the internet, etc. You may be able to pick from among several recommended information sources.

The Pharmacotherapy Modules & Weekend Workshops

When and how do I enroll in the weekend workshops?

There are two steps to enrolling in a workshop, one is registering for the course with the university and arranging for the challenge examination, and the other is contacting the program director at weberst@u.washington.edu or 206 616-8762 to reserve a place in a workshop.

All exams must be completed at least **three weeks prior to the scheduled workshop**. In view of the time it takes to mail exams to the universities, to the graders, and back, the student may need to take the exam even earlier in order to ensure a place in the subsequent weekend workshop. Priority seating will be based on the date the exam is taken if the workshop is over-subscribed. All students wanting to reserve a space in a weekend workshop should do so at least four weeks ahead of the scheduled date. This will allow time for preparatory assignments.

What happens if I fail the module examination?

If you do not pass the subject examination *and* you are scheduled for the weekend workshop within 3 or fewer weeks, you will be “disenrolled” from the workshop. In the event of failing the exam, it may be re-taken, but a minimum 3 week time period should elapse between exams to ensure adequate time to prepare. After failing a module examination, you have 3 months to re-take another exam in that subject area, or you will receive an “F” for the course (that pharmacotherapy module). This assumes you have three months remaining before you 6-month course expiration date. If not, you should contact the External Doctor of Pharmacy Degree Program Director to request a 3-month extension. If you flunk the second exam, you will fail the course. Full tuition will be charged to re-take the course if a second exam is not taken within 3 months of the failure *or* if a second examination is failed. Failing the pharmacotherapy module a second time is grounds for dismissal from the program.

When will clinical workshops be offered?

In order to manage the costs and quality of these workshops, we currently require a minimum of 14 participants to enroll and cap each workshop at a maximum of 25 participants. We hold more than one weekend workshop for each pharmacotherapeutic module annually. These are geographically located around the state. A schedule is available—see our web site: <http://depts.washington.edu/expharmd/WeekendDates.html>.

What will happen at the weekend workshop?

The weekend workshops are 12 hours in duration and typically run from 9 am on Saturday morning and conclude Sunday at noon, although some are only on Saturday. The workshops reflect the knowledge portion of the module, but focus on practice and skill-based activities. You should expect to have pre-workshop homework and assignments for Saturday evening. Skills to be developed include:

- Defining appropriate outcomes
- Demonstrating necessary assessment skills
- Formulating a pharmaceutical care plan
- Providing counseling to patients and care-givers
- Providing consultations to health professionals

A drug-use evaluation will be required before graduation (see our website for specific instructions). One-time activities to be completed prior to or during at least one weekend workshop before completion of the program currently include:

- A formal case presentation
- A formulary work-up
- A written consultation
- An in-service presentation
- A literature evaluation

Prerequisites and Prior Learning

Are the “Phase I” courses prerequisites to the pharmacotherapeutic modules?

Academically it is most useful to complete the “Phase I” courses before beginning the modules, and you will be asked to do this. In the interest of allowing you to move through the program at the highest possible speed, we

will allow you to begin the modules before all the “Phase I” courses are complete. They are prerequisites to beginning the clerkships.

What courses are approved to meet the requirements of the distance learning courses?

Currently we are handling these on a one-at-a-time basis. You may submit a request, and we will review the material. If we identify an appropriate course, we will list it.

Does successful completion of PSAP II Module 5 meet the requirements for the clinical research methods course?

Although it is a well-done overview of the topic, successful completion of PSAP II Module 5 does *not* meet the requirements for the *Quantitative Methods 2 (Clinical Research Methods)* course.

Can I skip the pharmacotherapeutics modules if I have passed the BCPS exam?

If you are a board-certified specialist in pharmacotherapy you will not have to pass an exam to demonstrate mastery of the pharmacotherapeutic material. You will be allowed to register for the weekend workshops as soon as we are able to schedule enough participants. It is within the workshops where you will practice integrating and using the therapeutic knowledge you gained.

Do I receive a discount in the cost of the modules if I have passed the BCPS exam?

We had hoped to give a price break to those of you who are board-certified. However, because the academic credit awarded is the same regardless of whether or not you have passed the “challenge” exam, and because the weekend is the expensive part of the modules, we must assess the regular fee.

What are the criteria that will be used to allow a student to have pharmacotherapy modules waived?

Pharmacotherapy modules cannot be waived. Whenever you believe you have mastered the material defined in the module course guide, you may register for the course and request the examination. If you are a board-certified specialist in pharmacotherapy, you will not have to take the examination.

Can the weekend workshops be waived as well?

Weekend workshops are required under all circumstances.

How do I receive credit for my life learning?

An integral part of the doctor of pharmacy degree program is prior learning assessment. We have developed a process—the portfolio—by which we provide assessment of experiential learning that emphasizes the connection between learning from work experience, practice skills, continuing education, and knowledge. We evaluate experience which meets our criteria for clinical clerkships. We will ask you to show evidence of experiential learning (not evidence of just experience) that meets or exceeds the experience obtained through a traditional clerkship.

This experiential learning encompasses primarily the provision of cognitive services, rather than drug distribution. Examples of cognitive services include: patient counseling, patient interviewing, consultation with other health care providers, medical literature evaluation and dissemination of drug information, information transfer between inpatient and outpatient environments to facilitate continuity of care, patient assessment including physical examination, exercise of prescriptive authority, drug use review, formulary management, documentation of patient care activities via written notes or letters, and developing and piloting new services.

One important consideration is that you exhibit continued professional growth through maturation of problem solving skills, initiative in communicating with other health care professionals, and innovation in professional practice. It is important to demonstrate continued professional growth and practice innovation rather than repetition of the same activity.

Detailed instructions for this procedure are mailed to all successful applicants.

Can I update my portfolio?

In addition to providing a basis for evaluating life learning, the portfolios should be a “living” document. Your portfolio will be a repository documenting your professional experience and growth. While we will not require you to send us portfolio updates, this document should be used to help you develop your “final portfolio update.” *A portfolio update will be required for graduation.* See the program home page (<http://depts.washington.edu/ex-pharmd>) for information about how to graduate.

Can my portfolio be re-evaluated as my professional growth continues?

We can review your portfolio anytime you request it. There will be an additional fee.

Do I need to submit the portfolio to begin the program?

The portfolio should be viewed as a prerequisite to beginning the clerkships.

Clerkships

Can I do the clerkships in my current practice site?

It will be possible to complete a clerkship at your current practice site, as long as the experience meets the goals and objectives of the course. A mechanism must be in place to ensure the quality of your experience with oversight from our faculty. A clerkship such as this in your practice environment can facilitate a change practice habits can have a large influence on pharmacy practice. It has the same goals, objectives, outcomes, and evaluation methods as a traditional clerkship.

We are also offer a practice advancement clerkship. This clerkship fosters learning through the identification, justification, development, implementation, and evaluation of new pharmaceutical care services in a pharmacy setting in which you are practicing. A faculty member supervises, advises, and evaluates these activities.

When can I begin the clerkships?

We feel it is important for our external doctor of pharmacy degree candidates to complete pharmacotherapeutics (both the modules and the weekends) before beginning clerkships. Naturally, clerkships are most valuable when the student has a body of knowledge from which to draw. We also want to be flexible in meeting the needs of busy, experienced practicing pharmacists. Consequently, the completion of five weekends and the “Phase I” courses will be required before students begin clerkships.

Can I be paid or reimbursed in other ways while completing a clerkship?

Individual clerkships (practicums) are defined by goals and objectives and meet the academic rigor of an experience in “pharmaceutical care.” Each experience is equivalent to 160 hours of *learning*, and may be taken part-time. Whether or not you are receiving personal reimbursement for the experience is irrelevant to the nature and quality of the experience.

In order to assure quality, the experience (e.g., the goals and objectives) must be defined before the clerkship is begun. Also, a preceptor must be approved and be willing to guide you in your experience. Preceptor-less rotations may be appropriate under certain circumstances, but are considered rarely.

Performing activities that are part of your regularly assigned work responsibilities or for which you have demonstrated competency via your portfolio will not be considered for clerkship credit. The clerkship goals and objectives should allow you to demonstrate professional growth and maturation as an outcome.

See our web page for more information on clerkships: <http://depts.washington.edu/expharmd>.

Miscellaneous Questions

Why are the examinations proctored?

The therapeutic module exams will be proctored and open book. Exams for the three distance learning courses are at the discretion of the instructor and are explained in each course guide. Proctoring is primarily to establish a time limit and to ensure that the instructors won't have to construct separate exams for each student—a very time consuming and expensive process—since each student will be taking the exam at a different time and location. We have tried to make it as easy as possible for you to find an acceptable proctor. The list of “qualified” proctors is in each course guide and is at our website at: <http://depts.washington.edu/expharmd/ModuleExplain.html>.