

# Graduate Student Handbook

DEPARTMENT OF PHARMACY

Graduate Program in Pharmaceutical Outcomes  
Research & Policy

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This handbook can also be found on-line at:  
<http://depts.washington.edu/porpp/documents/handbook2009.pdf>

## **About this Handbook**

The information contained in the Department of Pharmacy Graduate Student Handbook has been compiled for your reference. Students are responsible for knowing the information contained in this Handbook, as well as the information contained in UW reference sources such as the UW General Catalog and the Quarterly Time Schedule.

You will be issued one copy of the Handbook for use throughout your time in the School. This publication has been formatted so that students may continuously update their Handbooks through the removal and insertion of pages. The Department will periodically issue new and updated material for inclusion in the Handbook, and students are expected to keep their Handbooks up-to-date. All rules, policies and information in this Handbook are subject to change.

If you have questions about this Handbook or the information contained therein, please contact the Director of the Graduate Program.

*Last Updated: March, 09*

# The Department of Pharmacy

## *Vision*

*Our Vision* is to be recognized nationally as a leader in pharmacy education and scholarship that optimizes the use of pharmaceuticals and the provision of pharmaceutical care.

## *Mission*

*Our Mission* is to prepare pharmacists to provide optimal pharmaceutical care and to prepare graduate and post-graduate students to provide leadership in scholarship and practice. The Department generates and disseminates knowledge to assure the safe, effective, and cost-efficient use of medications.

## *Values*

*Our Values* are:

- The pursuit of excellence in education and scholarship
- A commitment to providing leadership and innovation in pharmaceutical care towards the enhancement of the profession of pharmacy and the health and well-being of the population
- A sense of community premised on collegiality, mutual trust and respect, and accepting accountability to the University and the citizens of the State of Washington

# School of Pharmacy

## Mission Statement

The primary mission of the University of Washington School of Pharmacy is to prepare graduates for entry into a lifelong career in the profession of pharmacy as providers of pharmaceutical care, defined as health care services and health promotion and disease prevention activities to ensure that medications are used safely, effectively, and in a cost efficient manner to improve a patient's well being and quality of life. Because the provision of pharmaceutical care requires knowledge generated from basic and applied research, research is inseparable from the educational mission. The second mission of the school, therefore, is to support research and graduate education and to foster the interest of students who seek to engage in research in both its professional and graduate programs. A third mission is to promote lifelong learning of pharmacists by facilitating opportunities for postgraduate and continuing education.

## Description

Established in 1894 by a resolution of the Board of Regents, the University of Washington School of Pharmacy strives to advance health care in the region through its educational research and service programs. The School is accredited by the American Council on Pharmaceutical Education, and is a member of the American Association of Colleges of Pharmacy.

The School of Pharmacy is located in the Warren G. Magnuson Health Sciences Center. Other units of the Health Sciences Center include Dentistry, Medicine, Nursing, Public Health and Community Medicine, Social Work, the University of Washington Medical Center, Harborview Medical Center, and several multidisciplinary research centers. Many collaborative efforts are taking place in research and improvement of drug therapies for the treatment of conditions such as HIV/AIDS, asthma, epilepsy, depression, and cardiovascular disease.

The curriculum of the School provides instruction in the basic, pharmaceutical, administrative, and clinical sciences. The program core consists of required studies and experiences that help prepare students for entry into the profession. Diverse educational goals are accommodated by the many elective opportunities offered throughout the program. The School aspires to cultivate a high regard for professional ethics and to encourage its students to assume an active role in enhancing future directions of practice.

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## **THE DOCTOR OF PHILOSOPHY PROGRAM**

The Doctor of Philosophy degree is the highest degree conferred by the University of Washington. The Department of Pharmacy has the responsibility to assure that students granted the Ph.D. degree have demonstrated excellence in scholarship and independent research, have attained advanced analytical skills, and possess the ability for creative and innovative thinking.

The University, its Graduate School, and Departments have the responsibility to provide the most favorable environment possible in which graduate students can develop their potential. This environment includes the following:

- 1) the graduate faculty;
- 2) the class offerings;
- 3) the research facilities;
- 4) the library resources; and
- 5) a stimulating group of capable graduate student colleagues.

Ph.D. candidates should have the motivation, intellectual ability, and desire to take maximum advantage of this environment to develop their potential as creative scholars and independent research investigators.

### **PROGRAM OBJECTIVES**

This program will train research scholars to analyze the use, outcomes, and cost of pharmaceuticals and pharmaceutical policies for the promotion of public health and welfare. This involves both epidemiologic and economic effects, and an understanding of how public and private policies impact pharmaceutical practices.

The program focuses on assessing health outcomes for both patients and society, in terms of effectiveness, safety, morbidity, cost-effectiveness, and efficiency.

### **PROGRAM REQUIREMENTS**

#### ***Graduate School Requirements***

- Participants in the Ph.D. Degree program must satisfy the general requirements of the University of Washington Graduate School, as well as the additional requirements of the department in which they undertake their training. The requirements of the Graduate School are listed in the General Catalog of the

University and are summarized as follows:

- **Scholarship:** A cumulative GPA of 3.00 or above is required to receive a degree from the Graduate School, calculated entirely on the basis of numeric grades in 400 and 500 level courses. Failure to maintain a 3.00 GPA either cumulative or for a given quarter, constitutes low scholarship and may lead to a change-in-status action by the Graduate School.
- **Allowable Time Period:** The Graduate School requires that all work for the doctoral degree be completed within 10 calendar years, including time spent on leave from the University and applicable work done during the master's degree, if applied toward the residency or other requirements of the Ph.D.
- **Residency Requirement:** Doctoral degree students must earn a minimum of 90 credits, 60 of which must be earned at the UW. With approval of the Graduate School, a recent prior master's degree from another institution may be applied toward one year of resident study, provided the master's degree falls within the ten year time period allowed for completion of all work for the doctoral degree.
- **Continuous Enrollment and Official On-Leave Requirement:** To maintain graduate status, a student must be enrolled on a full-time, part-time, or On-Leave basis from the time of first enrollment in the Graduate School until completion of all requirements for the graduate degree.
- **Passage of the General Examination.** (See Departmental Program Requirements below).
- **Dissertation:** A dissertation must be prepared and submitted to the Graduate School. This dissertation must be acceptable to the Dean of the Graduate School, represent a significant contribution to knowledge, and clearly indicate proficiency in research. The Candidate must register for a minimum of 27 credits of dissertation over a period of at least three quarters, at least one of which must come after the student passes the General Examination. The Graduate School requires that dissertations be published by the Graduate School in microfilm form. The Department of Pharmacy also requires one bound copy of the dissertation to be submitted to the program coordinator upon completion.

### ***Departmental Program Requirements***

- **Required Core Courses:** In order to develop mastery of fundamental aspects of theory and methods, the following courses are considered essential for all students in the program. It is unlikely that any of these courses would be waived, except for students entering with previous graduate-level course work in the required areas.

(See Core Program components on page A-5 and Course Waiver Policy, page A-13)

- **Scholarship:** In addition to the Graduate School requirement to maintain a cumulative 3.0 GPA., students must achieve a minimum passing grade of 2.7 in all required core courses.
- **Credits:** A minimum of 78 credits of coursework must be satisfied, exclusive of PHARM 800 (Dissertation) and PHARM 600 (Independent Research). These must include a minimum of 36 credits of core courses, 30 credits of electives (16 in a specific area of specialization), and 9 credits of seminar (PHARM 597). A minimum of 40 credits must be in courses in which grades are given.
- **Doctoral Preliminary Examination:** At the end of their second year in the program, students must satisfactorily complete the Preliminary Examination demonstrating mastery of core concepts before they will be allowed to proceed in the doctoral program. Two attempts to pass this examination are allowed.
- **Master Degree Bypass:** Qualified Ph.D. students may be allowed to bypass the MS degree. (See Progression to Doctoral Degree for petition procedure on page A5.)
- **Teaching:** Students are strongly encouraged to seek at least 1 academic year of teaching assistantships during their tenure in the program.
- **General Examination:** In order to achieve official status as a doctoral candidate, students must complete a General Examination defending their choice of dissertation topic and demonstrating an understanding of the concepts and methods necessary for successful completion of the dissertation. The General Examination will be conducted by the student's Supervisory Committee and will consist of a written and an oral exam. Two attempts to pass this examination are allowed.
- **Seminars:** All graduate students must participate in a minimum of nine credits of seminar (PHARM 597) while in residence. Students will be required to prepare one presentation per year, plus a final presentation on the subject of their dissertation for a total of four presentations.
- **Final Examination:** A successful final examination, customarily consisting of a defense of the dissertation, must be completed.
- **Registration for final quarter:** Students must be registered on either full- or part-time basis at the University for the quarter in which the degree is conferred.

## **CURRICULUM OVERVIEW**

The program of course work can be divided into four components: 1) core courses; 2) electives; 3) seminars and literature review; and 4) independent research and

dissertation. A suggested schedule and details for completion of this curriculum follows in Progression to Doctoral Degree section.

## Core Program

The core program consists of the following classes and is designed to provide the knowledge and skills necessary to achieve mastery of the subject.

<u>Course</u>	<u>Credit</u>
PB AF 516 Microeconomic Policy Analysis*(or equivalent ECON 300 or 400 Microeconomics, etc.)	3-5
EPI 512, 513 Epidemiologic Methods I & II	8
BIOST 511, 512, 513 Medical Biometrics I , II & III	12
PHARM 532 Methods in Pharmaceutical Policy Analysis	4
PHARM 533 Pharmacoepidemiology	3
PHARM 534, 535 Cost & Outcomes in Health & Medicine I & II	6
TOTAL CREDITS	35-37

\*Note elementary economics prerequisite

## Electives

Doctoral students are expected to pursue a specialization in one of three areas: economic evaluation, pharmacoepidemiology, or drug policy. Students are required to have a minimum of 16 elective credits in their area of specialization and a total of 30 elective credits. Students should determine their choice of electives in consultation with their Doctoral Program Advisor.

## Seminar

PHARM 597 seminar (1 credit/quarter; 3 quarters/year) offers students the opportunity to discuss a variety of topics with faculty and guest speakers. Students participate in seminar until they advance to candidacy.

## Independent Research and Dissertation

Independent research is an essential element of preparation for the Doctoral degree. Students may earn up to 9 *credit hours* per quarter at the discretion of their supervisory committee. Doctoral Candidates must complete at least 27 credit hours of Dissertation, PHARM 800.

## Summer Quarter Opportunities: 1<sup>st</sup> and 2<sup>nd</sup> Years

Following preliminary examinations (see discussion later in this section), students have

the summer quarter to explore research topics and future career interests. Options include, but are not limited to, research assistantships with PORPP or affiliate faculty and paid summer internships locally and international. Students should plan ahead for an enriching summer quarter experience that will complement their studies. Second summer opportunities may include investigation into topics and data sources for dissertation research.

## **PROGRESSION To DOCTORAL DEGREE**

The Ph.D. program is designed so that a well-prepared student can complete the Ph.D. program in approximately four years. A suggested time frame is:

**First & Second Year:** Completion of core courses and preliminary examinations. In the second year, students should consider research involvement with faculty members to begin the process of determining their potential interests in dissertation research.

**Summer Quarter after Second Year:** Explore potential dissertation topics and data sources available for investigation of these topics.

**Third Year:** Selection of dissertation topic (with PORPP faculty approval of pre-proposal) and establishment of Supervisory Committee. Ideally, a pre-proposal should be completed and approved by the end of the fall quarter of the third year. Completion of specialization course work and general examination.

**Fourth Year:** It is reasonable that students will not complete their general examination until the fall quarter of the fourth year. Completion of dissertation and Final Examination.

### **1. *Completion of Course Work***

Students are expected to complete the core curriculum, specialization courses, and elective classwork within their first three years at the University. A suggested schedule of classes is attached as Appendix A. Students should be aware that many required courses are offered as a series, with individual classes available only one quarter of each year. Students who do not take the first course in a series or who fail to achieve the required 2.7 passing grade in one course in a series may be unable to move on to the second class in the series until the following year. It is recommended, therefore, that students follow the suggested schedule as closely as possible.

### **2. *Preliminary Exam***

Preliminary examinations will be given for demonstration of mastery of the core competencies in the following subjects: economics, health economics, epidemiology,

pharmacoepidemiology, biostatistics and pharmaceutical policy. Students will take four two-hour examinations covering core competencies after meeting coursework requirements. The four examinations will be in the areas of epidemiology, biostatistics, cost and outcomes evaluation, and drug policy evaluation. The exams will be given once a year, generally during the Summer Quarter. It is strongly encouraged that students sit for a specific examination at the end of the academic year following completion of the core course work. The examination will be written and will be graded numerically. Two faculty members, blinded to each other's review, will grade answers to each question. An average passing grade of 70% in each of the core competencies is required. Students must satisfactorily complete preliminary examinations in all core areas before they will be allowed to take the General Examination.

Two attempts to pass each preliminary examination are allowed. If a student achieves less than a passing grade for any core area, the student is allowed to re-take that section of the examination in December of the same year. The repeat examination will also be written, will be graded by two faculty members and must receive an average grade of 70%. Should the student fail to pass the examination the second time, the student's advisor will explore the option of completing a master's degree in the program. *(Revised April 2003)*

### **3. *Appointment of Doctoral Supervisory Committee***

Appointment of the Doctoral Supervisory Committee should be done soon after the student has passed the preliminary examination because four months must lapse between the appointment of the Doctoral Supervisory Committee and the request to the Dean of the Graduate School for the warrant for General Examination.

The selection of the Doctoral Supervisory Committee should be given great consideration. This committee will supervise the student's research closely and will be the ultimate judge of the acceptability of his/her work and whether the student's achievement warrants the award of a doctoral degree. Students have a great deal of discretion in the choice of their dissertation topic. Students should take the time to get to know the research specialties of members of the faculty, and to consult with them about their proposed dissertation research, before requesting appointment of the Doctoral Supervisory Committee.

At the request of the student, the Graduate Program Advisor submits a letter to Dean of the Graduate School requesting appointment of a Doctoral Supervisory Committee. The committee is generally composed of from three to five members who have been asked to serve by the student, with the majority being PORPP faculty. The committee must include an expert in the field most relevant to the topic of the student's dissertation to ensure that the student has a broad understanding of the subject area. The chair of the committee is chosen by the student, and must be a regular or research faculty member

of PORPP (including joint faculty with other departments and a member of the Graduate Faculty). Faculty members with adjunct or affiliate appointments may chair the dissertation committee only with the approval of the Graduate Program Director. All members of the committee should be at the rank of Assistant Professor or higher. An additional non-voting Graduate School Representative is assigned by the Graduate School. Check with the program office for the rules regarding committee composition.

#### **4. *General Examination***

The Chair of the student's Doctoral Supervisory Committee must request a warrant from the Dean of the Graduate School for the General Examination. It is important to remember that this cannot be done any sooner than four months after the appointment of the Supervisory Committee. The student must have earned a minimum of 76 credits, including all the departmental course requirements, have been enrolled full-time for 3 out of 4 consecutive quarters, and completed a minimum of 6 full-time quarters or the equivalent. Students should contact the Graduate School Program Office to insure that they have completed all the department and Graduate School requirements and to obtain procedures for scheduling and taking the General Examination. The General Examination is taken after the dissertation proposal has been completed and before data collection for the dissertation research has begun.

The General Examination, is administered by the Doctoral Supervisory Committee, and is required for advancement to Ph.D. candidacy. It deals primarily with the general topic of the student's dissertation and is designed to:

- a. Measure the student's ability to analyze and synthesize information,
- b. Determine whether the student has sufficient breadth of knowledge of the topic of his or her dissertation.
- c. Evaluate whether the student has adequate knowledge of recent advances and important problems relevant to the student's area of interest.

The General Examination consists of two parts -- written and oral. The written General Examination would generally consist of one or two questions from each committee member related to the student's individual dissertation topic. Up to two weeks may be allowed for the student to complete the written section. The oral portion of the exam includes a defense of the written questions and the dissertation proposal, and is scheduled as soon as possible after a successful written exam. A student who performs poorly on the written portion of the General Examination may be re-examined at the discretion of the Committee before the oral portion is taken. The Committee members may require additional course work to remedy perceived deficiencies in any relevant area. The student may take the General Exam a maximum of two times.

## **5. *Completion of Dissertation***

The decisions about acceptable dissertation organization and content reside with the student's dissertation committee. The Department allows the dissertation to be formatted as a single study (for example, with chapter titles: Introduction and Background, Methods, Results, Discussion); or formatted with two or more chapters as potentially publishable research papers, (i.e. within each chapter, sections would include: Introduction and Background, Methods, etc.). For complete details concerning dissertation format, consult the Style and Policy Manual for Theses and Dissertations at [www.grad.washington.edu/stsv/styletoc.htm](http://www.grad.washington.edu/stsv/styletoc.htm).

The student should work with their advisor to decide the written form of the dissertation. The dissertation project is intended to assure that the student has achieved mastery in the full range of skills needed for advanced research in their field of study. It should also represent a unique and genuine contribution to knowledge in the field.

### **Pre-proposal Review**

A pre-proposal of 3 to 5 pages should be submitted by the student for review by the PORPP graduate faculty at a regularly scheduled quarterly meeting. The pre-proposal should contain the following sections:

1. Introduction and significance of problem
2. Specific aims and hypotheses
3. Methods and data sources
4. Timeline for conduct of project(s)
5. Plan for organization of written dissertation including discussion of how all topics are inter-related
6. Anticipated funding source(s)

The PORPP graduate faculty will meet to review the pre-proposal with the goal of providing feedback to the student and dissertation advisor. Once approved, a full dissertation proposal (following the PHS 398 format) of no more than 25 single-spaced pages should be prepared for consideration by the advisor and full dissertation committee.

### **Organization of Dissertation**

Generally, a doctoral dissertation should include formulation of a hypothesis or the specific aims of the project, a literature evaluation, collection and analysis of data, and

interpretation of results. The written report should include such topics as a statement of the problem approached, background, relevant previous research, methods, results, and conclusions. It should demonstrate not only the ability to locate and access required data, but also an ability to independently design and analyze research projects, and to assess the implications and importance of the results.

Students electing the 2 publishable papers option are required to organize the final dissertation in the following manner: 1) an abstract that describes the entire body of research, 2) an introduction to the dissertation that addresses the overall theme, rationale and specific aims, 3) the 2 papers as individual chapters, and 4) a summary chapter that discusses the implications and potential impact of the findings from the research.

#### **6. *Appointment of the Thesis Reading Committee***

At least one quarter after the student has passed the General Examination, and several months prior to the desired date of the Final Examination, the student should ask the Graduate Program Office to request that the Dean of the Graduate School appoint a dissertation Reading Committee (generally three members of the Supervisory Committee). Using forms supplied by the Graduate School, the Reading Committee reports on the distinctive achievements of the dissertation project, the methods employed, and the results obtained.

#### **7. *Scheduling of the Final Examination***

No later than three weeks prior to the desired date of the Final Examination, the student must deliver to the Graduate School a Warrant for General Examination signed by the Reading Committee, stating that the student's dissertation has been read and approved and requesting the Dean of the Graduate School to authorize the Final Examination. The Final Examination consists of an oral defense of the dissertation before the entire Doctoral Supervisory Committee.

After the student's successful completion of the Final Examination, the Reading Committee report and the Warrant authorizing the Final Examination, as well as other documents required by the Graduate School should be submitted to the Graduate School with two signed copies of the dissertation. At this time the doctoral candidate will be expected to pay fees related to the publication of the dissertation as noted in the University's General Catalog.

#### **8. *Award of Doctoral Degree***

All of the requirements for the Ph.D. degree must be satisfied by the last day of final exams of the quarter in which the Doctoral Final Examination is taken. Otherwise, the candidate will be expected to register for the following quarter and the candidate's

degree will be awarded the following quarter. In addition to University requirements for filing copies of the dissertation, a copy of the dissertation should be filed with the Graduate Program Advisor.

### **9. Annual Progress Review**

All students must complete the Annual Progress Review (APR) form by September 15 each year, which can be found at the back of Section A. It is recommended that students make an appointment with their academic advisor or dissertation chair to review the APR prior to submission to the Graduate Program Coordinator. These forms will be reviewed by the PORPP faculty during the Fall Quarter faculty meeting.

## **MINIMALLY ACCEPTABLE PROGRESS (MAP)**

In order to remain in the Ph.D. program a student must continue to make progress toward the degree. The following norms have been established as Minimally Acceptable Progress (MAP) recognizing that most students will satisfy these requirements well before the indicated deadline.

<b>Requirement</b>	<b>MAP Deadline</b>
Pass Preliminary Examinations	By the end of year 3
Pass all course work requirements	By end of Spring Quarter of year 3
Establish a Supervisory Committee	By end of Autumn Quarter of year 4
Pass General Examination	By the end of year 2 after passing the Preliminary Examination

All students are required to satisfy these conditions for minimally acceptable progress. If one of the requirements for the Ph.D. is not satisfied by the year shown, the student will be placed on academic probation in that quarter. If the requirement is not satisfied by the following quarter, the student will be placed on final probation. Failure to satisfy the requirement within two quarters of the deadline shown will result in dismissal from the program.

## **Financial Assistance**

The Department of Pharmacy will make every effort to provide as much financial support as is feasible for aspiring doctoral students. However, the student must understand that such support is dependent primarily upon funds received from outside sources. This financial support is available in the form of research assistantships, teaching assistantships, and fellowships.

## **Master of Science Degree Requirements:**

**Coursework:** The MS student must earn a minimum of 63 credits, including 36 credits in core courses, 12 credits in electives, 6 credits in seminar, and 9 credits of thesis. Of these 63 credits, 40 must be graded credits. A suggested schedule of classes is attached as Appendix B.

**Selection of Master's Supervisory Committee:** During the second year, the student should select a Master's Supervisory Committee. The thesis chair is chosen by the student and must be a regular or research faculty member in the Department of Pharmacy (including faculty with joint appointments in other departments and a member of the Graduate Faculty). Faculty with affiliate or adjunct appointments may chair the thesis committee only with prior approval of the Graduate Program Coordinator. Masters' committees consist of at least two members of the Graduate Faculty. The second member need not be from Pharmacy. After selected Committee members have agreed to serve, the student should notify the Graduate Program Advisor, who will submit the names for acceptance to the Dean of the Graduate School.

**Completion of Master's Thesis:** The master's thesis project may be based on research involving primary data collection, but is often a secondary analysis of data from a completed pharmaceutical study (or other dataset) to investigate a research question not yet considered in that study. The thesis should be formatted as a potentially publishable paper. Decisions regarding acceptable thesis format and content reside with the student's thesis committee. The thesis will be presented at a Departmental seminar. For assistance in formatting the thesis, the Graduate Program Advisor can provide the student with guidelines on accepted practice developed by the Graduate School.

**Time Period:** Students are expected to complete the MS degree, including conduct of the thesis, within 6 academic quarters.

## **Concurrent Pharm.D.-M.S. Degree Program**

**Program Description:** The Department of Pharmacy offers a combined Pharm.D.-M.S. program in Pharmaceutical Outcomes Research and Policy. This program is available only to outstanding students currently enrolled in the School of Pharmacy's Pharm.D. program who have a proven interest in the field of Outcomes Research and Policy. The concurrent degree program allows students enrolled in the School of Pharmacy's professional program to pursue a Pharm.D. and M.S. degree, and to complete both degrees within a 5-year period. Students will complete extensive graduate coursework, and will complete 10 credits of practicum and research training in a managed care, government, industry or other appropriate setting. The program offers efficient and specialized training in pharmaceutical outcomes, through research and practical experience, and classroom training.

**Admission:** Once students are identified as potential candidates for the program, in-depth discussions will begin between the student, potential faculty advisors and the graduate program coordinator. A clear understanding of the program goals and requirements is crucial, because students need to take specific courses in their third year of the Pharm.D. program, which will develop core competency in the graduate program. These courses will not officially count towards the M.S. degree.

Students will formally apply to the program in Autumn of their fourth (and last) year of the Pharm.D. program. If accepted, they will enter the M.S. program in the Spring. Admission requirements are the same as those for our Ph.D. program, and include: a statement of purpose, curriculum vitae, and three letters of recommendation. Applications will be reviewed by the program's admissions committee, and will be subject to the same standards and evaluation as our current graduate program.

**Degree Requirements:** Degree requirements are the same as if the two degrees were completed separately. Students must complete a written thesis based on original research for the M.S. degree.

**Curriculum:**

26 credits theory and methods

10 credits electives

4 credits seminar

14 credits thesis

Total credits: 64

See attached curriculum for course information

**Expected Time to Degree:** Students will be required to complete both degrees in 5 years.

## Course Waiver Policy

- I. Any required course may be challenged by demonstrating one of the following to the satisfaction of faculty:
  - a. Successful completion of an equivalent course or courses;
  - b. Equivalent work experience in content area; or
  - c. Alternative career objectives (concentration in field of interest produces course conflict).
- II. It is the expectation that waived courses will be replaced by elective course work.
- III. Process:
  - a. The student should first discuss his/her situation with his/her faculty advisor.
  - b. The student writes a request for waiver. If the course involved is not a Pharmacy course, a copy of the course outline must be attached to the request.
  - c. After receiving the written request, the student's academic advisor notes his/her recommendation first, then routes it to the Graduate Program Director for recommendation/vote. The student must submit his/her request no later than Monday of the fifth week of the preceding quarter for which the waiver is requested.
  - d. If pre-registration is underway, an entry card or request for entry card should be made – in case the waiver is denied.
  - e. Any questions about the waiver can be raised at a Program faculty meeting, or communicated with the advisor.
  - f. A waiver request must be approved by the student's academic advisor and the Graduate Program Director.
  - g. Once approved or denied, the Program Director writes a memo to the student regarding the decision. A copy of this memo is placed in the student's file.
- IV. Students may appeal decisions to the Graduate Program Director or the Chair of the Department of Pharmacy.
- V. Faculty advisors do not have the prerogative to approve/deny a request for waiver independently.

## **Administrative Offices - Office of the Dean**

The School of Pharmacy Office of the Dean consists of the Dean's Office and three sub-offices - the Office of Professional Programs, the Office of Academic and Student Programs, and the Office of Development and Alumni Relations.

### ***Dean's Office***

Personnel: Sid Nelson, Dean	543-2030
Gail Viscione, Administrator	543-5002
Flip Wood, Assistant to the Dean	543-5050

The Dean's Office is located in room H-364 of the Health Sciences Building. Students wishing to meet with the Dean should contact Flip Wood for an appointment.

### ***Office of Professional Programs***

Personnel: Stan Weber, Associate Dean	685-8738
Terri O'Sullivan, Director	543-3324
Mary Neyhart, Program Coordinator	685-8738

The Office of Professional Programs coordinates the School's professional experience programs (practicums), organizes career day activities, provides service to over 350 practitioner clinical and affiliate faculty members, and advises the Dean on issues relating to professional practice.

### ***Office of Academic and Student Programs***

Personnel: Nanci Murphy, Associate Dean	685-2715
Kathy Hamilton, Director of Student Services	685-2715

Located in room H-362 of the Health, Sciences Building, the Office of Academic and Student Program is responsible for the provision of student services and advising, coordination of the School curriculum, and conducting Pharm.D. program admissions.

### ***Office of Development and Alumni Relations***

The Office of Development and Alumni Relations is responsible for fundraising (including student scholarships), the Pharmacy Alumni Association (PAA), and publications and other external communications for the School of Pharmacy.

## Departments of the School

### *Medicinal Chemistry*

#### **Alan Rettie, Ph.D., Chair and Graduate Program Director**

The Department of Medicinal Chemistry seeks to provide an understanding of the biological effects of drugs at the molecular level. Topics addressed in the professional program through courses offered by the Department include background training in the mechanisms of drug action and drug metabolism, and structure-activity relationships.

Research activities of department faculty include studies on various aspects of drug metabolism, mechanisms of drug action and drug metabolism, biophysical aspects of metabolic enzyme systems, microbial metabolism, structure-activity relationships, and biomedical mass spectrometry and aspects of protein folding and protein engineering.

Department faculty offices and laboratories are located on floors -I and I of the H-Wing in the Health Sciences Center.

#### **Graduate Program**

The Department of Medicinal Chemistry offers a program of graduate study leading primarily to the degree of Doctor of Philosophy. Occasionally students complete the M.S. degree. The primary areas of research training of the Department of Medicinal Chemistry are in chemical and molecular aspects of drug action and of drug metabolism including both laboratory experiments and theoretical work. Studies in the field include, for example, the relationship between chemical structure and biologic effect, function and toxicity, delineation of the metabolic spectrum of drugs or foreign substances in man and animals, and the factors (environment, disease, etc.) that affect this spectrum of metabolites; the study of the nature and catalytic properties of the enzymes responsible for metabolic reactions and the molecular mechanisms by which such reactions occur. Theoretical studies on conformational aspects of important enzymes involved in these processes are under study.

### *Pharmaceutics*

#### **Kenneth Thummel, Ph.D., Chair and Graduate Program Director**

Pharmaceutics refers to the study of the relationship between drug dosage forms and clinical response. The curriculum for the Pharm.D. program includes required courses addressing three main subjects within Pharmaceutics: physiochemical aspects of dosage forms; biopharmaceutics (performance of drug delivery systems); and clinical pharmacokinetics (the kinetics of drug absorption, distribution, and elimination). In addition, the Department offers elective courses addressing such topics as drug interactions and pharmaceutical biotechnology. Department Faculty offices and laboratories are located on the second floor of the H-Wing in the Health Sciences Center.

The research program of the department includes six NIH-funded laboratories addressing a variety of fundamental and clinical problems pertaining to drug transport, metabolism, and toxicity associated with several diseases (AIDS, cystic fibrosis, leukemia, epilepsy, pain management, transplantation). Most projects involve collaborative arrangements with investigators from other departments in the University or at the Fred Hutchinson Cancer Research Center. The collaborative relationship of Pharmaceutics faculty with colleagues in the Department of Medicinal Chemistry in the field of drug metabolism has received worldwide recognition.

### **Graduate Program**

The Department of Pharmaceutics offers programs of graduate study leading to the degrees of Master of Science and Doctor of Philosophy. The program provides research training in the fundamental aspects of drug disposition, drug delivery, and drug action in animals and man. Drug disposition includes the phenomena of absorption, distribution, and elimination. Pharmacokinetics is the study of time course of these processes and the time course of pharmacological effects. Drug delivery includes targeting of drugs to tissues or specific cells to improve therapeutic effect. These areas of research have a wide range of applications, particularly in the pharmacological characterization of new drug molecules in pharmaceutical development. Graduates of this program possess expertise in a variety of analytical techniques and the elaboration of mathematical models to describe drug disposition and pharmacological processes.

### ***Pharmacy***

#### **Danny D. Shen, Ph.D., Chair**

The mission of the Department of Pharmacy is to prepare pharmacists to provide optimal pharmaceutical care, and to prepare graduate and postgraduate students to provide leadership in scholarship and practice. The Department generates and disseminates knowledge to assure the safe, effective, and cost-efficient use of medications.

Research activities of Department faculty take many forms, ranging from randomized clinical trials of experimental drugs to the evaluation of costs and health benefits of pharmaceuticals and expanded professional services. The Department of Pharmacy faculty conduct research in pharmaceutical outcomes research, pharmacotherapy and clinical pharmacokinetics. Last year faculty received over \$1.7 million in grants from the private sector and governmental agencies. Studies are underway on chronic disease management practices in such areas as pulmonary disease, mental illness, cardiovascular disease, and infectious disease. Faculty also study the safety and cost-effectiveness of drugs, women's health issues, and the effects and financing of pharmaceutical care.

The Department also accepts responsibility for assisting in improving the present level of pharmacy practice. Activities in this area include participation in continuing

education activities, dissemination of information concerning the advances or innovations in pharmacy, and development of public or community education programs to inform the public of services available from pharmacists.

Department faculty offices are located on the third floor of the H-wing in the Health Sciences building. Faculty members also conduct teaching, research, and service programs at affiliated institutions, including University of Washington Medical Center, Harborview Medical Center, Group Health Cooperative of Puget Sound, Veterans Affairs Puget Sound Health Care System, Regence Washington Health, and Children's Hospital and Medical Center. In addition, research and teaching programs are conducted at Rubenstein Memorial Pharmacy, the Hearthstone Retirement Center, and numerous community hospitals and pharmacies. Over 400 clinical and affiliate faculty also hold appointments in the Department.

### ***External Pharm.D.***

#### **Stan Weber, Pharm.D., Director**

The nontraditional Pharm.D. program is a collaborative effort between the UW School of Pharmacy and the WSU College of Pharmacy. It is designed to provide the same outcomes and educational quality as a traditional program leading to the first professional Pharm.D., while allowing for greater accessibility to pharmacists in the state of Washington.

### **Faculty Roster**

Anderson, Gail, Professor of Pharmacy; B.S. 1978, M.S. 1981, Ph.D. 1987, Washington.

Atkins, William, Associate Professor of Medicinal Chemistry; B.S. 1980, William and Mary, M.S. 1983, Harvard, Ph.D. 1988, Illinois.

Bauer, Larry, Professor of Pharmacy; B.S. 1977, Washington, Pharm.D. 1980, Kentucky.

Black, Douglas, Associate Professor of Pharmacy; B.S. 1981, Pharm.D. 1983, Washington.

Boudreau, Denise, Affiliate Associate Professor; B.S. 1992, M.S., 1996 University of Rhode Island, Ph.D., 2001, Washington.

Chan, Lingtak-Neander, Associate Professor of Pharmacy; B.S. 1994, Northeastern University, Pharm.D., 1996, Washington.

Dawson, Karan, Senior Lecturer in Pharmacy; B.S. 1970, M.S. 1978, Ph.D., 2003, Washington.

Devine, Emily E., Research Associate Professor; Pharm.D. 1978, University of the Pacific;

M.B.A., 1999, University of San Francisco

Edwards, William Drew, Clinical Associate Professor of Pharmacy; B.S. 1969 Washington, M.S. 1971, Wisconsin.

Ellsworth, Allan J., Professor of Pharmacy and Family Medicine; B.S. in Zoology 1972, Brigham Young, B.S. in Pharmacy 1975, Utah, Pharm.D. 1977, Philadelphia College of Pharmacy and Science.

Elmer, Gary W., Professor Emeritus of Medicinal Chemistry; B.S. 1963, M.S. 1966, Connecticut, Ph.D. 1970, Rutgers.

Gardner, Jacqueline S., Professor of Pharmacy; B.A. 1962, California (Berkeley), M.P.H. 1972, Hawaii, Ph.D. 1979, Washington.

Garrison, Jr., Louis P., Professor of Pharmacy, A.B. 1972, Indiana University, Ph.D. Economics, Stanford University, California.

Gray, Shelly, Associate Professor of Pharmacy; Pharm.D, 1989, Michigan, M.S., 2001, Washington

Hammer, Dana, Lecturer; B.S. 1990, Oregon State University, Ph.D. 1999, Purdue.

Hansten, Phillip, Professor Emeritus of Pharmacy; Pharm.D. 1968, California (San Francisco).

Hazlet, Tom, Associate Professor of Pharmacy; Pharm.D. 1977, California (San Francisco), Dr.P.H., 1991, California (Berkeley).

Hebert, Mary, Professor of Pharmacy, Pharm.D. 1987, California (San Francisco).

Ho, Rodney J.Y., Associate Professor of Pharmaceutics; B.S. 1983, California (Los Angeles), M.S. 1985 and Ph.D. 1987, Tennessee.

Hollingworth, William, Affiliate Assistant Professor; B.Sc. 1991, University College of Wales, M.Sc., 1992, University of York, Ph.D., 1998, University of Cambridge.

Horn, John, Professor of Pharmacy; B.Pharm. 1972, Washington State, Pharm.D. 1977, Cincinnati.

Howald, William N., Lecturer in Medicinal Chemistry and Manager of Pharmacy Mass Spectrometry Facility; B.S. 1967, Washington.

Johnson, Eric S., Affiliate Assistant Professor of Pharmacy, B.A. 1991, Emory, Ph.D. 1999, Washington.

Kadiyala, Srikanth, Assistant Professor of Pharmacy, B.A. 1996, University of Chicago, Ph.D. 2006, Harvard

Kunze, Kent, Associate Professor of Medicinal Chemistry; B.S. 1977, Washington, Ph.D. 1982, California (San Francisco).

Lam, Annie, Lecturer, Pharm.D., Washington

Levy, Rene H., Professor and Chairman of Pharmaceutics; B.S. 1965, Paris, Ph.D. 1970, California (San Francisco).

Lippert, Michaelene, Clinical Associate Professor of Pharmacy; B.S. 1980, Wisconsin.

McCune, Jeannine, Assistant Professor of Pharmacy, B.S. 1993, University of Pittsburgh, Pharm.D., 1995, University of North Carolina

Nelson, Sidney D., Dean and Professor of Medicinal Chemistry; B.S. 1968, Washington, Ph.D. 1974, California (San Francisco).

Nelson, Wendel L., Professor Emeritus of Medicinal Chemistry; B.S. 1962, Idaho State, Ph.D. 1965, Kansas.

O'Sullivan, Teresa, Lecturer in Pharmacy and Director of Professional Experience Programs; B.S. 1984, Washington, Pharm.D. 1990, Minnesota.

Odegard, Peggy S., Senior Lecturer of Pharmacy; B.S. 1985, Pharm.D. 1990, Washington.

Orr, Jack E., Dean Emeritus and Professor Emeritus of Pharmacy; B.S. 1940, Purdue, Ph.D. 1943, Wisconsin.

Plein, Joy B., Professor of Pharmacy; B.S. 1947, Idaho State, M.S. 1951, Ph.D. 1956, Washington.

Ramsey, Scott, Adjunct Professor; M.D. University of Iowa, Ph.D. , Pennsylvania.

Rettie, Allan E., Professor and Chair of Medicinal Chemistry; B.S. 1979, Heriot-Watt, Ph.D. 1983, Newcastleupon-Tyne.

Shen, Danny D., Professor and Chair, Department of Pharmacy, Professor of Pharmaceutics; B.S. 1971, Luther College, Ph.D. 1974, State University of New York (Buffalo).

Somani, Shabir, Associate Professor of Pharmacy; M.S. 1982, Minnesota, M.B.A. 1992, Minnesota.

Sullivan, Sean D., Professor of Pharmacy and Health Services; B.S. 1983, Oregon State,

M.S. 1986, Texas (Austin), Ph.D. 1992, California (Berkeley).

Thummel, Kenneth E., Associate Professor of Pharmaceutics; B.S. 1981, Boise State, Ph.D. 1987, Washington.

Trager, William F., Professor Emeritus of Medicinal Chemistry; B.S. 1960, California (San Francisco), Ph.D. 1965, Washington.

Unadkat, Jashvant D., Professor of Pharmaceutics; B.S. 1977, London (England), Ph.D. 1982, Manchester (England).

Veenstra, David L., Associate Professor of Pharmacy, B.S. 1989, California (Santa Barbara), Ph.D. 1996, California (San Francisco), Pharm.D. 1996, California (San Francisco)

Weber, Stan; Associate Professor of Pharmacy and Director of External Pharm.D. Program; B.Pharm. 1973, Washington State, Pharm.D. 1975, Cincinnati.

Williams, Donald, Affiliate Associate Professor of Pharmacy, B.S. 1958, Massachusetts.

Wittkowsky, Ann, Clinical Professor of Pharmacy; B.S. 1983, Michigan, Pharm.D. 1988, Washington.

## **Clinical and Affiliate Faculty**

In addition to the School of Pharmacy's full and part-time faculty, a large number of practicing pharmacists contribute to the School's academic programs. These individuals are members of our affiliate and clinical faculty. Affiliate faculty serve in numerous vital capacities, including lecturing in selected courses and acting as preceptors for students enrolled in practicums. Over 400 pharmacists throughout the Pacific Northwest are members of our clinical faculty, representing a variety of pharmacy practice settings such as community, hospital, nursing home, government and industry. Information on the names, addresses and practice settings of clinical faculty may be obtained from the Office of Professional Programs (H-364 Health Sciences Building, 685-8738).

## **ADMISSION, RETENTION, AND GRADUATION STANDARDS**

Graduate Study in Pharmaceutical Outcomes Research and Policy is designed to prepare students for advanced research with the aim of promoting safe, effective, and cost-efficient use of pharmaceuticals to provide patients with optimum health care and quality of life. The educational process requires assimilation of knowledge, acquisition of skills and development of judgment.

The University of Washington Department of Pharmacy endeavors to select applicants who have the ability to become highly competent researchers. As an accredited pharmacy school, it adheres to the guidelines promulgated by the American Council of Pharmaceutical Education in its "Guidelines for Accreditation Standards." Within these guidelines, the University of Washington Department of Pharmacy 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 insure that the candidate can complete the essential functions of the academic program required for graduation.

The School of Pharmacy, as a part of the University of Washington is committed to the principle of equal opportunity. 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.

Technical standards, as distinguished from academic standards, refer to those physical, cognitive, and behavioral abilities required for satisfactory completion of all aspects of the curriculum, and the development of professional attributes required by the faculty of all students at graduation. The essential abilities required by the curriculum are in the following areas: 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 the performance of pharmaceutical care.

The University of Washington Department of Pharmacy graduate curriculum requires essential abilities in information acquisition. The student must have the ability to master information presented in course work in the form of lectures, discussion groups, case studies, small group projects, practicum experiences, computer technology, written material, and projected images. The student must have the cognitive abilities necessary to master relevant content in biomedical science at a level deemed appropriate by the faculty, and must be able to develop appropriate reasoning and decision making skills.

## **GRADUATE STUDENT APPOINTMENTS**

Graduate stipends are available to eligible students. Tuition waivers, teaching assistantships, ARCS stipends and research assistantships are awarded each year to incoming and continuing graduate students based on need and availability. The graduate program administers an endowed fellowship from the Eli Lilly and Company, which is awarded annually to a qualified student.

### ***Research Assistantships***

Faculty conducting independent research generally have competitive research positions for graduate students that include tuition waivers, health benefits and a small stipend. Research Assistant (RA) appointments are effective fall quarter through spring quarter. The standard appointment is at 50%, which is equivalent to 20 hours of work per week. Graduate student service appointees must enroll for at least 10 credits each quarter to remain eligible for their appointments and receive salary, tuition waivers and insurance benefits, and must continue to make satisfactory progress toward their degrees.

Summer appointments are occasionally available. A summer Graduate Student Appointment requires students to be enrolled for at least 2 credits to continue to receive their salary and benefits. Announcements of summer Research Assistant appointments usually are made in the spring quarter.

### ***Teaching Assistantships***

The Department of Pharmacy has a limited number of Teaching Assistant (TA) appointments to award each year. As with Research Assistant appointments, Teaching Assistant appointments are effective fall quarter through spring quarter. The standard appointment is at 50%, which is equivalent to 20 hours of work per week. Graduate student service appointees must enroll for at least 10 credits each quarter to remain eligible for their appointments and receive salary, tuition waivers and insurance benefits, and must continue to make satisfactory progress toward their degrees.

Typical TA duties include: assistance with the conceptual design of a course; preparing examinations; playing a major role in coordinating the class; grading of written assignments; holding office hours for students; some formal teaching of class; facilitating a small group session as part of a course. Written evaluations of TA performance are completed each quarter by the course coordinator, and are distributed to the TAs, for their review and comment.

## **GSEAC/UAW Unionization**

### **The UW/UAW Contract for Academic Student Employees is on the Web**

In March 2004, a majority of eligible graduate students voted in favor of being represented by GSEAC/UAW for the purpose of bargaining on compensation, benefits, hours and working conditions for Academic Student Employees. Check out the UW/UAW contract that was reached in June 2004:

<http://www.washington.edu/admin/hr/laborrel/contracts/uaw/addons/index.html>

To address the many questions related to the implementation of the new contract there is also a list of common questions and answers that arose during the negotiation. Access this page at:

<http://www.washington.edu/admin/hr/laborrel/contracts/uaw/addons/faq>

## **GRADES AND GRADING POLICY**

An explanation of the grading system at the University of Washington may be found at the beginning of each Quarterly Time Schedule or the University Catalog.

Admission to the Graduate School allows students to continue graduate study and research at the University of Washington only as long as they maintain satisfactory performance and progress toward completion of their graduate degree program. The Graduate School and the Department of Pharmacy requires that you maintain a minimum cumulative GPA of 3.0. The GPA includes all graded courses including those taught by PORPP faculty and those that are provided by other departments in the University. (Peripheral courses may, at the option of the student and instructor, be taken on a satisfactory/not satisfactory basis).

A graduate student whose performance and progress toward a degree is deemed unsatisfactory by the departmental faculty (see Minimally Acceptable Progress, page A-10) will be placed on academic probation. He/she will be reviewed quarterly by their Supervisory Committee and provided with an explanation of performance expectations and a timetable for correction of deficiencies. If the student's performance does not make clear progress toward meeting the Department's expectations during the probationary quarter, he/she may be placed on final probation and subsequently dropped from the program. A documented explanation along with the Department's recommendations concerning the student's academic continuation in the graduate program is transmitted to the Dean of the Graduate School who will make a final decision regarding the student's status. The Dean's decision will be transmitted to the student by letter and placed in the student's permanent record. Re-admission to the Department of Pharmacy may be requested by petition to the Director of Graduate Programs.

## **FINAL EXAMINATION POLICY**

School of Pharmacy final examinations for courses are administered in accordance with the University of Washington Examination Schedule published in the Quarterly Time Schedules. The Dean may permit an instructor to change the time of a final examination upon prior application demonstrating good cause for such change. In such cases, the following guidelines shall be observed:

1. With the Dean's permission, a final examination may be posted or moved to an earlier time within the examination period if agreed to by all students and the instructor. Before approving the rescheduling of a final examination, the Dean shall obtain assurances that the change will not have an undue adverse impact on the students. The Dean shall notify the Registrar of the approval granted for the date of a final examination.

2. An instructor shall not schedule a final class examination before the beginning of finals week. An instructor shall not, except in very unusual circumstances, grant permission to individual students for an early examination. If the student is unable to take an examination on the scheduled date, the procedure outlined in the following paragraph should be followed.
3. A student absent from any examination through sickness or other cause, judged by the instructor to be unavoidable, shall be given an opportunity to take a rescheduled examination or perform work judged by the instructor to be the equivalent.

If the instructor determines that neither alternative is feasible during the current quarter, the instructor may exempt the student from the requirement. Examples of unavoidable cause include death or serious illness in the immediate family, illness of the student and, provided previous notification is given, observance of regularly scheduled religious obligations, and might possibly include attendance at academic conferences or field trips, or participation in university-sponsored activities such as debating contests or athletic competition. Students are responsible for taking any number of examinations for which they are scheduled on a given day.

## **ACADEMIC GRIEVANCE PROCEDURE**

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), unfair treatment and similar issues, may seek resolution of their complaints as described below.

Students who believe they have been discriminated against on the basis of race, religion, color, sex, national origin, age, handicap, or status as a disabled veteran or Vietnam-era veteran should refer to the Human Rights Grievance Procedure contained in the University of Washington Operations Manual, D45.5.

### **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 may request the chairperson of the department to conciliate. If this discussion does not result in resolution of the grievance, the student may request the Director of Academic and Student Programs to conciliate. If the student is dissatisfied with the informal conciliation, he or she may file a formal written complaint with the Dean.

## **Initiation of Formal Complaint**

The School of Pharmacy Academic Grievance Committee is composed of three faculty members or administrators and two students. A senior faculty member is appointed by the Dean to serve as Chairperson of the Committee. The Dean shall consult with representative members of the student body for ad hoc 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 formal complaint has been filed by a student, 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 5 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 members of the faculty and staff involved, the Dean, the chairperson of the department and all other prospective witnesses. A list of the persons 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 adequate summary of the proceedings shall be kept and shall include, as a minimum requirement, a tape recording of the proceedings. Such summary shall be retained by the Dean until the student graduates to insure adequate review, if requested. Upon graduation the summary shall be destroyed.

Within 5 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 5 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 Procedure**

When a request for reconsideration has been received, the Dean shall transmit to the Provost a copy of the decision issued by him, 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:

1. there are no procedural irregularities and the decision is fair, in which case he will reject the request thereby making the decision of the Dean immediately final; or
2. the record reflects some basis for reconsideration, in which case he will remand the matter to the Dean for appropriate action.

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

## **SCHOOL OF PHARMACY POLICY ON STUDENT MISCONDUCT**

The Student Code of the University describes the rights and obligations of students with regard to appropriate conduct and disciplinary procedures to be followed in the event of a breach of conduct. Faculty, students and administration should become familiar with the entire contents of the Code, for it is the framework upon which this policy was developed.

From WAC 478-120-020:

Admission to the University carries with it the presumption that the student will be a responsible member of the academic community. Thus, when the student enrolls in the University, the student likewise assumes the obligation to observe standards of conduct

which are appropriate to the pursuit of academic goals. Stated in general terms the student has the obligation to:

- (a) Maintain high standards of academic and professional honesty and integrity;
- (b) Respect the rights, privileges and property of other members of the academic community and visitors to the campus, refraining from actions which interfere with the University functions or endanger the health safety or welfare of other persons;
- (c) Comply with the rules and regulations of the University and its schools, colleges and departments.

Specific regulations on conduct, the criteria for judging misconduct, and the sanctions to be imposed are based on these general principles.

## **Standards of Academic and Professional Conduct**

Breaches of appropriate student conduct can generally be categorized as cheating, plagiarism, the unauthorized possession of exams, papers, or other class materials that have not been formally released by the instructor, disruptive behavior, or other conduct failing to meet acceptable standards.

**Cheating** may be defined as using unauthorized materials or giving or receiving unauthorized assistance during an examination or other academic exercise. Examples of cheating may include:

- *copying the work of another student during an examination or other academic exercise, or permitting another student to copy one's work*
- *completing an academic exercise (such as taking an examination or writing a paper) for another student or allowing another student to complete one's assigned academic exercise*
- *possessing unauthorized notes, study sheets or other materials during an examination or other academic exercise*
- *collaborating with another student during an academic exercise without the instructor's consent*
- *falsifying the results of an academic or research exercise*
- *asking or receiving questions or answers to an examination from a student who has taken the same exam you are about to take\*\**

**Plagiarism** may be defined as the use of another's words or ideas without acknowledgment. Examples of plagiarism may include:

- *failing to use quotation marks when quoting from a source*
- *failing to document distinctive ideas from a source*
- *fabricating or inventing sources*

**Unauthorized Possession or Disposition of Academic Materials** may include:

- *selling or purchasing examinations or other academic work*
- *taking another student's academic work without permission*
- *possessing examinations or other assignments not formally released by the instructor*
- *submitting the same paper for two different classes without specific -authorization*

**Disruptive Behavior may include\*\***

- *interfering with a student's right to hear an instructor or speaker*
- *interfering with a student's right or ability to complete an academic exercise in an appropriately conducive environment,*
- *harassment of a member or visitor in the academic community*
- *creating an impediment to the conduct of academic business*

**Other Unprofessional or Unethical Behaviors may include:\*\***

- *violation of the standards of professional conduct at the practicums*
- *altering graded work and submitting it for reevaluation*
- *other conduct unbecoming of a student*

Faculty are encouraged at the beginning of the quarter to define actions in addition to these examples which would constitute misconduct in their classroom.

(These Standards of Academic and Professional Conduct were adapted from the "Standards of Academic Honesty," Boulder, CO: University of Colorado at Boulder, 1990, ED 327 122. Additions are indicated by double asterisks \*\*.)

***Procedures***

Faculty and administration, in support of the high value placed on academic honesty and professional integrity, will not tolerate acts of misconduct. Students are required to honor the obligations described in WAC 478-120-020 and should report incidences of misconduct to the appropriate instructor, Department Chair or the Graduate Program

Advisor.

When student misconduct is charged, the member of the faculty responsible for the academic exercise during which the alleged misconduct occurred shall notify the Department Chair. The Faculty member, Department Chair, and the student shall meet to discuss the incident at which time all sanctions which might conceivably be placed and all rights a student possesses as described in the Student Code shall be reviewed. After considering the evidence and the student's response or other witnesses reports, if it is determined misconduct did occur, a written incident report is made to the Graduate Program Advisor. If academic misconduct is admitted or ruled to have occurred, the faculty need not give credit for that exam, paper, or particular piece of work [WAC 478-120-050 (4)]. If a student exhibits disorderly or disruptive behavior, the faculty member has the right to exclude a student from that class session [WAC 478-120-050 (5)]. The Department Chair has the authority to terminate the proceedings, administer disciplinary sanctions if appropriate directly subject to the student's right of appeal and concurrence of the Dean, or refer the case to the Academic and Professional Standards Committee or the University Disciplinary Committee for disposition. For matters outside the jurisdiction of the School of Pharmacy, the Office of Student Affairs or other appropriate body will be notified.

Upon receipt of a report of misconduct, the Graduate Program Advisor shall ensure the student has been furnished with a copy and has been asked to respond to the charge in writing. The case may be referred to the University Disciplinary Committee anytime in this process by any of the principals involved. If a student or faculty member wishes to appeal the decision of the Department Chair via the Academic and Professional Standards Committee, or the Chair requests action by this Committee, or if this is a repeat offense, a copy of the reports will be given to the Chair of the Academic and Professional Standards Committee. The Committee, selected by the Dean, will consist of three voting members of the faculty (one of whom will be designated as Chair) and one student. The Committee shall investigate the matter, possibly holding informal interviews with the student who is charged with misconduct, instructor, witnesses or other individuals and determine, through a consideration of the evidence regarding the current incident and the student's history of academic conduct, recommendations to be made to the Dean. All records regarding disciplinary activities shall be retained by the Graduate Program Advisor and handled in accordance with procedures outlined in the University Student Conduct Code.

Depending on the severity of the incident and the student's history, any of the disciplinary actions described in the Student Code of the University Handbook may be imposed. The possible sanctions include disciplinary warning, reprimand, restitution, disciplinary probation, and dismissal from the School of Pharmacy. At the conclusion of its hearings, the Chair of the Academic and Professional

Standards Committee shall issue a report to the Dean that shall include: (a) a

description of the alleged misconduct, (b) a record of the proceedings of the Committee and its findings, (c) recommendation of action to be taken by the Dean.

The Dean shall take those steps required by the Student Code as described in the University Handbook. The Dean shall consider the student's appeal regarding the recommendation of the Academic and Professional Standards Committee prior to initiating any action deemed appropriate by the Dean.

It shall be recognized that all steps, from the time of the incident and the initial meeting with the principals, through any action finally taken by the Dean should be conducted in a timely manner. For this reason, Departmental and School executives may designate an appropriate member to act in their stead. A recommended guideline would be no more than five business days between the initial incident and the meeting with the Department Chair, fourteen business days for investigation and recommendations from the Academic and Professional Standards Committee and five business days for action by the Dean.

The Dean will appoint alternate members in the event the faculty or student member serving on the Academic and Professional Standards Committee or the Department Chair are involved in the incident.

## **Travel Policy**

Prior Approval is required for all travel.

- All travel expenses should be charged to the PORPP Program Visa account when possible (i.e., airfare, hotel, registration fees, etc.).
- If airline tickets or registration must be purchased more than 30 days in advance of travel, reimbursement of charges can be made before travel is completed. Your credit card statement can serve as a receipt, if no receipt is issued.
- Students will not receive a flat per diem for meal or other expenses. Reimbursement will be for actual business-related meal expenses only, and receipts are required.

Within the week following return, students will prepare a "Travel Expense Worksheet", attach receipts, and submit to Penny Evans.

Students can expect to receive a reimbursement check within 2 to 6 weeks if these procedures are followed.

## **UW SUSPENDED OPERATION/INCLEMENT WEATHER POLICY**

(Compiled from the University of Washington Operations Manual). In the event of an emergency situation adversely affecting University operations, public health, or the well-being and safety of students, faculty, or staff employees, the President or his designee may declare a temporary suspension of any or all operations of the institution.

Emergency situations which might affect such a suspension decision include, but are not limited to: severe weather conditions, natural disaster, fire or related hazard, and mechanical or equipment failure. As a general policy, the University will limit any suspension to those operations most directly affected by the emergency so as to minimize disruption of regular teaching, research, and public service programs.

Any decision to suspend operations temporarily will be declared by the Office of the President in consultation with senior University officers, and when appropriate, with state or federal officials. To the degree practical under the circumstances, notice of a suspension decision will be made by the Office of Information Services to radio, television and newspaper media. To the degree practical, such announcements will include basic information regarding the nature of the emergency, applicability to facilities, units and/or employees, and anticipated duration of the suspension. Thus students wondering about possible UW closure should monitor major radio and TV stations (such as KIRO, KOMO, KING) for information.

## **Inclement Weather**

The University's normal policy is to remain open during inclement weather. Thus students are responsible to have alternative transportation plans in the event of snow or other severe weather conditions. When such weather conditions occur, one of the following decisions will be made by the Office of the President:

The University will remain open and operating on a regular schedule, except as expressly announced to the contrary (e.g. conditions may warrant the suspension -or cancellations of evening classes or scheduled public events even though the University otherwise remains open).

Most University operations will be temporarily suspended. No classes will be held, administrative offices will be closed, and, except as expressly announced to the contrary, all scheduled public events will be canceled. The University of Washington Medical Center, Harborview Medical Center, and other essential services (e.g. University Libraries, Physical Plant, University Police, and the Residence Halls) will remain open, but may operate on a restricted schedule or restricted scope of activities.

## **FIRE ALARM PROCEDURE POLICY**

In the event of a fire alarm sounding, all students should evacuate the building immediately using the nearest exit, unless there has been prior notification that the alarm is for test purposes only.

Students should be aware that it is a finable offense under the Seattle Fire Code to remain in the building during an alarm. The maximum amount of the fine is \$500 and/or 180 days in jail. .

Please remember that your safety takes priority above anything else. While it may not always be convenient to stop activities and evacuate during a fire alarm, it is necessary.

In the event of a fire, please follow the procedures below (from the UW Emergency Plan):

- a. Call for help by activating the fire alarm manual pull station located at exits. If time permits, use a telephone to give more specific information.
- b. Leave the building immediately by the nearest exit route or an alternate route if the nearest exit is blocked. Keep to the right of the stairwell as you descend. Fire fighters may be coming up on the left as you are going down.
- c. Do not use elevators. Elevators are not available and may not be safe for evacuation purposes. When the fire alarm sounds, the elevators will be automatically recalled to a predetermined floor and shut off.
- d. As you leave your area, take the following precautions, if it is safe to do so. These activities must not significantly delay your departure. Exercise good judgment.
  1. Close doors as you leave
  2. Shut off heat-producing equipment (Bunsen burners, etc.)
  3. Return hazardous materials to their proper storage units.
- e. Assist persons with disabilities out of the building or to the Area of Evacuation Assistance designated for the building and inform responding emergency personnel to assist the disabled with evacuation.
- f. After evacuation, report to your emergency assembly point, in front of South Campus Center.
- g. Stand clear of Fire Department personnel and equipment; follow the directions of the Seattle Fire Department.
- h. Do not re-enter the building until the Seattle Fire Department has declared the building safe.

## **INDEMNIFICATION POLICY**

The official policy of the University of Washington is as follows:

"...the University will provide legal defense, indemnification, and protection from any

expenses connected with the defense, settlement or payment of monetary damages related to actions, claims or proceedings instituted against ... students while acting at the direction or specific request of the University in the course of responsibilities imposed by approved programs of the University.

Provided, that the above provisions will not apply to actions, claims, or proceedings arising out of acts taken in bad faith. The following are examples of types of conduct which will normally be deemed to have been taken in bad faith: (1) The act was committed with the willful intention of causing injury or harm, or was reckless or malicious in nature. (2) The act was committed in willful violation of law or University regulations. (3) The act was committed while under the influence of alcohol or a controlled substance."

This policy has been established according to the requirements of RCW 28B.20.250.253.255, and RCW 69.50.101.

## **POLICY ON SPECIAL ACCOMMODATIONS**

The University, through the Disabled Student Services Office, arranges academic accommodations for enrolled disabled students. Services must be arranged in advance and require documentation of the disability. Technical and adaptive equipment is available through both the Disabled Student Services Office and Desktop Computing Services. Additional information is available by calling 543-8925.

## **LIBRARIES**

Students of the School of Pharmacy will find many of the references needed for classes in either the Health Sciences Library or Suzzallo Library and the specialty libraries located on upper campus.

**The Health Sciences Library** is located on the second and third floors of the T-Wing ,in the Health Sciences Building. This facility contains the largest collection of biomedical literature in the Pacific Northwest, and also serves as the Pacific Northwest and Regional Health Sciences Library of the National Library of Medicine. This library is open Monday through Thursday 8:00 am to 11:00 pm and Sunday 12:00 pm to 11:00 pm. During interim periods between quarters the hours of operation may be altered slightly.

The library subscribes to a large number of periodicals in the biomedical field. Journals are shelved alphabetically on the main floor of the library. The most recent issues of periodicals are found in the New Acquisitions area. The library also maintains a Reserve Reading Desk where specific course readings are available for a two hour reserve. The Reserve Desk is located on the second floor of the library (the third floor in the building).

In addition to providing reference material for students, the library also serves as a good place for studying. Small conference rooms have been designated as audiovisual rooms containing video and audio playback machinery for various self-learning resource materials.

The Health Sciences Library staff provides tours of the library at the beginning of each quarter for new students and faculty. Students are advised to sign up for one of these tours, as they describe the services of the library in considerably more detail than is possible here.

**Suzzallo and Allen Libraries**, located in the center of upper campus, contain nearly five million volumes. They provide an unparalleled variety of texts on scientific, economic, and social issues. The UW Libraries Catalog (available on-line) is a fully integrated, computerized system that provides bibliographic information and circulation status for the cataloged holdings of the University Libraries. Suzzallo and Allen Libraries are open 7:30 am to 10:00 pm Monday through Thursday, 7:30 am to 5:00 pm Fridays, and 1:00 pm to 5:00 pm on Saturdays and Sundays. The hours of libraries may change between quarters. For current hours call 543-0140

## COMPUTING SERVICES

Computing and Communications (C&C) is the central UW organization for computing and networking, and it offers a variety of computing options and services. Each quarter, C&C provides a series of short training sessions on computer use including the use of the UNIX system, using the internet, presentation software, and word processing, database and spreadsheet software. They also provide an excellent help line for any computer questions online at [help@cac.washington.edu](mailto:help@cac.washington.edu), or phone 543-5970. Computer access for individuals with disabilities is available by calling 685-4144.

**Uniform Access Accounts:** Students can and are encouraged to create their own Uniform Access accounts on computers provided by C&C. These accounts can be used to access the internet and the World Wide Web, including a Web server where they can create their own Web pages. Students can browse the UW course catalog and Time Schedule; use electronic mail to communicate with classmates and professors; get lists of campus events; research papers and topics through a variety of servers (including MedLine); search library documents; and use software for statistics, graphics, programming, and text formatting. See the Graduate Program Advisor if you have questions on opening your Uniform Access account.

**Off-Campus Access:** With the use of a modem, students may access the University computer system from home with UW Internet Connectivity Kit (UWICK) software. This software is available for purchase from the University Bookstore, or you may borrow a copy from the graduate program assistant. Additional information about UWICK can be found on C&C's web page, at

<http://www.washington.edu/computing/docs/uwick.html>.

Should you prefer to dial in using your own software configurations from home, you will find a list of phone numbers in the campus directory, under Computing and Communications, Dial-In Access.

**Departmental Facilities:** The Department of Pharmacy provides graduate students with access to both PC and Macintosh personal computers, equipped with software, and a laser printer in the Graduate Study Room.

## **GRADUATE STUDENT OFFICES**

The Department of Pharmacy provides each of its graduate students with a study carrel, most of which are located in the Graduate Study Room. This room is also fully equipped with computers for student use and access to the University's central computers, the UNIX system, and the Internet. This locked room will provide students with a convenient area to study, collect materials, and relax between classes. Each student will also have a mailbox in which to receive notices.

## **CENTER FOR EDUCATIONAL RESOURCES**

The University of Washington maintains an excellent service for various educational resources ranging from photographic development to printing large scale posters. For a reasonable fee you can have a computer generated presentation printed to slides, overheads, or on posters. The Center can provide valuable assistance on the production of graphics and illustrations, and maintains a digital imaging service. The Center for Educational Resources is located in Room T-252 in the Health Sciences Center.

## **SPORTS AND RECREATION FACILITIES**

A wide variety of sports and recreation facilities are available to students at a small cost. Swimming, weight training, and exercise equipment may be found at the IMA building, along with a variety of team sports (543-4590). Students may also want to try renting a canoe, kayak, or sailboat at the Waterfront Activities Center (543-9433) or hitting a few golf balls at the driving range.

## PHONE LIST - OTHER GRADUATE RESOURCES

The Graduate School	543-5900
Student Services: Doctoral Program	543-7115
Student Services: Master's Programs	685-2630
Center for Career Services	543-0535
Childcare Assistance Program	543-1041
Disabled Student Services	543-8924
Graduate & Professional Student Senate	543-8576
Hall Health Center	685-1011
International Services Office	543-0840
Suzzallo/Allen Library	543-0242
Health Sciences Library (hsl@u.washington-edu)	543-5530
Recreational Sports Programs	543-4590
Registrar's Office	543-5378
Sexual Assault Referral and Information Services	685-HELP
Student Activities and Union Facilities	543-8131
Student Accounts	543-4894
Student Counseling Center	543-1240
Student Financial Aid	543-6101
Student Health Insurance	543-6202
Graduate Appointee (TA/RA) Insurance	685-9719
Student Legal Services	543-6486
Student Loans	543-4025
Student Organizations	543-2380
University Bookstore	634-3400
University Bookstore Computer Center	545-4382
Woman's Center	685-1090
Work Study and Short Term Loans	685-1985