

# WEST COAST UNIVERSITY SCHOOL OF PHARMACY



## PHARMACY STUDENT HANDBOOK 2021–2022

## Welcome Message from Assistant Dean of Student Affairs

Dear Student-Pharmacists,

Whether you are a new or returning student, the Office of Student Affairs welcomes you to the 2021-2022 academic year. For those of you who are new to West Coast University School of Pharmacy, your decision to join the pharmacy profession and our pharmacy program will set you on a road to a host of pharmacy experiences and a journey to explore many career opportunities. Pharmacy professionals can function in different capacities in numerous areas of healthcare, and the options will continue to grow. We believe that WCU has developed a program where students can acquire the knowledge, skills, and attitudes to practice in current, future, and yet undiscovered areas of pharmacy practice. Taking advantage of all the opportunities for self-assessment, strategic planning, professionalism, and teamwork will allow you to develop into the best pharmacist that you can be. Your growth and success in your future will benefit from developing your ability to communicate, think critically, and continue a path of life-long learning. Our goal is to expose you to a variety of career possibilities which will help you develop those abilities, inspire you to discover your own passion, and provide you with the tools to navigate through the various stages of your career.

Since this is your entry into the pharmacy profession, some sections of the Handbook address what it means to be a professional, and to dress professionally, and others provide the various ethical principles, which guide the pharmacy profession. These sections are intended to begin to guide students in developing a sense of social and personal responsibility that will be combined with your developing scientific and technological knowledge to create a professional who is committed to the public good and the process of lifelong learning. Collaboration with other healthcare professionals and students in other health professions programs, during your tenure in the WCU program will prepare you for your professional practice as an integral member of the health care team. Adopting a code of professionalism from the beginning of your matriculation, throughout your time in our program, and in your career will maximize the trust and respect that you will garner from your patients, their families, and your colleagues.

For all students, the PharmD Student Handbook ("Handbook") is designed to help you navigate through your time in our program. The Handbook collects academic standards, policies and procedures, student resources, as well as expected behaviors in a single location. You can find Information on standards for grading policies, progression, absences, and dress code (modified for 2021-2022). Faculty and staff contact information is current. From time to time, Handbook revision and strategic updates are necessary. Take responsibility to become familiar with the Student Handbook, understand its basic content, and maintain a working familiarity with any changes that may occur from one year to the next. Enjoy a snapshot of our WCU School of Pharmacy School pride and leadership in the profession, and engagement with our neighboring California schools in the newly added section of the PharmD Student Handbook (pp. 59-60).

Student Affairs looks forward to guiding you on your journey. On behalf of the Office of Student Affairs, Annie Mouradian, Student Advisor, and I would like you to feel at home right away and will serve in any way we can to facilitate your adjustment to the life of a student-pharmacist in P1, P2 P3, or P4. We are so excited to welcome you to the WCU "pharmily."

Sincerely,

**Dr. Ettie Rosenberg**, PharmD, JD

Assistant Dean of Student Affairs, West Coast University School of Pharmacy

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*From the Office of Student Affairs: The policies and procedures in this Student Handbook are specific to the School of Pharmacy and are supplementary to University policies prepared the 2021 - 2022 West Coast University Student Handbook. Students are required to adhere to all policies and procedures included in the University Catalog and Pharmacy Student Handbook. West Coast University has the right, at its discretion, to make reasonable changes in program content, class schedules, policies, procedures, materials, and equipment, as it deems necessary in the interest of improving the students' educational experience. When size and curriculum permit, classes may be combined. When federal, state, accreditation, or professional changes occur that affect students currently in attendance, the institution will make the appropriate changes and notify the students accordingly.*

## INTRODUCTION

### **West Coast University Mission**

At West Coast University, we embrace a student-centric learning partnership that leads to professional success. We deliver transformational education within a culture of integrity and personal accountability. We design market-responsive programs through collaboration between faculty and industry professionals. We continuously pursue more effective and innovative ways through which students develop the competencies and confidence required in a complex and changing world.

### **School of Pharmacy Mission**

The School of Pharmacy is a learning community that:

- Delivers a dynamic curriculum emphasizing evidence-based practice.
- Prepares students to serve patients as a member of an interprofessional team.
- Engages in scholarship
- Serves the community through outreach.

### **School of Pharmacy Vision**

We are committed to providing students with a learning environment, which emphasizes patient centered care, interprofessional education, and leadership development. We are committed to fostering a culture of scholarship among faculty and students. We strive to lead the pharmacy profession to the forefront of an integrated and innovative practice.

### **Doctor of Pharmacy Degree**

The degree of Doctor of Pharmacy is conferred by West Coast University as the minimal requirement for licensure eligibility and is recognized by all state boards of pharmacy. Students should be aware that the awarding of the Pharm.D. degree does not in itself, permit the graduate to practice as a pharmacist. Licensing for pharmacy practice is governed by the state boards of pharmacy (see Licensure Information).

### **Pharmacy Practice**

The practice of pharmacy has experienced profound changes during the past three decades. Its traditional role in drug distribution has increasingly expanded to include several services that also include blood pressure monitoring, glucose monitoring, cholesterol monitoring, provision of flu shots, and dosing adjustment for anticoagulants and antibiotics. This role has expanded

to incorporate the concept of health care provider. In January of 2014, the state of California legally conferred “provider” status to its practicing pharmacists (SB 493). While several the law’s provisions required further implementation regulations from the state Board of Pharmacy, SB 493 immediately authorized licensed pharmacists to:

- Administer drugs and biologics when ordered by a prescriber. Previously, this was limited to oral and topical administration. Implementation of SB 493 allowed pharmacists to administer drugs via other methods, including by injection, provide consultation, training, and education about drug therapy, disease management, and disease prevention.
- Participate in multidisciplinary review of patient progress, including appropriate access to medical records.
- Furnish travel medications recommended by CDC not requiring a diagnosis.
- Independently initiate and administer immunizations to patients 3 years of age and older if certain training, certification, recordkeeping, and reporting requirements are met. If a pharmacist wants to provide immunizations to children younger than 3 years, the pharmacist must have a physician protocol.
- Order and interpret tests for the purpose of monitoring and managing the efficacy and toxicity of drug therapies, in coordination with the patient’s primary care provider or diagnosing prescriber.

The designation of provider status to California pharmacists conferred legal authority for pharmacists to interact with patients and other health care providers to assure that the drug therapies prescribed are appropriate and achieving the desired outcomes for patients. The impetus for SB 493 arose from the realization that such collaboration can result in the prevention of adverse drug experiences, drug-drug, and drug-food interactions, prescribing errors, and lowered healthcare costs.

### **Programmatic Accreditation**

West Coast University School of Pharmacy’s Doctor of Pharmacy program is accredited by the Accreditation Council for Pharmacy Education, 135 South LaSalle Street, Suite 4100, Chicago, IL 60603, 312/644-3575; fax 312-664-4652, web site [www.acpe-accredit.org](http://www.acpe-accredit.org).

### **Student Grievance Policy and Procedures**

Every student has the right to file a grievance. If a pharmacy student believes a faculty member, administrator, or other pharmacy student has acted in a manner inconsistent with School of Pharmacy and University policies and/or procedures, the student may file a grievance.

The School of Pharmacy and University Grievance Policies and Procedures are designed to support and advance a fair, objective, and respectful process and to follow an ethical set of policies and procedures for resolution of disputes. Any person(s) submitting a frivolous or malicious grievance will be referred to the University Conduct Committee for possible

disciplinary action. The Assistant Dean of Student Affairs/Campus Director of Student Affairs is the designated Grievance Officer for the School of Pharmacy.

Students with complaints/grievances relating to classroom or other matters are encouraged to do the following:

1. Discuss the issue with the involved party. Every attempt should be made by both the student and involved party to resolve the matter at this level.
2. If the matter is not resolved at level 1 (above), students must submit a formal grievance with the School of Pharmacy Assistant Dean of Student Affairs or Campus Director of Student Affairs. Please note that all grievances must be filed within 30 days of the alleged incident.

The University Grievance Form is available from either the School of Pharmacy Assistant Dean of Student Affairs or Campus Director of Student Affairs.

3. The Grievance Officer will determine if the submitted grievance warrants investigation or further action.
4. The Grievance Officer will attempt to provide periodic status updates on the grievance review to students during and through the grievance review process.

If a pharmacy student does not feel that the University has adequately addressed a grievance, the student may consider contacting The Accreditation Council on Pharmacy Education (ACPE).

### **Complaints about Accreditation Standards or School of Pharmacy Policies & Procedures**

A student who has a concern regarding an ACPE accreditation standard may make a formal complaint. The ACPE recommends that the student submit the complaint to the School of Pharmacy Dean for review and determination by the School of Pharmacy administration. The decision will be transmitted to the student in writing. If the student thinks that he/she did not receive due process, then the student may contact the ACPE. In addition, if the student perceives a serious problem with a standard, then he/she may bypass the School of Pharmacy Dean and contact the ACPE directly at: [csinfo@acpe-accredit.org](mailto:csinfo@acpe-accredit.org) Accreditation Council for Pharmacy Education 135 S. LaSalle Street, Suite 4100 Chicago, Illinois 60603-4810, Phone: 312-664-3575; Fax: 312-664-4652. Additional information about the complaint process can be found at [www.acpe-accredit.org/complaints](http://www.acpe-accredit.org/complaints).

### **Ethics Reporting Hotline**

If a student witnesses violations of these or any other University policy, the student is requested to report the violation immediately. Students who feel uncomfortable talking to the Assistant Dean of Student Affairs or Campus Executive Director should follow the process outlined in the Student Grievance Policy. If the student prefers to make a confidential report, he or she may use the Ethics Reporting Hotline by calling 800-448-1681 or they may do so online at: <https://www.integrity-helpline.com/accwcu.jsp>.



## ORGANIZATION AND ADMINISTRATION OF THE PHARMACY PROGRAM

### **Location of the School**

The School of Pharmacy is located at 590 North Vermont Avenue in Los Angeles, California within the Center for Graduate Studies. The School is 2.6 miles from downtown Los Angeles, the heart of the nation's second largest city. This location places students in close proximity to the center of recreation, arts and entertainment, dining, shopping, and nightlife.

### **School of Pharmacy Faculty – Departments**

The Faculty of the School is comprised of members in the Department of Pharmaceutical Sciences and the Department of Pharmacy Practice. A brief biography of each faculty member is available on the School website (<http://pharmacy.westcoastuniversity.edu/>). The Program is administered by the School Executive Committee which consists of the Dean, Assistant Dean of Academic Affairs, Assistant Dean of Student Affairs, Assistant Dean of Experiential Education, Assistant Dean of Assessment and Accreditation, two Department Chairs (Pharmaceutical Sciences and Pharmacy Practice), and Faculty Liaison.

### **Department of Pharmaceutical Sciences**

The research and teaching interests of faculty members in the Department of Pharmaceutical Sciences are focused on basic sciences including immunology, pharmacology, pharmaceuticals, medicinal chemistry, biochemistry, and scholarship in teaching and learning. The Chair of the department is Dr. Fred Farris.

### **Department of Pharmacy Practice**

Faculty members in the Department of Pharmacy Practice have teaching, research, and practice interests related to public health and the clinical use of drugs in patients. Many Pharmacy Practice faculty members are affiliated with a practice site in a local hospital, ambulatory care center, or community practice pharmacy.

West Coast University   School of Pharmacy Directory		
Title	Associate	Phone and Email Contact
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Campus Librarian	Greg Ullman, MLS	818-299-5525 <a href="mailto:gullman@westcoastuniversity.edu">gullman@westcoastuniversity.edu</a>
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## **ACADEMIC CALENDAR 2021 – 2022**

### **Fall Semester (2021)**

*Semester Begins on Monday August 16, Ends on Sunday December 19*

<b>New Student Orientation (Class of 2025)</b>	Monday August 9 -Friday August 13
<b>Fall Classes Begin</b>	Monday, August 16
<b>Last Day to Add/Drop</b>	Tuesday, August 24
<b>Holiday (Labor Day) *</b>	Monday, September 6
<b>Last Day to Withdraw</b>	Tuesday, October 12
<b>Fall Classes End</b>	Friday, November 5
<b>Final Exam Week</b>	Monday, Nov. 8– Friday, Nov.12
<b>Thanksgiving Holidays*</b>	Thursday, Nov. 25 – Sunday, Nov 28
<b>IPPE**</b>	Monday, Nov. 29– Friday, Dec. 17
<b>IPE</b>	Monday, Nov. 29 – Friday, Dec. 17
<b>Semester Ends</b>	Sunday, December 19

### **Spring Semester (2022)**

*Semester Begins on Monday January 3, Ends on Sunday April 24*

<b>Holiday (New Year) *</b>	<b>Friday, January 1</b>
<b>IPPE**</b>	Monday, January 3 – Friday, January 21
<b>IPE</b>	Monday, January 3 – Friday, January 21
<b>Last Day to Add/Drop</b>	Tuesday, January 11
<b>Holiday (Martin Luther King Day) *</b>	Monday, January 17
<b>Spring Classes Begin</b>	Monday, January 24
<b>Holiday (Presidents' Day) *</b>	Monday, February 21
<b>Last Day to Withdraw</b>	Tuesday, March 1
<b>Spring Break</b>	Friday, March 18 – Monday, March 21
<b>Spring Classes End</b>	Friday, April 15
<b>Final Exam Week</b>	Monday, April 18 – Friday, April 22
<b>Semester Ends</b>	Sunday, April 24
<b>PCOA Examination</b>	<b>TBD by PharmD Office of Assessment</b>

\*Campus Holiday

\*\*Students on IPPE must comply with practice site hours

## APPE Calendar 2021-2022

*Begins on Monday April 26/2021, Ends on Friday April 22/2022*

<b>Block 1</b>	<b>Summer</b>	<b>05/17/2021 - 06/25/2021</b>
<b>Block 2</b>	Summer	06/28/2021 - 08/06/2021
<b>Block 3</b>	Summer - Fall	08/16/2021 - 09/24/2021
<b>Block 4</b>	Fall	09/27/2021 - 11/05/2021
<b>Block 5</b>	Fall	11/08/2021 - 12/17/2021
<b>Block 6</b>	Spring	01/03/2022 - 02/11/2022
<b>Block 7</b>	Spring	02/14/2022 - 03/25/2022
<b>Block 8</b>	Spring - Summer	03/28/2022 - 05/06/2022

## **General Policies for the School of Pharmacy**

### **Admission Requirements**

Individuals whose criminal background check (CBC) reveals information that would either prevent them from completing the program or obtaining licensure from the California State Board of Pharmacy would have their offer retracted. Information from the CBC must be on file with the Office of Experiential Education before the student secures a seat in the class. Information on obtaining the initial CBC is mailed to each student who has accepted an offer of admission from the School of Pharmacy. Upon receipt of proof of the admissions requirements, students are eligible for registration in the Doctor of Pharmacy program.

### **Technical Standards for a Student Pharmacist**

A student should be able to perform the following essential functions in a reasonable and independent manner. The term “independent” means that a candidate’s judgment and activities cannot be assisted or performed by someone else’s skills, professional knowledge or integrative or interpretive abilities, but does not preclude the use of reasonable technological, physical or mechanical accommodations by the student. Technical standards in pharmacy require that students must have the ability to demonstrate the following;

#### **Observation**

- Observation involves the functional use of vision and other sensory modalities.
- Observe demonstrations, lectures, practice-based activities, experiments in the basic and clinical sciences and other essential curricular exercises.
- In clinical settings, the student must be able to observe patient activity and behavior at a distance and close-hand, noting non-verbal and verbal signals.

#### **Communication**

- Retain and recall information in an efficient, effective, and timely manner. Additionally, the student must be able to demonstrate professionalism and sensitivity, with faculty, staff, other students, patients, patients’ family members, health care team members and the general public.
- Demonstrate proficiency in reading, writing, speaking, and comprehending English with sufficient mastery to accomplish didactic, clinical and laboratory curricular requirements in a timely, high-quality, professional and accurate manner.
- Understand, react, and respond appropriately to verbal, non-verbal, and written communication from faculty, staff, other students, patients, health care team members, colleagues and families essential to complete all program requirements.

#### **Sensory/Motor Coordination or Function**

- Possess sufficient sensory and motor function to elicit patient information through palpation, auscultation, and other diagnostic maneuvers and perform emergency procedures such as CPR and First Aid.
- Properly utilize educational equipment and technology to fully participate in lectures,

practice and other laboratory experiences.

- Transport to and arrive on time to clinical rotation sites.
- Integrate all information received along with the cognitive ability to learn, integrate, synergize and analyze data.

### **Intellectual, Conceptual, Integrative and Quantitative Abilities**

- Measure, calculate, reason, analyze information and demonstrate problem solving. This is a critical skill demanded of health practitioners, requires all of these intellectual abilities.
- Students must also be able to perform these problem-solving skills in a timely fashion. Students must also be able to learn, integrate, analyze, and synthesize data from written and electronic sources, in addition to the classroom, the practice lab and clinical sites.
- Students must possess the ability to accurately and independently evaluate their own performance and formulate strategies for addressing deficiencies and improving professional skills.

### **Ethical and Professionalism Attributes**

- Students and the population they serve represent a community representing different ages, religions, races, cultures, disabilities, and lifestyles. In order to be effective in this diverse population, students must have the ability to recognize and show respect for the differences in culture, values and ethics among all individuals with whom they are in contact (patients, faculty, other students, clinical and administrative staff, colleagues etc.) The ability to identify and appropriately demonstrate behaviors intended to protect the privacy, safety, and well-being of those with whom the student will come in contact with are also required.
- Students must also demonstrate and possess the emotional health required to fully and appropriately use intellectual abilities, exercise good judgment, and promptly complete all responsibilities within the academic setting and experiential rotations.
- Demonstrate the ability to handle situations appropriately and professionally that may be emotionally and physically challenging and must be able to adapt to a fluid academic and clinical environment utilizing appropriate responses and skills.

***Adherence to all codes of conduct, ethical standards, technical standards, and professionalism including, but not limited to West Coast University, the School of Pharmacy, and all AACP standards pertaining to the code of pharmacist, is required.***

For questions, concerns, or guidance about a specific student conduct issue (academic integrity or other student misconduct, please contact Dr. Ettie Rosenberg, Assistant Dean of Student Affairs (ADSA) at [erosenberg@westcoastuniversity.edu](mailto:erosenberg@westcoastuniversity.edu). Students may also email the Office of Student Affairs at [SOPStudentAffairs@westcoastuniversity.edu](mailto:SOPStudentAffairs@westcoastuniversity.edu) with any questions, to request forms (excused absence form; final course grade appeal form; grievance form), and/ or to request guidance.

## **Criminal Background Check Requirements**

All students are required to have a criminal background check (CBC) report on file with the School Office of Experiential Education. All enrolled students in the Doctor of Pharmacy program will be required to complete additional, annual criminal history checks prior to enrolling for the next academic year. Please note the following: the criminal background check is MANDATORY.

- Information from the CBC must be on file with the Office of Experiential Education in the School of Pharmacy before the student secures a seat in the class.
- Additional background checks may be required of external institutional partnerships prior to participation in experiential activities. Financial and other responsibilities for these CBCs are the sole responsibility of the student.

## **Breakout Room Policy**

The School of Pharmacy has fourteen breakout rooms, located on the first floor of the Center for Graduate Studies. Breakout rooms are utilized for many courses in the curriculum, student admissions interviews, and are also intended for use as a place for pharmacy students to study individually or together. The purpose of the Breakout Room Usage Policy is to facilitate the efficient use of space for pharmacy students. *Please note that Rooms 110 and 112 are reserved for use for other graduate programs and are unavailable for booking.*

- **Who can reserve breakout rooms?**  
Only current West Coast University (WCU) graduate students with a valid WCU ID and email address may reserve breakout rooms to study.
- **How many students can be in a breakout room?**  
No more than 6 students are permitted in a breakout room at any time.
- **How do I reserve a breakout room?**  
Breakout rooms may only be reserved through the receptionist at the entrance of the CGS.
- **How far in advance can we reserve a breakout room?**  
Rooms may be reserved one week in advance.
- **How long can we reserve a breakout room for?**  
The maximum reservation/use is 1 hour per day for each breakout room. Individual reservations are limited to 1 time slot per person per day whereas groups are limited to 2 time slots per group per day. An individual or group may stay beyond their reserved time if no one else has reserved the room at that time. Please check with the receptionist before staying for additional time.
- **Food and Drink**  
Any student or person who reserves a breakout room is expected to clean up after themselves.



- **Whiteboards**

Some breakout rooms have a whiteboard. Please use only appropriate markers and erasers on the whiteboards. Students are required to bring their own markers and erasers. Please erase all markings on the whiteboard before you exit the breakout room.

- **Additional Items**

- Furniture is not to be moved in or out of any breakout room.
- The School is not responsible for the security of personal items. Personal items left unattended in breakout rooms will be sent to lost and found (security officer at the front entrance).
- Breakout room reservations are available on a first-come, first-serve basis. o Wireless access and electrical outlets are available in all breakout rooms.
- Breakout rooms are equipped with large screen monitors, compatible for use with either a PC or Mac laptop.
- Please do not remove the cover of any camera, touch or move the cameras in the room, or place any paper over the camera. This damages the equipment and causes issues during recordings for class instruction.
- Noise levels must be kept to a minimum.
- Any individual or group without a reservation will be asked to vacate a room that has been reserved.
- Disputes regarding breakout room use and occupancy will be referred to the Assistant Dean of Student Affairs.
- Failure to comply with established policies may result in suspension of breakout room privileges.

## **Attendance Policy**

The West Coast University ("University") attendance policy is published in the University Catalogue at <https://westcoastuniversity.smartcatalogiq.com/Fall-2020/West-Coast-University-Catalog/Academic-Policiesand-Procedures/Attendance-Policy>.

In addition to the University policy on attendance, the School of Pharmacy has adopted the following as its programmatic (School of Pharmacy program) policy on attendance:

The School of Pharmacy emphasizes that class attendance, preparation, and participation are integral to a student's academic success in the program. Students are required to sign the attendance sheet in each class. Consistent with University policy, any student who incurs course absences in any didactic course in excess of 20% will be administered a grade of "WF" or "F."

No absences are permitted for clinical (experiential) coursework and students are required to make-up any missed clinical hours.

**Please note that both unexcused and excused absences are recorded to calculate the maximum absences (20%) allowed in any didactic course.**

### **Absence from Didactic Class**

All students have a responsibility to communicate directly and proactively with faculty and with the Office of Student Affairs about conditions that interfere with their class attendance. The School is committed to working with students who are absent due to unavoidable circumstances (i.e., jury duty, sudden illness, etc.).

Every student is responsible to notify both the affected course instructor(s) and Assistant Dean of Student Affairs of any anticipated absence prior to class by email.

### **Excused Absence**

Additionally, in order to be excused for an absence in class due to medical reasons, a student must submit a doctor's note to the Assistant Dean of Student Affairs within 48 hours of the absence. The doctor's note must include:

- The name of the student
- The dates the student is medically excused
- Signature of the physician

**Any doctor's note that does not meet the aforementioned requirements will not be accepted.**

In order to be excused for an absence due to jury duty, a student must submit a copy of the jury summons to the Assistant Dean of Student Affairs 3 days in advance of the scheduled jury duty appearance. For absences that fall outside of illness or jury duty, immediately contact the Assistant Dean of Student Affairs to inquire what type of documentation is necessary to excuse the absence. The Assistant Dean of Student Affairs will inform all relevant instructors of a student who has been cleared for an excused absence. Please note, however, that both unexcused and excused absences, even for illness, jury duty and/or other circumstances, are recorded to calculate the maximum absences (20%) allowed in any didactic course.

Absences for activities such as family vacations, family reunions, prior travel arrangements, weddings, or other events are not considered approved absences. Students should not make any travel plans during or at the end of the academic year until they are notified of a passing grade.

### **Absences for Religious Reasons**

The School respects the rights of students to observe major religious holidays and will make accommodations, upon request, for such observances. Students who anticipate absence due to religious observances are required to inform instructors at least thirty days before the anticipated date of absence. The format of any make-up work and/or assessments is left to the discretion of the course instructor. Students who do not arrange for excused absences by the deadline are not entitled to such accommodations. Please note, however, that both unexcused and excused absences, even for religious holidays, are recorded to calculate the maximum absences (20%) allowed in any didactic course.

## Student Accountability & Professionalism

### Overview of Student Conduct and Professionalism

Pharmacy is a trusted profession and has received this distinction as a direct result of the honor and integrity that members of the profession embody. As a student-pharmacist, adherence to high standards of personal and professional conduct must be a way of life and ethos. Accordingly, students are expected to conduct themselves at all times in a professional manner and to exhibit characteristics of a “professional student.”

The West Coast University Academic Honor Code and Code of Student Conduct (see University Catalog) makes explicit those activities and behaviors which are contrary to the general interests of the University/School community, or which threaten to disrupt the teaching and learning environment in which members of the community are engaged. Students enrolled in the University are expected to conduct themselves in a manner compatible with the University’s function as an educational institution. Students should represent themselves, the School, the University, and the profession of pharmacy with the utmost personal integrity through demonstration of respect, compassion, honesty, trustworthiness, accountability, and professional attire. Students should strive to resolve issues at the lowest level possible through the student-faculty concern process (Refer to Academic and Co-Curricular Policies section on Student- Faculty Concerns Process), before escalating concerns via final course grade appeals, and/or the grievance process.

If a student’s conduct or suspected conduct does not comport to the University Codes and/or School policies and procedures, School officials will follow a course of action deemed appropriate. This may include, but is not limited to, referral to the University Conduct Committee for possible sanction or dismissal.

For questions, concerns, or guidance about a specific student conduct issue (academic integrity or other student misconduct, please contact Dr. Ettie Rosenberg, Assistant Dean of Student Affairs (ADSA) at [erosenberg@westcoastuniversity.edu](mailto:erosenberg@westcoastuniversity.edu). Students may also email the Office of Student Affairs at [SOPStudentAffairs@westcoastuniversity.edu](mailto:SOPStudentAffairs@westcoastuniversity.edu) with any questions, to request forms (excused absence form; final course grade appeal form; grievance form), and/ or to request guidance.

### E- professionalism and Social Media Policy

As a student, you should be aware that your email, blogs, web pages, Twitter®, SnapChat®, Facebook®, Instagram®, LinkedIn®, as well as other social media tools, and all other internet or world wide web-based communicative networks are as much a part of developing and maintaining your professional image as the clothes you wear. Thus, all students in the Doctor of Pharmacy program are expected to demonstrate high standards of professional behavior in all educational settings, including classrooms and laboratories, clinical sites, professional meetings, as well as in non- educational settings, including the internet. Students are expected to demonstrate respect and exercise good judgment when participating in all social media platforms, and to avoid unprofessional conduct when engaging on all social media. Posts, text messages, etc., that could be viewed as malicious, obscene, threatening, intimidating, or harmful

to someone and/or their reputation must be avoided. Such activity may lead to referral to the University Conduct Committee.

For questions, concerns, or guidance about a specific student conduct issue (academic integrity or other student misconduct, please contact Dr. Ettie Rosenberg, Assistant Dean of Student Affairs (ADSA) at [erosenberg@westcoastuniversity.edu](mailto:erosenberg@westcoastuniversity.edu). Students may also email the Office of Student Affairs at [SOPStudentAffairs@westcoastuniversity.edu](mailto:SOPStudentAffairs@westcoastuniversity.edu) with any questions, to request forms (excused absence form; final course grade appeal form; grievance form), and/ or to request guidance.

### **Notice of Requirement to Check Student E-mail on a Daily Basis**

School administration, faculty, staff, and preceptors rely on e-mail and BlackBoard® to share information with students about policies, procedures, appropriate deadlines, schedules, class materials, and activities. Students must check their student e-mail accounts at least once a day to make sure that they are aware of current notices and information. If a student experiences a chronic problem accessing his/her e-mail account (i.e., inability to access the account for longer than two (2) business days), he/she must contact the Campus IT Technician to resolve the situation. Students who experience difficulty accessing their e-mail account, or who do not read notices sent via e-mail or in Blackboard in a timely manner, are not exempt from complying with appropriate School rules, regulations, and deadlines. Student professionalism and accountability also includes checking and responding to emails (on University email address) from School administration, faculty, staff, and preceptors.

### **Access to Faculty Suites**

Maintaining a professional decorum and privacy in and around the faculty suites is paramount to students, faculty, and the School. The following policy has been established in an effort to promote and respect both student and faculty privacy. Each faculty member has been assigned an individual campus phone extension. A faculty phone directory will be posted outside the entrance to the faculty office suites, accompanied by a “do not knock” notice.

Students with or without a specific appointment to meet a specific faculty member must:

1. Contact the specific faculty member by phone at their specific campus phone number to verify the faculty member is in the faculty suite at that time. If the specific faculty member with whom the student has an appointment does not answer at their extension, the student must leave a message, and/or quietly wait for the faculty member. Students without an appointment are encouraged to leave a message or send an email to the faculty requesting an appointment;
2. Call to inform the respective faculty member that they are outside the faculty suite, and then wait outside for that specific faculty member to grant the student access to their respective office;
3. Be present in the faculty office suites only for the specific purpose of meeting with a specific faculty member. Students may not be present in the faculty suites unless meeting privately with a faculty member in their private office space;

4. Be escorted out of the faculty suite by the respective faculty member immediately once that meeting has ended.
5. Leave the faculty suite once the meeting with the individual faculty member is done.
6. Not request, nor reasonably expect, “general” access to the faculty suites. Neither will faculty grant “general” access to the faculty suite to any student. Faculty have been advised to grant student access to faculty suites only to a specific student they are meeting with at that time.

### **Standards of Professional Attire: Dress Code**

Upon acceptance and matriculation into West Coast University (WCU) School of Pharmacy, students begin a process of developing the knowledge, skills and attitudes that comprise the fundamental core of the Pharmacy profession. Although development of competencies and transformation to Doctor of Pharmacy practitioners takes several years, the School recognizes that early initiation of professional behaviors facilitates the professionalization process, and development of professional attributes that the School seeks in its students and graduates.

Accordingly, just as all obligations and responsibilities of the pharmacy profession require some effort and sacrifice, assumption of a professional image requires an active individual commitment and resolution, which may necessitate modification of life-style practices upon entering the professional pharmacy program. Abiding by the dress code WCU School of Pharmacy is a component of the educational process that internalizes esteem and emphasizes professionalization. By entering the WCU School of Pharmacy program, students willingly accept obligations of the profession, and are therefore, expected to act accordingly.

The following Standards for Professional Attire (“dress code”) apply to all student-pharmacists enrolled in West Coast University School of Pharmacy Doctor of Pharmacy Program. These standards should be followed during regular business hours from 7:45 a.m. to 5:00 p.m., Monday through Friday.

### **Part I. Appropriate Standards of Professional Attire for WCU School of Pharmacy Attendance**

#### **A. Attire –Clean, business casual-styled clothing and shoes (everyone)**

- Women
  - Dresses/Skirts should be no shorter than 1 inch above the knee.
  - Blouses/shirts should fit so that cleavage coverage is maintained.
  - Non-denim slacks or Pants are appropriate business attire.
  - Leggings may only be worn with a dress or skirt that comes down to 1 inch above the knee.
  - Sandals should not be worn, as these are considered a hazard in a pharmacy, or lab.
  - Open back shoes must have a back strap for safety concerns.
  - Business professional shoes include classic heels no higher than three inches, loafers, or tidy flats.
  - Women can accessorize with minimal jewelry and belts.
- Men
  - Shirts must be collared and tucked in
  - Pants – no cargo pants, shorts, or jeans
  - Shoes: Non-Athletic, Close Toe
  - Business professional for men typically refers to a dark-colored (gray, navy) suit and tie.
  - The tie should be simple, avoiding bright colors or busy patterns. (Tie can be optional)

**B. Badges** (everyone)

- An official University/ CGS/ SOP identification badge must be always worn on the student's person (for on-campus or off-campus events)
- Student's name must be always visible on their badge.
- Identification badges must be worn around the chest pocket level or on a professional lanyard around the neck. Lanyards should not be adorned with pins, stickers, badges, patches or other objects.
- Badges should never be worn on backpacks, around the belt, or below the waist.

**C. Items specifically **not permitted** under any condition include:**

- Hats or caps (except head coverings considered a part of religious or cultural dress)
- Use of ear buds/headphones while in class, meetings/group activities, or during presentations by outside speakers
- Denim colored pants (i.e., blue jeans), or pants that are faded/distressed, have patches or holes
- Shorts, cargo pants, culottes, skorts or mini-skirts or Bermuda shorts that are above mid-calf
- Leggings that are spandex
- Generally, sweatpants, sweatshirts, non-collared T-shirts, or T-shirts with lettering, or cropped tops that expose the midriff (business casual styled turtlenecks and mock turtlenecks may be worn, and sweaters/fleeces may be worn if necessary due to cool building temperature)
- Athletic shoes or flip-flops.
- Open toed shoes are not permitted in patient care areas
- Buttons, large jewelry, or accessories that could interfere with patient care or safety
- Jewelry in pierced noses, lips, tongues, or other exposed body areas, other than ears.
- Visible tattoos

**Part II. Exceptions**

- A.** When Office of the Dean announces casual days (finals week; Friday casual event, or other event). It is appropriate to wear casual attire on days approved for dress-down days, and casual attire should still display a professional appearance. The Dean's announcement can specify additional relaxed guidelines for dress code on such days, and specific details in a Dean's announcement may address whether the following are permitted:
- Jeans
  - T-shirt/sweatshirt with no offensive graphics/language
  - Athletic jersey
  - Pants/bottoms should follow standards of attire
- B.** The Office of the Dean may consider whether to allow/ approve the following as acceptable attire:
- WCU School of Pharmacy branded, or SOP Student Organization sweatshirts (branded) may be permitted
  - Scrubs (with White Coat) for compounding labs, skills labs (i.e., immunization, blood pressure assessments).
- C.** Non-business hours and weekend attire
- D.** Students should always dress neatly while on co-curricular events (on or off campus) and experiential sites
- E.** Due diligence, thought and care should be taken not to wear clothing that might be deemed inappropriate for a professional
- F.** Activities in specific laboratories and/ or patient areas in which the instructor(s) or institutional policy supersedes this policy.

- G. Any medical conditions that prevent adherence to dress code should be discussed with the Assistant Dean for Student Affairs.

### **Part III. Appropriate Standards of Professional Attire in the Context of Patient Care or Events with Public Interactions (On or Off-Campus)**

Defined to include, but not limited to the following situations:

- Advanced Pharmacy Practice Experiences (APPE)
- Introductory Pharmacy Practice Experiences (IPPE)
- On-campus or off-campus WCU SOP clinics and wellness fairs, etc.
- Other patient care and WCU SOP outreach activities
- (e.g., IPE, health fairs, APhA/CPhA-ASP; ASHP/CSHP-ASP; ACCP-ASP; SNAPhA, etc.)
- Professional meeting functions, as applicable
- In any context where student/ students is/are representing the School and business attire is expected

#### **A. Attire**

- Clean, professionally styled clothing and shoes (i.e., dresses or skirts of appropriate length, non-denim slacks, and appropriate tops).
- A clean, white, long sleeved waist-length pharmacy jacket is required in patient care and other appropriate contextual settings.

#### **B. White Coats**

- White coats should be clean, pressed and neat, pocket over the heart.
- Student's name is ordinarily embroidered on the WCU SOP white coat
- Students are not permitted to wear other patches, stickers, badges, or other objects on their white coats unless required by their practice site.
- Students are allowed to wear up to 2 professional appearing lapel pins on their lab coats. Examples include pins for pharmacy related organizations, WCU (University) or SOP pins, or for other health-related organizations (e.g., American Heart Association).

#### **C. Badges**

- An official identification badge must be always worn on the student's person and visible, as described above in Part I.B (All students are expected to conform to this standard at all times).

The dress code for Introductory Pharmacy Practice Experiences (IPPEs) and Advanced Pharmacy Practice Experiences (APPEs) is summarized in the *Experiential Education (EE) Manual*. However, details provided in **Part III** (above) apply to IPPEs and APPEs and is consistent with the summary provided in the *EE Manual*.

### **Part IV. Enforcement of Standards for Professional Dress**

- A. As student-pharmacists are developing professional attributes, these Standards of Professional Attire are designed and intended to be self-regulated
- B. Students inappropriately dressed and/or groomed may be removed (from classes/patient care settings/practice experiences) and requested to comply with the standards set forth in this document.
- C. Other policies may be implemented in future as warranted to ensure student adherence to these standards of professionalism.

## Business Cards

Student business cards are available for purchase. To procure business cards, students must utilize the "PharmD Student Business Card Template." Please contact Mr. Gerry Van Booven, Director of Student Services for the Center for Graduate Studies for the template and detailed instructions on how to order your business cards. Mr. Gerry Van Booven (Campus Director of Student Services) can be contacted via email at: [gvanbooven@westcoastuniversity.edu](mailto:gvanbooven@westcoastuniversity.edu).

## Student Pharmacist Pledge of Professionalism

As a student of pharmacy, I believe there is a need to build and reinforce a professional identity founded on integrity, ethical behavior, and honor. This development, a vital process in my education, will help ensure that I am true to the professional relationship I establish between myself and society as I become a member of the pharmacy community. Integrity must be an essential part of my everyday life and I must practice pharmacy with honesty and commitment to service.

To accomplish this goal of professional development, I, as a student of pharmacy should:

**DEVELOP** a sense of loyalty and duty to the profession of pharmacy by being a builder of community, one able and willing to contribute to the well-being of others and one who enthusiastically accepts the responsibility and accountability for membership in the profession.

**FOSTER** professional competency through life-long learning. I must strive for high ideals, teamwork and unity within the profession in order to provide optimal patient care.

**SUPPORT** my colleagues by actively encouraging personal commitment to the Oath of Maimonides and a Code of Ethics as set forth by the profession.

**INCORPORATE** into my life and practice, dedication to excellence. This will require an ongoing reassessment of personal and professional values.

**MAINTAIN** the highest ideals and professional attributes to ensure and facilitate the covenantal relationship required of the pharmaceutical care giver.

The profession of pharmacy is one that demands adherence to a set of rigid ethical standards. These high ideals are necessary to ensure the quality of care extended to the patients I serve. As a student of pharmacy, I believe this does not start with graduation; rather, it begins with my membership in this professional college community. Therefore, I must strive to uphold these standards as I advance toward full membership in the profession of pharmacy.

*Developed by the American Pharmaceutical Association Academy of Students of Pharmacy/American Association of Colleges of Pharmacy Council of Deans (APhA-ASP/AACP-COD) Task Force on Professionalism; June 26, 1994.*



## White Coat Ceremony

Contributing to the care and healing of others is a privilege that carries serious responsibility. White Coat ceremonies celebrate an important milestone in the lives of first-year pharmacy students, who begin a new chapter in their journey of lifelong learning. The White Coat placed on each future health care professional is more than a familiar lab coat - it represents a formal mark of commitment towards competence, communication, care, curiosity, integrity, and community. The School has established a formal White Coat Ceremony that marks each student's entry into the profession. This ceremony will take place in Fall and also serves as an additional effort to promote professionalism amongst the incoming class. During this ceremony, each student will be cloaked with his/her first white coat, a symbol of clinical service and care. Students, in unison, will also recite the Student Pharmacist Pledge of Professionalism. A brief reception will follow to celebrate the students' new professional status. For the Class of 2025, the date and time for the White Coat Ceremony will be announced.

## Code of Ethics for Pharmacists

Pharmacists are health professionals who assist individuals in making the best use of medications. This Code of Ethics for Pharmacists, prepared and supported by pharmacists, is intended to state publicly the principles that form the fundamental basis of the roles and responsibilities of pharmacists. These principles, based on moral obligations and virtues are established to guide pharmacists in relationships with patients, health professionals, and society.

1. ***A pharmacist respects the covenantal relationship between the patient and pharmacist.*** Considering the patient-pharmacist relationship as a covenant means that a pharmacist has moral obligations in response to the gift of trust received from society. In return for this gift, a pharmacist promises to help individuals achieve optimum benefit from their medications, to be committed to their welfare, and to maintain their trust.
2. ***A pharmacist promotes the good of every patient in a caring, compassionate and confidential manner.*** A pharmacist places concern for the well-being of the patient at the center of professional practice. In doing so, a pharmacist considers needs stated by the patient as well as those defined by health science. A pharmacist is dedicated to protecting the dignity of the patient. With a caring attitude and a compassionate spirit, a pharmacist focuses on serving the patient in a private and confidential manner.
3. ***A pharmacist respects the autonomy and dignity of each patient.*** A pharmacist promotes the right of self-determination and recognizes individual self-worth by encouraging patients to participate in decisions about their health. A pharmacist communicates with patients in terms that are understandable. In all cases, a pharmacist respects personal and cultural differences among patients.

4. ***A pharmacist acts with honesty and integrity in professional relationships.*** A pharmacist has a duty to tell the truth, to act with conviction of conscience. A pharmacist avoids discriminatory practices, behavior or work conditions that impair professional judgment, and actions that compromise dedication to the best interest of patients.
5. ***A pharmacist maintains professional competence.*** A pharmacist has a duty to maintain knowledge and abilities as new medications, devices, and technologies become available and as health information advances.
6. ***A pharmacist respects the values and abilities of colleagues and other health professionals.*** When appropriate, a pharmacist asks for the consultation of colleagues or other health professionals or refers the patient. A pharmacist acknowledges that colleagues and other health professionals may differ in the beliefs and values they apply to the care of the patient.
7. ***A pharmacist serves individual, community and societal needs.*** The primary obligation of a pharmacist is to individual patients. However, the obligations of a pharmacist may at times extend beyond the individual to the community and society. In these situations, the pharmacist recognizes the responsibilities that accompany these obligations and acts accordingly.
8. ***A pharmacist seeks justice in the distribution of health resources.*** When health resources are allocated, a pharmacist is fair and equitable, balancing the needs of patients and society.

### **Pharmacist's Oath**

I promise to devote myself to a lifetime of service to others through the profession of pharmacy.

In fulfilling this vow:

- I will consider the welfare of humanity and relief of suffering my primary concerns. I will apply my knowledge, experience, and skills to the best of my ability to assure optimal outcomes for my patients.
- I will respect and protect all personal and health information entrusted to me. I will accept the lifelong obligation to improve my professional knowledge and competence.
- I will hold myself and my colleagues to the highest principles of our profession's moral, ethical and legal conduct.
- I will embrace and advocate changes that improve patient care.
- I will utilize my knowledge, skills, experiences, and values to prepare the next generation of pharmacists.

I take these vows voluntarily with the full realization of the responsibility with which I am entrusted by the profession.

<p><i>The Pharmacist's Oath was adopted by the AACP House of Delegates in July 2007 and has been approved by the American Pharmacists Association.</i></p>
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## Academic & Co-Curricular Policies and Procedures

### Final Course Grade Concerns

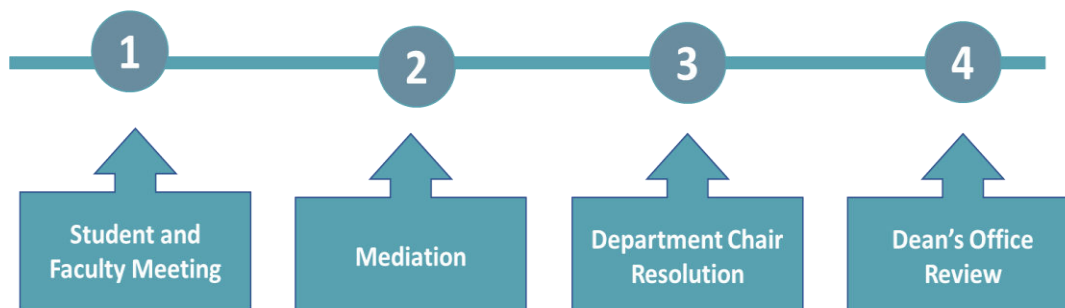
Please note that if a student has a concern regarding a final grade in a course, the “Grade Appeals” procedure should be consulted.

**For all other student and faculty related concerns, the process below should be followed.**

### Student- Faculty Related Concerns

The School of Pharmacy has optimized the process for addressing student- faculty concerns relating to either academic or non-academic issues (course-related; non-course related; co-curricular; conduct; professionalism; etc.,) which may arise from time to time.

The resolution of student-faculty concerns involves a procedural approach to address any academic and non-academic concerns which can arise between students and faculty, and the process can be initiated by either student(s) or faculty. Whether student(s) or faculty initiate the process, in either case, students and faculty are encouraged to call a meeting to address concerns whenever needed and without delay. If a resolution is not achieved, the student(s) and faculty shall seek support and resolution from program leadership. Below is a figure illustrating the four-phase resolution workflow with steps to follow when attempting to address any student- faculty concerns.



**Phase 1 Student and Faculty meeting:** The involved student(s) and faculty should meet and seek a shared resolution. Student(s) may choose to invite their Faculty Advisor to this and future meetings as additional support. Class representative may also raise and problem-solve common concerns on behalf of the class using this same four-phase process.

**Phase 2 Mediation:** If the student(s) and faculty cannot resolve a concern, course-related concerns are mediated by the Course Coordinator and, non-course-related concerns or cases that involve the Course Coordinator are mediated by the Department Chair.

**Phase 3 Department Chair Resolution:** If a concern remains unresolved after Phase 2 Mediation, the written documentation from Phase 2 must be submitted to the Chair of the Department in which the faculty is a member. The Department Chair will review the written concern and may further investigate the issue and submit a binding resolution to the student and the faculty involved.

**Phase 4 Dean's Office Review:** Student(s) or faculty may appeal the Department Chair's decision in writing to the Dean using this form within five business days of the Department Chair Resolution. The Dean will typically designate the Assistant/Associate Dean for Academic Affairs or Assistant/Associate Dean for Student Affairs to oversee the Dean's Office Review. The decision of the Dean is final.

Should the nature of the student's concern not appear to fall clearly under the above process, the student is advised to discuss her or his concern with the School's Assistant Dean of Student Affairs who will inform the student of an appropriate course of action.

**NOTE: All Issues and concerns associated with Experiential Education (IPPE and APPE) are mediated, reviewed, and investigated by the Assistant/Associate Dean of Experiential Education.**

### **Examination Rules**

Students must adhere to the following rules during the administration of regularly scheduled and make-up examinations that are on-campus or remote:

1. Students are responsible for the times and locations of exams in their courses and for arriving at their exams on time.
2. Seating charts are used for major assessments.
3. No questions will be addressed during an assessment.
  - Students may write a note to the course instructor using the e-notes function or scratch paper (for on-campus exams).
4. Students may not interact with any individual in any way during a test, which includes but is not limited to talking, passing notes, text-messaging, etc.
5. Hats must be removed while taking a test. If student is wearing clothing with a hood, they may not have the hood covering my head during a test.
6. Students who miss an exam due to an unexcused absence will receive a zero for the exam.
7. If students leave the classroom after completing a test, they may not return to the classroom until all students in the class have completed the test.
8. Students must also not retain or refer to any written materials during an examination except with the express permission of the instructor.
9. No breaks are allowed for any assessment lasting 90 minutes or less.
  - Any student who must leave during an exam will not be permitted to reenter the exam room until after the examination has completed.
  - In the case of a medical emergency, the student should notify the proctor to be excused from the exam. The student should submit documentation to Student Affairs to request an opportunity to retake an alternate exam.
10. Bathroom breaks may be allowed during longer assessments at the discretion of course faculty.
  - Those granted permission by the proctor should turn over all papers and enable the "Hide Exam" function so it cannot be viewed by a classmate.
  - During bathroom breaks, students may not use computer terminals, telephones, or other communications devices.
  - The examination time will continue to elapse if the student uses the bathroom break, unless it is scheduled by the instructor.

11. Eating and drinking are not permitted in any examination room with the exception of liquids in clear, label-less water bottles. Food and/or water is not permitted in laboratory or patient counseling exams. Medications and/or any medical devices are subject to inspection by proctor. Students should notify the proctor about that before or at the beginning of the assessment.
12. Personal belongings must be put away and ALL communication devices must be turned off. Students are not allowed to wear any watches, electronic or analog.
13. Students are expected to arrive to take the exam on time. In the event that a student arrives more than 15 minutes late to an examination or after any other student has left the examination area, whichever is earlier, he/she will not be admitted and will receive a zero if the absence is not excused. This applies to all students including students with accommodation.
  - o Students who are consistently tardy will be referred to Office of Academic Affairs to address professionalism concerns.
14. Latecomers will not be allowed to make up lost time and will be required to complete the exam with whatever time is remaining regardless of the timer shown on Exemplify. Any questions answered after the scheduled exam end time will not be graded and will be nullified.
15. In case of illness, accident, or other last-minute emergencies, students should contact both the course coordinator and the Assistant Dean of Student Affairs via email prior to the start of the assessment. Students MUST submit documentation to the Assistant Dean of Student Affairs within 48 hours of the absence for approval of excused absence. (See Absence from Class policy)
16. In order to avoid impacting other courses, student requests to change the scheduled date and/or time of an examination will not be entertained.
17. Other restrictions/policies may apply in certain courses for certain assessments for example OSCEs, as determined by the instructor. Please see course syllabus for course-specific policy.
18. Students who fail to adhere to examination instructions will receive a zero on the assessment and may be subject to disciplinary action by the University Conduct Committee for Academic Honor Code violations

### **Make-Up Examinations**

1. All students are expected to take examinations at the scheduled dates and times. Students must refrain from scheduling other activities (employment start dates, interviews, travel, vacation, weddings, etc.) during an exam time published in the course syllabi (including official make-up days) until the detailed exam schedule is announced and they know the specific days and times of each exam.
2. If an absence is anticipated due to court appearance, observance of religious holidays, professional organization meeting/conference etc., students must inform and provide documentation (i.e., proof of conference registration; travel arrangements) to the Office of Student Affairs at least 30 days in advance. Please see attendance policy for more guidance.
3. The Office of Student Affairs will inform all relevant instructors of a student who has been cleared for an excused absence and is eligible for make-up assessment(s).
4. Please note that the format and timing of any make-up work is left to the discretion of the course instructor and that all examination rules stated in the exam policy apply to make-up assessments.
5. In the event that make-up is allowed, once the scheduled date and time is agreed upon by the

student and faculty, that time is final. Failure to take the make-up assessment at the aforementioned time will result in zero for that assessment and will not be eligible for another attempt, unless that absence is excused.

### **ExamSoft Student Responsibilities**

1. Students are required to maintain their laptop with the updated software programs (Exemplify).
2. Please consult with ExamSoft (website or phone) before updating your computer operating system.

### **Minimum System Requirements:**

#### **For Windows:**

- Operating System: 32-bit and 64-bit versions of Windows 10.
- *Alternate versions of Windows 10, such as Windows RT and Windows 10 S, are NOT supported at this time.*
- *Only genuine versions of Windows Operating Systems are supported.*
- The versions of Windows 10 certified for use are 1909, 2004 and 20H2.
- The English (United States) Language Pack must be installed.
- ExamSoft does not support tablet devices other than Surface Pro as detailed above.
- CPU Processor: 2.0 GHz Intel i3 processor or equivalent (Qualcomm Snapdragon chipsets are not supported)
- RAM: 4GB or higher
- Hard drive: highest recommended for the operating system or 4GB of available space.
- For on-site support, and to back up the answer files to a USB drive, a working USB port is required. (Newer devices may require an adaptor.)
- For technical troubleshooting, account passwords including BitLocker keys, may be required.
- Internet connection for download, registration, exam download, upload, and some exam features.
- Exemplify cannot be run within virtualized environments or environments that require persistent network (local or otherwise) connections during secure exams. This includes, but is not limited to, VMWare, Parallels, Citrix workspace, virtual disks, streamed images, etc.
- Screen resolution should be at least 1024 x 768.
- Administrator-level account permissions

#### **For Mac:**

- MacOS Catalina (version 10.15.7) is only compatible with Exemplify version 2.0.6 or higher (Released on 10/14/19 or later)
- MacOS Big Sur (version 11.0) is only compatible with Exemplify version 2.5 or higher (Released on 11/13/20 or later)
- Supported operating systems: OS X 10.14.6 (Mojave), macOS Catalina (10.15.7), macOS Big Sur (11.0).
- *Only genuine versions of Mac operating systems are supported.*
- CPU: Intel processor. Devices using Apple's M1 processor and Apple Rosetta 2 are supported on Exemplify version 2.6 and higher.
- RAM: 4GB or higher.

- Hard Drive: 4GB or higher available space.
- For on-site support, and to back-up the answer files to a USB drive, a working USB port is required (Newer devices may require an adaptor).
- For technical troubleshooting, account passwords including device passwords may be required.
- Server version of Mac OS X is not supported.
- This software cannot be used on virtual operating systems such as Microsoft's Virtual Machine, Parallels, VMware, VMware Fusion or any other virtual environments.
- Internet connection for download, registration, exam download and upload.
- Administrator-level account permissions
- Examplify cannot operate within virtualized environments or environments that require persistent network (local or otherwise) connections during secure exams. This includes, but is not limited to, VMWare, Parallels, Citrix workspace, virtual disks, streamed images, etc.

**Additional requirements apply for exams when examID and ExamMonitor is enabled (remote proctored exams). See section on Remote Proctored Exams which follows this section. Also, Please refer to the ExamSoft website for additional information: <https://examsoft.com/resources/examplify-minimum-system-requirements>**

### **ExamSoft Policies and Procedures**

1. Students are required to use a screen-privacy filter for **ALL** on-campus assessments.
2. In the event that the assessment is delivered remotely, students are required to comply with the requirements of remote exam policies, which include access to webcam and microphone.
3. The antivirus program **MUST** be turned OFF during the e-assessment for the Examplify program to function properly.
4. Exam will be made available for download in advance and the student is required to download the e-assessment in advance of the assessment start day and time.
5. Students should download the e-assessments **ONLY** to the computer they intend to use for the e-assessment.
6. The laptop battery should be fully charged prior to the e-assessment. A power cord must be brought to the assessment.
7. Students must identify their assigned seats and quietly proceed.
8. No talking or notes are permitted upon entering examination room. All computers should be open on Examplify.
9. Students must ensure that the e-assessment is downloaded, and all technology problems are resolved before the assessment begins.
  - a) For assignments submitted through Examplify or Blackboard, technical difficulties should be solved in time to allow timely submission. "Computer problems" will not be accepted as an excuse for late or missed submission.
10. It is students' responsibility to be aware of all the functionalities of the software including but not limited to zooming, scrolling, being able to open attachments, and use on-screen calculator.
  - a) In the event of laptop malfunction, students must notify the proctor immediately.
  - b) Students will be allowed to use a computer mouse (attached or wireless).
11. Student laptops, power-cords and/or mouse may be subject to inspection by the proctor.
  - a) Students should only bring the laptops and any other input devices (mouse/keyboard) to the exam room.

- b) Laptop sleeves and/or other bags are not permitted at the assigned examination seat.
12. No questions will be addressed during an assessment.
    - a) Students may write a note to the course instructor using the e-notes function or scratch paper (for on-campus exams).
  13. Upon completion of the e-assessment, the student must "SUBMIT" the e-assessment; a GREEN screen indicates that the upload was successful.
  14. Students MUST show the GREEN screen to the proctor before leaving the exam room.
  15. Students MUST sign and turn in the WCU Scratch Paper and pencil to the proctor before leaving the exam room. Leaving the classroom without turning in the signed scratch paper will be considered a breach of academic integrity.
  16. All assessments must be uploaded by indicated scheduled exam end time (ExamSoft server time NOT student's computer's clock).
  17. Any questions answered after the scheduled exam end time will not be graded and will be nullified, regardless of the remaining time indicated on student's ExamSoft timer.

### **Rules for Remote Proctored Exams**

1. Ensure there is privacy for the entire exam – do not interact with other people or receive any outside assistance.
2. Students should ensure that their face is visible to the camera in its entirety. There should be light on the face. Students should do NOT sit with their back to a brightly lit window, which makes the face appear very dark and could lead to the program not recognizing the face. The webcam should remain UNCOVERED throughout the entire duration of the assessment.
3. Remain focused on the exam, without looking at phone, textbooks, or notes and do not read exam questions out loud. Remove all textbooks, notes, or other materials from the workspace.
4. Do not use a mobile phone, take pictures of the exam questions, etc. Turn off cell phone (or put it in airplane mode) and other electronic communication devices and keep them away from your workspace
5. Use of headphones is strictly prohibited. Remove headphones/earbuds or anything that covers your head/ears. No hoodies are allowed. If you need noise cancelling aid, you can use foam earplugs.
6. No bathroom breaks are allowed during a remote proctored exam. You must NOT get up from your computer for any reason until the exam is complete.

### **Other Considerations**

1. Format of any assessment is at the discretion of the course faculty including but not limited to number of questions, time per questions or types of questions.
2. Failure to complete any of the above actions may result in a zero for the e-assessment and a student conduct violation being filed against the student.
3. Students who have an accommodation letter from the University Disability Office are required to notify the course coordinator at the beginning of the semester or as soon as the paperwork is finalized (approved and signed ADA accommodation letter is received). If student chooses to not use their accommodation on any particular test, and take the exam with the rest of the class, standard examination rules apply including forfeiting the use of their extra time.



4. Loaner computers for emergency use may be available on a case by case basis. However, the student may lose exam time or forfeit taking the exam due to delaying the resolution of technology issues.
5. Please contact the ExamSoft Tech support department (866) 429-8889 for troubleshooting.

### Course Evaluations

At West Coast University, instructors are evaluated for promotion on the basis of their performance in three areas: teaching, research, and service. Honest evaluations of teaching by students are very important to the individual instructor for his/her own development. When you are given a course evaluation for an instructor, please assess each characteristic fairly based upon the instructor's performance. When you provide written feedback, please include specific and constructive suggestions for improvement, not personal criticisms. Constructive feedback is essential for improvements in course content and delivery.

### Satisfactory Academic Progression

Please refer to the University Catalog for programmatic requirements of satisfactory academic progress. The following table depicts the basis for determining progression in the School of Pharmacy.

Grade	Grade Points	WCU Grading Scale	Academic Standing Committee Description
A	4	93-100	Outstanding scholarship
A-	3.7	90-92	Outstanding scholarship
B+	3.3	87-89	Superior work
B	3.0	83-86	Superior work
B-	2.7	80-82	Satisfactory work
C+	2.3	76-79	Satisfactory work
C	2.0	73-75	Satisfactory work
C-	1.7	70-72	Unsatisfactory work
D+	1.3	66-69	Unsatisfactory work
D	1.0	63-65	Unsatisfactory work
D-	0.7	60-62	Unsatisfactory work
F	0	59 or below	Failure
WF	N/A	-	Withdraw failure
P	N/A	Pass	Satisfactory work
NP	N/A	No Pass	Unsatisfactory work
TC	N/A	-	Transfer Credit
W	N/A	-	Withdrawal

I	N/A	-	Incomplete
CR	N/A	-	Credit

## Co-Curricular Experiences

West Coast University School of Pharmacy (WCU SOP) is committed to establishing excellence beyond the classroom through co-curricular experiences. The “co-curriculum” relates to activities that complement the academic learning experience; especially activities that engage students with opportunities to learn and refine technical and cognitive skills. The SOP requires all graduates to strive for the highest qualities of professional development, leadership, self-awareness, and innovation. These attributes foster responsibility, critical thinking, advocacy, and ethical behaviors that contribute to students’ personal development, citizenship, future professional practice and to the School.

The WCU SOP Co-Curriculum is delivered through three non-credit courses within the SOP Curriculum:

1. Co-Curricular Experience I (PHAR 501)
2. Co-Curricular Experience II (PHAR 502)
3. Co-Curricular Experience III (PHAR 503)

Each course has a syllabus and content that specifically outlines the engagement milestones that each student must meet by the end of the academic year (April 1st for P1-P2 students, December 1st for P4 students). The engagement milestones are aligned with the Co-Curricular Learning Outcomes described below. Failure to meet co-curricular engagement milestones may compromise a student’s progression within and/or graduation from the PharmD program. *Please refer to the University Catalog for programmatic co-curricular requirements.*

## Co-Curricular Learning Outcomes

Pharmacists are educators and leaders, who work with patients and collaborate with other healthcare professionals to deliver quality patient-centered care. We aim to prepare pharmacists for the provision of pharmaceutical care to an increasingly diverse patient population in a variety of practice environments. The School strives to reinforce these professional attributes in our students through the completion of co-curricular learning outcomes.

The co-curricular learning outcomes delineated below are designed to instill knowledge, skills, and attitudes that contribute to the students’ development and behaviors outside of the traditional classroom. The SOP places a high value on professional development, leadership skills, self-awareness, and innovation. Co-curricular activities and programs may be developed and led by students, faculty, preceptors, and/or interprofessional/student organizations, with goals and measurable outcomes.

The Co-Curricular Learning Outcomes (Co-CLOs) of the SOP include:

1. Demonstrate self-awareness. (PLO 7)
2. Engage in professional service learning. (PLO 1,2, 7)
3. Develop leadership skills. (PLO 6,7)
4. Engage in entrepreneurial activities. (PLO 7)

## **Co-Curricular Activities and Events**

Students must engage in various activities in categories related to self-awareness, professionalism, leadership, and innovation/entrepreneurship. A list of suggested activities and/or programs is provided within each course contained in the Co-Curricular Experience series (PHAR 501, PHAR 502, and PHAR 503). Students may identify additional activities that qualify as co-curricular experiences. However, in order to successfully engage in such activities for milestone completion, students must complete and submit a Co-Curricular Event Request Form to the Co-Curriculum Committee and Chair for approval. Submission and approval of the activity must occur prior to students' participation in the activity. Furthermore, some activities may require approval from University Administration. In these instances, an On- or Off- campus activity request form must be completed and submitted to University Administration for review and approval. Student engagement in co-curricular activities for milestone completion may begin as early as the first day of Orientation Week in P1 year. Activities that occur after April 1st of the P1 and P2 academic year, are counted toward the applicable milestones for the next professional year and Co-Curricular Experience course.

## **Attendance at Co-Curricular Activities**

Participation in co-curricular activities does not guarantee an automatic excused absence from a scheduled class. Any activity coinciding with scheduled class time requires prior authorization from the course coordinator(s). It is the student's responsibility to contact the course coordinator(s) at least four weeks in advance of the event to receive final approval and an excused absence. The decision of the course coordinator(s) is final and cannot be appealed. It should be noted that it is the student's responsibility to obtain missed class materials, assignments or make-up any assessment that has resulted from being absent due to an approved co-curricular activity. To avoid potential conflicts, students are strongly recommended to participate in activities that occur outside of regularly scheduled class time.

## **Documentation of Co-Curricular Experiences**

Students are ultimately responsible for documenting their participation in co-curricular activities in RxPortfolio. Documentation includes but is not limited to name badges, registration forms, pictures, handouts, CE certificates, etc., and further details appear in each Co-Curricular Experience course syllabus.

## **Assessment of Co-Curricular Activities**

Students are ultimately responsible for completing and uploading any assessments related to their co-curricular activities as applicable for each Co-Curricular experience course. Faculty Advisors serve as course faculty in each course and assess student co-curricular performance and milestone progression with rubrics. Assessment of cocurricular activities is further detailed in each Co-Curricular Experience course syllabus.

## **Graduation Requirements**

West Coast University will award a Doctor of Pharmacy degree to students who successfully complete the prescribed program requirements with a minimum GPA of 2.0.

## **Incomplete Grades**

In addition to the Incomplete Grade policy contained in the University Catalog, the following applies to the School of Pharmacy:

If an instructor decides that an “Incomplete” is warranted, he/she will make the appropriate notation on the form and submit all documentation to the Registrar’s Office. The final determination of this temporary assignment of “Incomplete” will be made by the Registrar. Timeframe for Incomplete Submission:

### **Fall Semester:**

- ✦ Didactic courses: Week 11
- ✦ IPPE: End of week 2 of IPPE o Spring Semester:

### **Spring Semester**

- ✦ IPPE: End of week 2 of IPPE
- ✦ Didactic courses: Week 14

### **APPE: End of week 4**

- For didactic courses, students will have two weeks to get information completed and submitted.
- For IPPE, the incomplete has to be completed prior to advancing to next professional year.
- For APPE, the incomplete has to be completed during remediation block of Students will not be able to attend any courses for which the course with the grade of “I” was a pre-requisite until the grade has been resolved.
- Anything beyond that time frame will be considered on a case-by-case basis by the Assistant Dean of Academic Affairs.

## **Add, Drop, Withdrawal from Class**

The Add/Drop period is only applicable to elective courses. The Add/Drop period occurs within the first week (7 days) of the semester. Dropped courses occurring within this period will not appear on students’ transcripts. Students will not be admitted after the Add/Drop period without approval from the course coordinator, Assistant Dean of Academic Affairs, and Dean. Tuition adjustments will not be made after the first two weeks of the semester.

## **Grade Appeal Policy**

Students who wish to file a grade appeal of their **final course grade** when the assigned grade is a non-passing grade, must do so within two (2) business days of notification of failure. Students appealing a non-failing grade have ten (10) business days to file an appeal. The Grade Appeals process and related forms are available from the Office of Student Affairs. The process steps for a grade appeal are as follows:

1. Consult with the faculty member who issued the grade for reconsideration of the grade or the record, utilizing the grade appeals form. Note that appeals of non-failing grades will be addressed within 21 business days. Appeals of failing grades will be addressed within ten (10) business days of receipt.

2. If, after consultation with the faculty member, the student wishes to further appeal the grade, or if the faculty member is either unavailable or does not respond within the time frame outlined in step one, the student should request in writing to the program Chair of his/her academic program, within two business days, an investigation of the grade. The program Chair may investigate the matter personally or refer it to a designee. The investigation will be conducted within 21 business days of student request. At the conclusion of the investigation, the program Chair shall issue a finding in writing that either concurs with the faculty member regarding the grade or in some instances requires the faculty member to revise the grade based on demonstrable evidence that the initial grade was in error.
3. If a student feels that his/her grade appeal has not been handled appropriately, or that the grade assigned was based on instructor bias or unfair treatment, the student may employ the Student Complaint/Grievance Procedure outlined in the Pharmacy Student Handbook.
4. The student shall be given a written summary of the outcome of the appeal (using the Grade Appeals form). If the student believes the summary to be inaccurate, misleading, or in violation of the privacy or other rights of the student, the student may insert a written statement in the record.

A successful grade appeal does not guarantee the ability to advance to the next course in sequence in the subsequent term.

### **School of Pharmacy Remediation Policy**

Definition: Remediation is defined as the correction of an academic fault or deficiency either during a course or at the completion of a course. Limits to eligibility for remediation are detailed below.

[NOTE: This policy does not apply to course failure due to academic dishonesty, student conduct violation, or violation of any other University or School codes, regulations, or policies.]

#### **Qualifications for Remediation**

Students must pass every course with at least a grade of C and maintain a minimum grade point average (GPA) of 2.0. When a student does not pass a course the first time, they may be offered the opportunity to remediate according to the guidelines below.

#### **Course Remediation**

- 1) Students who earn a grade of C-, D-, D, or D+, or NP in the course will be eligible to remediate the course according to the following guidelines:
  - a) The student has no violation of any University or School of Pharmacy academic or conduct policies.
  - b) The student has no more than four (4) total didactic credits in a given semester that need course remediation.
    - i) Students whose academic status exceeds the specified limits will be referred to the Academic Standing Committee for consideration of appropriate course of action including recommendation for dismissal from the program.

- c) A student can remediate a maximum of **four courses (experiential and didactic)** over the duration of the program. Thus, if a student requires remediation in a fifth course, they will be dismissed from the program
  - d) Course repeat counts towards the maximum four course remediation. A repeated course may not be remediated. Failure to achieve a passing grade in a repeated course will result in dismissal.
  - e) A student can remediate only one (1) IPPE course and one (1) APPE course. Additional course remediation for either IPPE or APPE will result in dismissal.
  - f) Students will remediate IPPE before progressing onto the next professional year.
  - g) Students will remediate APPE during the remediation block. This may result in re-assignment of other APPEs based on pre-requisite requirements or other factors impacting subsequent APPEs. This may delay progression or graduation.
- 2) Students who earn an F in the course **(experiential or didactic)** are not eligible for course remediation; they must repeat the course next time it is offered.
- a) No more than two courses over the lifetime of the program can be repeated.
  - b) Failure of a repeated course will result in dismissal from the program.
  - c) Failing an IPPE or APPE course (for academic or non-academic reasons) will result in repeating the course during the next academic year.
  - d) No more than one (1) APPE and one (1) IPPE course can be repeated over the course of the program.
- 3) **Failing to satisfactorily complete the course remediation:** If the student achieves a final score less than 73% during course remediation, the original C- grade or lower (including NP) will remain on the transcript and be used in the calculation of the student's cumulative GPA. Additionally:
- a. In the case of didactic courses:
    - Required didactic courses: the student must repeat the entire course at its next regular offering. This will delay program completion by one year.
    - Elective didactic courses: the student must retake an elective course (either the same or a different course) towards fulfillment of the credit requirement for electives. This may result in a delay in the program completion.
  - b. In the case of experiential courses:
    - IPPE and APPE courses: the student must repeat the entire course at its next regular offering. This will delay program completion by one year.

#### 4) Course Remediation Procedures

- a. Didactic courses: After course grades are posted, the Academic Standing Committee will determine eligibility for remediation. If the student is eligible for remediation, a temporary grade of Incomplete (I) is assigned. Once remediation is completed a permanent grade will replace the incomplete grade. The course coordinator, in agreement with the Academic Standing Committee, will develop an Individual Action Plan (IAP). The Office of Academic Affairs will communicate to the student regarding the specific details of the IAP. The student will have until the deadline specified in the IAP to satisfactorily complete all of the requirements of the IAP.
- b. Experiential courses: After course grades are posted for Introductory Pharmacy Practice Experience (IPPE) or Advanced Pharmacy Practice Experience (APPE), the Academic Standing Committee will determine eligibility for remediation. If the student is eligible for remediation, a temporary grade of Incomplete (I) is assigned. Once remediation is completed a permanent grade will replace the incomplete grade. The course coordinator/preceptor, in agreement with the Academic Standing Committee, will develop an IAP. The Office of Experiential Education will communicate to the student regarding their specific details of the IAP.
- c. The Individual Action Plan (IAP) will be developed by the course coordinator and the Academic Standing Committee to address and incorporate documented student deficiencies:
  - The student is expected to sign the IAP and timely completion of all assignments and attendance at meetings is required for successful completion of remediation.
  - Elements of the IAP may include, but are not limited to:
    - A comprehensive or focused remediation examination, the format and content will be at the discretion of the faculty, even if in the usual offering of the course there is no final exam.
    - Remediation or repeat of an IPPE or APPE may occur at the same site or at an alternate site at the discretion of the Office of Experiential Education (OEE) after consultation with the site preceptor.
    - Signature assessment: This may include but is not limited to: a reflection paper, project, oral presentation, simulation exercises, Objective Structured Clinical Examinations (OSCEs).
    - Attendance at a summer boot camp may be required.
    - Combinations of any and all of the above at the discretion of the Academic Standing Committee.

- Students may also be required to attend meeting(s) with one or more University Student Affairs personnel to address deficiencies as identified by the Academic Standing Committee in consultation with course coordinator.
- d. The student must achieve a final score of 73% or higher in the IAP in order to satisfactorily complete the course. A grade of "C" or "P" will be reported to the Registrar for the course for which the student satisfactorily completed the course remediation. The grade of "C" or "P" earned will replace the original course grade (C, D+, D, D-, or NP) and will be used in the calculation of the student's cumulative GPA.
- e. The maximum grade attainable from satisfactory completion of a course remediation is a grade of "C" or "P".

### **Remediation Resources**

The following resources are available for students to assist in their successful completion of remediation:

1. Office of Student Services: Campus student services personnel will provide support and resources to help students improve test-taking skills, note taking skills, coping with test-taking anxiety, and time management skills.
2. Academic Support Coordinator: The coordinator will provide support and resources to help students improve their oral and/or written communication skills and facilitate appointments for students with the Peer-Assisted Learning (PALS) program.
3. Faculty mentoring session: Consists of one-on-one or small group sessions with faculty to clarify points in the course material and reinforce knowledge and skills. The format of these sessions is at the discretion of faculty.
4. Faculty advisors: Advisors may provide additional support and guidance during the remediation process.

### **Letter of Concern**

Students will be issued a letter of concern when their cumulative grade point average (cGPA) falls below 2.25 at the end of any semester. This letter will remain in the student's permanent academic file.

### **Intern License Revocation Following Dismissal**

West Coast University and the School of Pharmacy have an obligation to inform the California State Board of Pharmacy if a student has been dismissed from the program. In the event of such an occurrence, a student would be ineligible for an intern pharmacist license. The notification will result in the Board of Pharmacy cancelling your intern license, pursuant to the relevant California regulations. If dismissed, you will be required to return your intern license by registered mail within 30 days of dismissal from the pharmacy program. In the event that you are successfully readmitted to the pharmacy program, under California law, the Board of Pharmacy may reissue an intern license to you under a decision of reinstatement adopted by, and at the discretion of the Board once you are re-enrolled in the Program.



## **Programmatic Learning Outcomes**

Each student will have the opportunity to develop knowledge, skills and professional behaviors in order to:

1. Provide optimal patient-centered care.
  - Recognize and respect patient differences, values, preferences, and expressed needs.
  - Identify medication-related problems, formulate medication treatment plans, and monitor and evaluate patient response to pharmacotherapy.
  - Listen to and educate patients and/or caregivers to optimize health outcomes.
2. Collaborate as a member of interprofessional healthcare teams.
  - Demonstrate a climate of mutual respect and shared values within an interprofessional team.
  - Identify roles and responsibilities of interprofessional team members to optimize outcomes.
  - Communicate effectively in an interprofessional team.
  - Apply principles of team dynamics to perform effectively within interprofessional teams.
3. Employ evidence-based practice.
  - Integrate basic science knowledge into clinical practice.
  - Evaluate and assimilate scientific evidence to improve patient care.
4. Utilize medication-use-systems, drug and health information, and other technologies.
  - Utilize components of medication-use-systems (i.e., procuring, storing, furnishing, transcribing, compounding/preparing, dispensing, and administering) to provide safe, accurate, and timely medication distribution.
  - Apply relevant concepts in utilization of human, physical, fiscal, informational, and technological resources in the health care system in compliance with state and federal regulations.
5. Engage in the promotion of public health through pharmacy services
  - Employ concepts of disease prevention, public health promotion, literacy, and/or wellness.
  - Evaluate population health issues by considering quality of care, access, and cost at the local, state, and federal levels.
6. Demonstrate Effective Communication Skills
  - Discuss ideas and concepts in audience-appropriate language and relay information in a logical and concise manner.
  - Convey proposals and recommendations persuasively.
7. Demonstrate Positive Personal and Professional Aptitude
  - Demonstrate the ability to examine and reflect on personal knowledge, skills, and attitudes.
  - Apply values and principles of team dynamics to perform effectively in various team roles to achieve shared goals.
  - Demonstrate creative decision making when confronted with novel problems or challenges.
  - Exhibit behaviors and values that are consistent with the trust given to the profession.

## School of Pharmacy Professional Curriculum

Semester and Year	Course number	Semester	Course title	Credits
Fall (PY1)	PHAR 601L	1	Longitudinal Skills Lab I	1
	PHAR 635		Pharmaceutics I	3
	PHAR 637		Biosystems I	4
	PHAR 639		Pharmacy Practice Foundations I	5
	PHAR 641		Evidence Based Practice	3
	PHAR 699		IPPE-1 Community Practice	0-3
Spring (PY1)	PHAR 602L	2	Longitudinal Skills Lab II	1
	PHAR 636		Pharmaceutics II	3
	PHAR 638		Biosystems II	4
	PHAR 640		Pharmacy Practice Foundations II	4
	PHAR 642		Principles of Drug Action	4
	PHAR 699		IPPE-1 Community Practice	0-3
PHAR 501	Co-Curricular Experience I	0		
Proessional Year 1 Credit Hours				35
Fall (PY2)	PHAR 701L	3	Longitudinal Skills Lab III	1
	PHAR 735		IPC Cardiopulmonary and Renal I	4
	PHAR 737		IPC Cardiopulmonary and Renal II	4
	PHAR 739		Pharmacokinetics	4
	PHAR 741		Institutional Pharmacy Practice	3
	PHAR 798		IPE (Simulation 1)	0-1
	PHAR 799		IPPE-2 Institutional Practice	0-3
	PHAR 900s		Professional Electives	0-2
Spring (PY2)	PHAR 702L	4	Longitudinal Skills Lab IV	1
	PHAR 736		US Healthcare and Public Health	3
	PHAR 738		Pharmacogenomics & Biotechnology	2
	PHAR 740		IPC Cardiopulmonary and Renal III	3
	PHAR 742		IPC Endocrine	4
	PHAR 744		IPC GI/Nutrition	3
	PHAR 798		IPE (Simulation 1)	0-1
	PHAR 799		IPPE-2 Institutional Practice	0-3
	PHAR 900s		Professional Electives	0-2
PHAR 502	Co-Curricular Experience II	0		
Professional Year 2 Credit Hours				38
Fall (PY3)	PHAR 801L	5	Longitudinal Skills Lab V	1
	PHAR 835		IPC Neurology/Psychiatry	4
	PHAR 837		IPC Infectious Diseases I	3
	PHAR 839		IPC Infectious Diseases II	3
	PHAR 841		Pharmacy Practice Management	2
	PHAR 898		IPE (Simulation II)	0-1
	PHAR 899		IPPE-3 Selective Elective	0-3
	PHAR 900s		Professional Electives	0-4
Spring (PY3)	PHAR 802L	6	Capstone Skills Lab	2
	PHAR 836		Pharmacoeconomics & Outcomes Science	2
	PHAR 838		Pharmacy Law & Ethics	2
	PHAR 840		IPC Immunologic Conditions and Special Populations	4
	PHAR 842		IPC Hematology & Oncology	4
	PHAR 898		IPE (Simulation II)	0-1
	PHAR 899		IPPE-3 Selective Elective	0-3
	PHAR 900s		Professional Electives	0-4
Professional Year 3 Credit Hours				35
PY4	PHAR 990	7&8	Independent Studies: A Course for Self-Directed Learning	0
	PHAR 991		APPE - Acute Care	6
	PHAR 992		APPE - Hospital Practice	6
	PHAR 993		APPE - Community Practice	6
	PHAR 994		APPE - Ambulatory Care Practice	6
	PHAR 995		APPE - Elective I	6
	PHAR 996		APPE - Elective II	6
	PHAR 503		Co-Curricular Experience III (Fall)	0
	PHAR 997		Board Preparation I (Summer)	0
	PHAR 998		Board Preparation II (Fall)	0
	PHAR 999		Board Preparation III (Spring)	0
	Professional Year 4 Credit Hours			
Total Credits				144

## Experiential Education

### Pharmacy Practice Experiences

Pharmacy practice experiences provides each student with an opportunity to apply his/her pharmacy education directly to patients care in various pharmacy settings (community, ambulatory and institution locations). These experiences begin as introductory pharmacy practice experiences in the first professional year (PY1) through PY3 The PY4 consists entirely of advanced pharmacy practice experiences (APPEs).

### Criminal Background Check Requirements

All students are required to complete a criminal background check (CBC) prior to matriculating into the School of Pharmacy and then annually thereafter. Acceptance into the SOP and continual enrollment in the program is conditional based on the outcomes of the CBC. The Executive Committee reserves the right to rescind acceptance offers or dismiss students based on results of a CBC. Any student returning from a leave of absence or delayed progression status must complete a

CBC prior to returning to the program. The CBC will be on file with the Office of Experiential Education. While the CBC required by the SOP meet the requirements of most clinical partners, some clinical partners will require a more recent or extensive CBC. Students are financially responsible for the cost of the CBC required by the school or by clinical partners.

### Drug Testing

All students are required to complete a drug test each year prior to placement in an experiential rotation site. Attending experiential rotations is conditional based on the results of the drug test. The drug test results will be on file with the Office of Experiential Education. While the drug test required by the SOP meet the requirements of most clinical partners, some clinical partners will require a more recent or extensive drug test. Students are financially responsible for the cost of the drug test required by the school or by clinical partners.

### Immunization Requirements

Pharmacy students are required to meet the following immunization requirements upon admission to the School of Pharmacy and immunizations must remain current while enrolled as a student throughout the entire program.

The School requires pharmacy students to provide verification of immunization status to the Office of Experiential Education and assigned clinical sites upon request.

**Please be advised that each clinical site may have more stringent requirements than the SOP.**

**Below is the list of required vaccinations.** Positive titers, proof of vaccination or a negative test for each of the diseases below are required to show immunity. It is important that all vaccinations and health records are up to date to ensure no delays in scheduling your experiential rotations. These guidelines are set in place to ensure your safety and the safety of those you will encounter during your experiential education.

<b>Please provide clinical evidence of immunity with proof of vaccination or positive titer and proof of vaccination, if applicable, for each of the items below as well as proof of no active TB infection (skin test, blood test, or chest x-ray):</b>	
<b>Disease</b>	<b>Required Documentation</b>
Measles, Mumps, and Rubella (MMR)	Positive/reactive Measles, Mumps, and Rubella IgG Antibody. Titers (Results for all three diseases must be present) and proof of 2-dose vaccination (4 weeks apart)
Varicella (Chicken Pox)	Positive/reactive Varicella IgG Antibody Titer and proof of 2- dose vaccination (4-8 weeks apart)
Tdap (Tetanus, Diphtheria, Pertussis)	Proof of vaccination for Tdap *Good for 10 years **(not Td or childhood Dtap)
TB Screening	Negative skin test or blood test results (within the year, to be repeated annually) OR Negative Chest X-Ray (within 2 years, to be repeated every 2 years)
Hepatitis B	Positive Hep B Surface Antibody Titer and proof of vaccination *If you have never been vaccinated for Hep B, the three dose series requires completion of two out of the three dose series BEFORE orientation week (August). Please keep in mind that there is a four-week waiting period between dose 1 and 2.
Influenza	Proof of vaccination for annual flu vaccine (once it becomes available)
Hepatitis A (only if required by sites)	Positive/reactive Hep A Antibody Titer or proof of vaccination. ** The Office of Experiential Education will inform students if rotation sites require this vaccination

**Except for the annual influenza and hepatitis A vaccine, all titer results/vaccination proofs must be completed prior to Orientation Week for matriculating student pharmacists. For P2-P4 student pharmacists, the required TB test/chest x-ray is due before the first day of the fall semester and flu vaccination is due by the end of October.**

### **Health Insurance and Professional Liability Insurance**

All students are required to provide documentation that they have health insurance by Orientation Week and maintain active and current health insurance while enrolled in the duration of the program. Students must comply with all University deadlines and processes established by West Coast University for the effective and efficient management of health insurance coverage requirements pertaining to their enrollment at West Coast University.

In collaboration with the University, the OEE provides and maintains professional liability insurance for all students participating in their Experiential Education programs. The Office of Experiential Education provides the Facility with written confirmation that each student being provided with training at said Facility is covered by said professional liability insurance.

All graduate students enrolled at West Coast University are expected to comply with specific requirements and legal responsibilities regarding health insurance associated with their chosen academic program:

- All student pharmacists in the Doctor of Pharmacy program who participate in the pharmacy practice experiences (IPPE/APPEs) are required to verify understanding of programmatic insurance requirements.
- All PharmD students are required to provide acceptable proof of adequate health insurance coverage when assigned to clinical practice sites (IPPE/APPE) that require a student to carry their own health insurance as a prerequisite to participate.
- The pharmacy practice experiences begin in the spring semester of the first professional year and continue through the fourth professional year.

The University provides and maintains professional liability insurance for all students participating in their Experiential Education programs. The University provides the Facility with written confirmation that each student being provided with training at said Facility is covered by said professional liability insurance.

### **Basic Life Support (BLS) Training**

Basic Life Support (BLS) certification is required before students can actively provide Immunizations or participate in various co-curricular events. The SOP requires that all students are BLS certified throughout enrollment in the program. Matriculating and PY3 students will receive training and certification in BLS during Orientation by SureFire. Students requesting BLS certification by other vendors needs approval by the Office of Experiential Education.

In addition to BLS certification, student are required to complete annual compliance training in the areas below. Students will be provided a Pharmacists Letter account upon matriculating into the SOP to complete these mandatory training. All students must comply with regulations set forth by each regulating body in these trainings. Students are required to retain a copy of this documentation on RX portfolio and RxPreceptor.

- ✦ HIPAA & Privacy 2020
- ✦ HIPAA & Security 2020
- ✦ Bloodborne Pathogens 2020
- ✦ Medicare Fraud, Waste, and Abuse 2020
- ✦ Combating Methamphetamine Abuse 2020

### **HIPPA, Blood Borne Pathogens, and Basic Life Support Training**

It is required that all students in the Health Science disciplines complete the Health Insurance Portability and Accountability Act (HIPAA) privacy and security trainings. To meet this government mandated requirement, all student pharmacists are required to complete the trainings through the online Pharmacist's Letter courses "HIPAA & Privacy: A survival Guide to the Law" and "HIPAA & Security: A Survival Guide to the Law." HIPAA Privacy and Security Certification are required for enrollment in any

IPPE or APPE. PDF copies of the completed HIPAA privacy and security certification trainings must be provided to the Office of Experiential Education once completed.

Annually, students from School will be required to complete mandatory compliance training concerning OSHA Bloodborne Pathogen Standards. All students must comply with the requirements set forth in the regulations issued by the Occupational Safety and Health Administration governing exposure to bloodborne pathogens in the workplace, and provided information and/or training in the following areas:

- The hazards associated with blood and other potentially infectious materials;
- The protective measures to be taken to minimize the risk of occupational exposure to blood borne pathogens;
- The appropriate actions to take in an emergency involving exposure to blood and other potentially infectious materials, and The reasons for participation in hepatitis B vaccination and post-exposure evaluation and follow-up.

Students are responsible for keeping up to date with these requirements and at all times must be able to produce documentation that they have completed this requirement within the prior twelve months. Without such documentation, students will not be allowed to participate in patient care activities at experiential practice sites, and thus will be ineligible to continue normal progression through the curriculum.

Students are required to retain a copy of this documentation for their professional portfolio in addition to a copy uploaded to RxPreceptor. It is also important for students to read and become familiar with the document titled: Protocol for Standard Precautions against Student Exposure to Bloodborne Pathogens at Practice Sites (provided by the Office of Experiential Education). All incidents that occur at experiential practice sites MUST be reported using the Experiential Practice Incident Form (available at the Office of Experiential Education).

### **Cardiopulmonary Resuscitation (CPR) skills**

Cardiopulmonary resuscitation (CPR) skills are considered a core competency for all health professionals. Current BLS certification is required before students can actively provide Immunizations. All students enrolled in School are expected to demonstrate minimum competency in adult cardiopulmonary resuscitation/basic life support (CPR/BLS). Barring the unusual circumstances of the pandemic and limitations imposed by Covid-19 and remote learning, students enrolled in the PharmD program are ordinarily certified in BLS in the Fall semester of P1. Alternatively, under extenuating circumstances

### **Licensure as an Intern**

Students enrolled in School must have a valid, current California Pharmacy Intern License. Incoming students are required to apply for a Pharmacy Intern License through the Office of Experiential Education prior to the start of the Fall Semester. Completed applications are submitted to the Office of Experiential Education. After processing, the Office of Experiential Education will submit the applications for the entire class to the Board of Pharmacy. Once the applications are received and processed, the Board of Pharmacy mails the Intern License to the student. A copy of the Intern License should be uploaded onto CORE.

Students cannot participate in the IPPE or APPE program without a current California Pharmacy Intern License. In addition, student pharmacists are not allowed to actively immunize unless they are Registered Pharmacist Interns in the state of California. All students must carry their pocket licenses with them at all times when visiting experiential practice sites. Visiting Board of Pharmacy Inspectors may ask to examine professional licenses when making site visits; this may also include the licenses of interns participating in experiential education at the site. Preceptors may also ask students to provide a copy of their intern license during your site orientation. All students must disclose information regarding Board of Pharmacy - Board Actions to the Assistant Dean, Experiential Education within 15 days of receipt of any notice of action against their license from the Board of Pharmacy.

West Coast University School of Pharmacy has an obligation to inform the California State Board of Pharmacy if a student is not actively enrolled in the PharmD program. This includes being dismissed, leaves of absence, or delayed progression status. In the event of such an occurrence, the student would be ineligible for an intern pharmacist license and will return their intern license to the Office of Experiential Education (OEE) within seven days. The OEE will then notify CA BOP of the student's ineligible status for licensure cancellation. In the event that the student has successfully returned/readmitted into the pharmacy program, the OEE will assist each student with their pharmacy intern license application. Under California law, the Board of Pharmacy may reissue an intern license to the student under a decision of reinstatement adopted by, and at the discretion of the Board once the student is re-enrolled in the Program.

### **Licensure as A Pharmacist**

To become licensed to practice pharmacy in California, you must meet the Registered Pharmacist requirements of the California Board of Pharmacy. These requirements can be found on the state board of pharmacy website at: <http://www.pharmacy.ca.gov/index.html>.

***Requirements for pharmacist licensure in California are listed in California Business and Professions Code Section 4200(a)(1-6)***

### **California Board of Pharmacy**

The California State Board of Pharmacy (CABOP) is a consumer protection agency. One way the board fulfills its consumer protection mandate is to assure that those licensed to practice pharmacy possess minimum competency. To this end, California law requires candidates to take the NAPLEX™ and California Practice Standards and Jurisprudence Examination (CPJE). You can obtain a copy of this code and other California pharmacy laws from the board's Web site. These examinations require candidates to demonstrate that they possess the minimum knowledge and abilities necessary to practice safely and effectively in the U.S. as well as in California. For more information, go to: <http://www.pharmacy.ca.gov/index.html>.

### **North American Pharmacist Licensure Examination (NAPLEX)**

The NAPLEX™ (North American Pharmacist Licensure Examination) is developed by the National Association of Boards of Pharmacy (NABP) for use by the state boards of pharmacy as part of their assessment of competence to practice pharmacy. This computer-adaptive test provides the most

precise measurement of the student's knowledge and ability in pharmacy. By using the NAPLEX™, the state boards provide a valid and objective examination that tests the competence in important aspects of the practice of pharmacy. The NAPLEX™ also assists the state boards of pharmacy in fulfilling one aspect of their responsibility to safeguard the public health and welfare. For more information, go to: <http://www.nabp.net/>.

### **California Practice Standards and Jurisprudence Examination (CPJE)**

The California State Board of Pharmacy, through its Competency Committee, develops the CPJE. The board's CPJE is comprised of 90 multiple-choice questions, administered by computers at designated test centers throughout the country. California law (California Business and Professions Code section 4200.2) requires that the CPJE include items that demonstrate proficiency in patient communication skills, aspects of pharmacy practice, and the application of clinical knowledge that is not measured by NAPLEX and California law. For more information, please see : [http://www.pharmacy.ca.gov/applicants/naplex\\_info.html](http://www.pharmacy.ca.gov/applicants/naplex_info.html).

### **Multistate Pharmacy Jurisprudence Examination (MPJE)**

The computer-based Multistate Pharmacy Jurisprudence Examination® (MPJE) combines federal and state-specific law questions to serve as the state law examination in participating jurisdictions. The MPJE is based on a national blueprint of pharmacy jurisprudence competencies; however, the questions are tailored to the specific law in each state. For more information, go to: <http://www.nabp.net/programs/examination/mpje/registration-bulletin>.



## Student Services

### Office of Financial Aid

The Financial Aid Office for the School of Pharmacy is located on-site. Students are encouraged to contact either Mr. Edward Bueno (Director of Financial Aid) or Mr. Arthur Asatryan (Financial Aid Officer); both are located on the 3rd floor of the CGS building.

### Estimated Tuition and Fees

Estimated tuition and fees for the 2021- 2022 academic year can be found in the University Catalog.

### Pharmacy Scholarships and Other Financial Resources

West Coast University Scholarships – West Coast University offers several merit-based and need based scholarships for incoming pharmacy students. All scholarships are subject to continued available funding. West Coast University grants and scholarships are generally intended for required tuition and fees only, and some awards may be reduced if tuition and fee costs are covered by other external grants or scholarships. Please note that the Presidential Academic Excellence Award, Mark Hacken Trustee Award, and Dean's Scholarship, are only available to incoming students. For more information, go to: <http://westcoastuniversity.edu/admissions/financial-aid/scholarships.html>.

The School offers several scholarship opportunities to incentivize service, and leadership - these include the Service Excellence Award and Leadership Engaging and Advancing Pharmacy (LEAP) Award. For 4<sup>th</sup> year students, scholarships such as the Academic Honors Award and Academic Merit Award are available. Please review the University Catalog for scholarship eligibility requirements. Additional scholarship opportunities may be communicated to students by the Honors and Awards Committee.

**Fastweb** is the premier online resource that allows students to search for scholarships in a search-engine format. For more information, go to: <http://www.fastweb.com>.

**Explore Health Careers** offers a site that includes some portable, non-school-specific funding. In addition, students may research the availability of financial aid opportunities offered by pharmacy schools. For more information, go to: <https://explorehealthcareers.org>.

**RESPyAward**–The*PharmacyTimes*andWalmartawardhonors, via theRESPy (Respect, Excellence, and Service in Pharmacy) Award, outstanding student pharmacists who display exemplary behavior and great potential as community pharmacist candidates. For more information, go to: <http://www.pharmacytimes.com/respy-award..>

**Tylenol Future Care Scholarship** – Started in 1992, this scholarship helps students who are pursuing careers in the medical field manage the rising costs of education. For more information, go to: <http://www.tylenol.com/news/scholarship?id=tylenol/news/subptyschol.inc>

**Paul Ambrose Scholars Program** – This program prepares clinical health professions students to address population health challenges at the national and community level. The symposium provides leadership training and prevention education to students interested in public health, prevention, healthcare policy and medical and health sciences education. For more information, go to: <http://www.aptrweb.org/?page=pasp>.

**Walmart Scholars** – The Walmart Scholars program provides scholarships to student-faculty pairs to attend the American Association of Colleges of Pharmacy (AACP) Annual Meeting. This program is geared to support students interested in pursuing a future career in academic pharmacy. Letters from both the student and the faculty member are required to demonstrate both parties have a strong interest in enhancing their preparation for a career in academic pharmacy, as well as an essay from the student on academic pharmacy. Applications for the program are due in February of each year, pending program sponsorship. Please email any questions to: [walmartscholars@aacp.org](mailto:walmartscholars@aacp.org).

**American Foundation for Pharmaceutical Education** – AFPE provides funding for research scholarships, graduate school scholarships, pre-doctoral fellowships in the pharmaceutical sciences, post-PharmD fellowships in the biomedical research sciences and pharmacy faculty new investigator grants. For more information, go to: <http://www.afpenet.org/>.

**Indian Health Service Division of Health Professions Support** – The Federal IHS provides and administers scholarships, externships, loan repayment, recruitment, grants and other career support services to assist healthcare professionals in Indian health programs across the nation. For more information, go to: <https://www.ihs.gov/dhps/dhpsgrants/>.

**HRSA's Scholarship for Disadvantaged Students (SDS) Program** – This program increases diversity in the health professions and nursing workforce by providing awards to eligible health professions schools for use in awarding scholarships to students from disadvantaged backgrounds who have financial need, including students who are members of racial and ethnic minority groups. Accredited schools of medicine, osteopathic medicine, dentistry, nursing, pharmacy, podiatric medicine, optometry, veterinary medicine, public health, chiropractic, allied health, a school offering a graduate program in behavioral and mental health practice, or an entity providing programs for the training of physician assistants are eligible. For more information, go to this link below:  
[http://www.grants.gov/web/grants/viewopportunity.html?oppld=280235&utm\\_medium=email&utm\\_source=govdelivery](http://www.grants.gov/web/grants/viewopportunity.html?oppld=280235&utm_medium=email&utm_source=govdelivery).

### **Faculty Advisor Program**

An important factor in a pharmacy student's success in the program is the guidance he or she has available from their faculty advisor. Each student will be assigned a faculty advisor during New Student Orientation. Each student must meet with their advisor at least twice per year (once per semester) to discuss program, academic, co-curricular, and professional/career issues and to review their electronic portfolio. Student adherence to the advising policy will be enforced by the Office of Student Affairs. Under extraordinary circumstances, a student may request a change in advisor. In order to request a change in advisor, the student must submit a complete "Change of Advisor Request Form" to the Assistant Dean of Student Affairs. All decisions made by the Assistant Dean of Student Affairs regarding a request to permit or deny a change in advisor are final.

The primary goal of the advising system is to assist each student in realizing the maximum educational benefits available through resources at West Coast University. Each member of the advising team, the student and Faculty Advisor, have responsibilities within the advising system:

### **Student Responsibilities**

- Each student is responsible for:

- i Monitoring his/her own progress toward completion of graduation requirements (including completion and documentation of co- curricular requirements);
- ii Final decisions regarding program and course selection;
- iii Knowing and adhering to University and Program policies, academic rules and regulations, registration procedures, deadlines, general education and graduation requirements;
- iv Maintaining an updated electronic portfolio and providing access of this portfolio to his/her faculty advisor prior to any advising session
- v Consulting his/her faculty advisor on a regular basis;
- vi Obtaining correct information before making any decision or taking an action based on speculation or guessing
- vii. Making efficient use of the resources of the University.

### **Faculty Advisor Responsibilities**

➤ Faculty, as advisors, are responsible for providing:

- i Appropriate opportunities for individual consultation with advisees;
- ii Assistance in exploration of educational alternatives;
- iii Correct information concerning academic rules, regulations and graduation requirements;
- iv Guidance in and evaluation of work toward degree requirements (i.e., general education, major and unit requirements, review of co- curricular requirements);
- v Informed referral to University services and programs available to assist students in their academic career and personal development.

The Office of Student Affairs has developed a standard “Advisement Form” that all faculty advisors and advisees are required to sign after each meeting. This form describes a standard set of topics to be discussed at each advising meeting.

### **Student Electronic Portfolios**

The ePortfolio provides a space for students to organize, assess, and reflect upon their work. Unlike its hard copy counterpart, the ePortfolio is a permanent yet organic system that grows with the student, preserving a record of the past, establishing links in the present, and providing a roadmap for the future. This evolving self-portrait, painted by the student and carried through the PharmD program and/or on to a career, can be a lifelong learning tool.

The School of Pharmacy utilizes RxPortfolio (<http://www.rxportfolios.com/login.php>) and Blackboard as its ePortfolio platform. Throughout the curriculum, students will be asked to include co-curricular documentation, outstanding papers, oral presentations, pivotal experiences, reflections on important relationships and experiences, resume and curricula vitae, symposia, conference presentations, and experiential education activities (service learning, campus organizations, etc.). Students are required to review their ePortfolio with their faculty advisor at each advising session.

### **Academic Support Coordinator**

West Coast University takes proactive approaches towards student success. The School Academic Support Coordinator helps administer the Peer Assisted Learning Program (PALs which provides peer tutoring to

students seeking additional support outside the classroom. The Academic Support Coordinator also works with students to develop their oral and written communication skills. Students are encouraged to contact the Academic Support Coordinator, Ms. Reanna Gibbs.

### **Student Assistance Program**

The Student Assistance Program (SAP) is available to all School students and offers a variety of informational resources on fitness, childcare, stress management, financial, and legal matters like those involving landlord/tenant issues. The SAP also provides students who may be struggling with mental health issues with 24-hour access (via telephone) to licensed counselors. To speak with a counselor, call 877-351-7889 and let them know you are a WCU student. These resources are free of charge to WCU students. For additional information on these resources please visit: [www.AetnaSAP.com](http://www.AetnaSAP.com) To log in, please enter school ID as WCUSA and click on the link.

### **Classroom Seating**

Classroom seats are not assigned and are available on a first-come, first-serve basis.

### **Disability Services**

It is the responsibility of a student with a physical or mental disability who may require any type of accommodation to make the accommodation request in a timely manner. In order to allow sufficient time for the eligibility and accommodation process to occur, the student should contact the Assistant Dean of Student Affairs or Campus Student Services to facilitate submission of documents to the University Disability Office. Additional information regarding the University disability services is available in the University Catalog.

### **Parking**

All West Coast University campuses provide free daily parking. Parking is available at the Center for Graduate Studies; the campus accommodates parking for approximately 200 vehicles onsite. Parking in the University-provided lots is a privilege. As a student, you are required to procure a parking hangtag. Parking hangtags are available at the reception desk of the Center for Graduate Studies. To maintain parking privileges, students must adhere to parking policies posted in and around the lots. This includes ensuring that your hangtag is attached to your rear-view mirror. An auxiliary parking lot, across the street and within a short walking distance, can accommodate an additional 300 vehicles.

### **Library**

The West Coast University Library is the knowledge center serving the curricular, research, and professional needs of students, faculty, and administration. Each campus location offers full library services. Library hours of operation are scheduled to meet the needs of the students, faculty and staff, and offer resources and services that strengthen and enhance the University's various academic programs.

The Library actively engages learning by effectively delivering quality materials in physical and virtual environments. Print collections include general and subject specific reference materials, monographs, serials, manuals, scholarly works, and trade publications arranged

according to the Library of Congress Classification System. Electronic resources including select databases from LexisNexis®, EBSCO, ProQuest, Gale/Cengage, Credo Reference, Ovid, Lexicomp®, and Therapeutic Research Center, provide access to thousands of full-text articles and case studies. The eBook Academic Collection offers more than 114,000 virtual books and is available for student and faculty use both on and off campus. Multimedia tools, web resources, and online tutorials are also available at each campus location. Each Library houses a Textbook & Course Reserve Materials Collection unique to their campus. Faculty and librarians continually curate and refresh this collection to ensure students maintain access to all required and recommended materials directly supporting the curriculum throughout their entire period of study.

Students and faculty access print, journal, database, ebook, website, and image collections using a single, user-friendly discovery tool known as OCLC WorldShare Management. The platform is compatible with all internet-enabled devices and includes 1M items of unique content (including scientific repositories). The WCU online catalog is available at: <http://westcoastuniversity.edu/academics/library-resources.html>. Please see library staff to receive your Library User ID# and password for remote access.

Professional librarians and trained support staff assist individuals with their library and research needs. Interlibrary loan service is encouraged through OCLC WorldShare ILL, an international cooperative of over 10,000 libraries with an average consortium request fill rate of 95%. Globally, 2,700 libraries provide free lending services to WCU students and faculty. Other library services include, but are not limited to: 24/7 reference assistance chat, in-person research assistance and subject guide advisory, in-depth research consultations (by appointment), interdepartmental campus loans, digital literacy presentations, guided library tours, and various circulation activities.

West Coast University encourages students, faculty, and staff to become familiar with library resources and services. The Library is a central component of student-centric learning that leads to professional success by instilling the information literacy skills necessary for today's changing environment.

### **School of Pharmacy New Student Orientation**

The Class of 2025 New Student Orientation is mandatory and is administered by School of Pharmacy Office of Student Affairs, and will take place from August 9<sup>th</sup>-13<sup>th</sup>, 2021. This orientation will introduce new students to the School's mission, vision, curriculum, policies, provide training for experiential rotations, and orient students to their first semester courses. This orientation is in addition to the University-led "new student" orientation required for all students. The University-led orientation will provide students with a venue to discuss all areas of University life and the array of services provided to all enrolled students.

## **Professional Organizations**

### **Student Organizations**

The School encourages student involvement and membership on committees that advise the administration on important issues, and student participation in local, state, and national pharmacy associations and organizations. Current student organizations already formed in the School of Pharmacy include:

### **Student Government Council**

The Student Government Council (SGC) is the School of Pharmacy's student government. The Council is an assembly of class representatives elected by their peers. It will serve as liaison and as an invaluable communication channel between the student body and School administration. The SGC will be comprised of a President, Vice President, Treasurer, and Secretary for each cohort of students.

As a body of constituent representatives, the objectives of the Council are:

- To serve as the liaison between the student body and administration, faculty, and staff of the School of Pharmacy.
- To coordinate the School-specific student organizations and committees.
- To facilitate all student activities related to the School.
- To establish bylaws for the Student Government Council.
- To organize fundraising events for the Student Government Council.
- To promote harmony among students and encourage personal responsibility among students towards building their School community.
- To promote the professional development of student pharmacists at West Coast University School of Pharmacy.

Elections for the SGC are typically held at the beginning of Spring semester of each year.

### **California Pharmacists Association - Academy of Student Pharmacists-American Pharmacists Association Joint Chapter (CPhA-ASP/APhA)**

The School operates a joint chapter of the California Pharmacists Association with the American Pharmacist Association. The Academy of Student Pharmacists is the student chapter of the CPhA. Both components of this joint chapter encourage all student pharmacists to become more knowledgeable about the profession of pharmacy, conduct outreach events, engage in social activities, participate in advocacy issues involving the profession, and develop leadership capabilities by holding elected offices or by appointment to one of its standing committees.

### **American College of Clinical Pharmacy (ACCP)**

The American College of Clinical Pharmacy's purpose is to advance human health by extending the frontiers of clinical pharmacy. Through strategic initiatives, partnerships, collaborations, and alliances, ACCP:

- Provides leadership, professional development, advocacy, and resources that enable clinical pharmacists to achieve excellence in practice, research, and education.
- Advances clinical pharmacy and pharmacotherapy through support and promotion of research, training, and education.

- Promotes innovative science, develops successful models of practice, and disseminates new knowledge to advance pharmacotherapy and patient care.

### **American Society of Health System Pharmacists (ASHP)**

The American Society of Health System Pharmacists represents the interests of more than 45,000 members who practice in hospitals, health maintenance organizations, long-term care facilities, home care, and other components of health care. The organization provides professional advocacy on health system pharmacy issues to government agencies including the FDA, CDC, Institute of Medicine, and Joint Commission on Accreditation of Healthcare Organizations. The organization also provides students with information about career pathways in pharmacy and credentials needed for pharmacy practice in health systems.

### **California Society of Health System Pharmacists (CSHP)**

CSHP is the largest state association of health system pharmacists. The organization provides access to a large state-wide membership of health-system pharmacists, continuing education opportunities, pharmacy news and information, and opportunities to network and interact with other advocates in the industry. The School operates a joint chapter of the ASHP and CSHP.

### **Student National Pharmaceutical Association (SNPhA)**

SNPhA is an educational service association of pharmacy students who are concerned about the profession of pharmacy, healthcare issues, and the poor minority representation in these areas. The purpose of SNPhA is to plan, organize, coordinate, and execute programs geared toward the improvement of the health, educational, and social environment of minority communities.

The objectives of SNPhA are:

- To offer student members the opportunity to develop leadership and professional skills.
- To educate students about, and promote active participation in national healthcare issues.
- To develop the role of the minority health professional as a vital member of the healthcare team.
- To develop within communities a positive image of minority health professionals.
- To educate communities on better health practices and to increase their awareness and understanding of diseases.

### **Student Ambassadors**

School of Pharmacy Student Ambassadors are a group of ordinary pharmacy students with extraordinary pride. Ambassadors embody the spirit and values of the School of Pharmacy and represent the program to a variety of audiences including prospective and current students, alumni, and donors. Ambassadors work closely with the School's Office of Student Affairs, become knowledgeable about many aspects of the School, and assist with recruitment, admissions, student, alumni, and outreach events. Ambassadors represent the "face" of the program and accordingly, become advocates for the School, its mission, and its programs. The Office of Student Affairs will select up to ten PharmD students annually to serve as Student Ambassadors for the upcoming academic year. For additional information, please contact the Office of Student Affairs.

### **Peer Assisted Learning Program**

The Peer Assisted Learning Program is a peer-to-peer academic tutoring program. PAL facilitators are Doctor of Pharmacy students who have been academically successful and are eager to help other students achieve their academic goals. PAL facilitators help their peers learn how to:

- Manage their time and the demands of their courses.
- Apply efficient learning strategies.
- Develop effective study plans.
- Improve the results of their study efforts

To become a PAL tutor or inquire about classes where peer tutoring is available, please contact the Office of Academic Affairs.

### **California Pharmacy Student Leadership (CAPSLEAD)**

The CAPSLEAD conference endeavors to provide student leaders at California pharmacy schools with an opportunity to:

- learning more about leadership, teamwork, negotiation, and conflict management
- build effective time and team management techniques
- network with pharmacy faculty and students across California
- learn about critical issues facing pharmacy leaders

Each year, the School selects a cadre of students to represent WCU at the annual CAPSLEAD conference and to prepare a poster presentation on a current pharmacy issue.

### **Rho Chi Society**

In Spring 2020, West Coast University School of Pharmacy chartered a Rho Chi Chapter. As an academic honor society, Rho Chi Society seeks to advance pharmacy through sustained intellectual leadership. Rho Chi seeks to advance pharmacy through sustained intellectual leadership. The Rho Chi mission aims to encourage and recognize intellectual achievement; stimulate critical inquiry to advance pharmacy; contribute to the development of intellectual leaders in pharmacy; promote the highest ethical standards in the profession; and foster professional collaboration.

### **Professional and Student Organizations**

The School, through its Office of Student Affairs, encourages formation of registered campus organizations to promote the interests of its student population. A sample of future organizations may include:

#### **National Community Pharmacists Association (NCPA)**

The student chapter of the NCPA will serve to promote community pharmacy. The association represents those in retail pharmacy including, home infusion, compounding, long-term care, and disease-state management. The organization also participates in legislative and political issues that involve community pharmacy. For more information, go to: <http://www.ncpanet.org>

#### **Phi Delta Chi**

Phi Delta Chi is one of the nation's first professional pharmacy fraternity (established in 1883). The Phi Delta Chi pharmacy fraternity develops leaders to advance the profession of pharmacy. Phi Delta Chi, a



lifelong experience, promotes scholastic, professional, and social growth in its Brothers. We strive to provide quality services to our patients, thereby advancing public health and strengthening ourselves as health professionals. For more information, go to: <http://www.phideltachi.org>.

### **Kappa Psi**

Founded in 1879, Kappa Psi is the nation's oldest pharmacy fraternity. This co-ed fraternity annually pledges students in their first, second, or third year of pharmacy school. The objectives of Kappa Psi are to: promote scholastic achievement and pharmaceutical research, support and participate in all projects that advance the profession of pharmacy and provide networking opportunities that continue its tradition of leadership. For more information, go to: <https://www.kappapsi.org>

### **Phi Lambda Sigma**

Phi Lambda Sigma is a national pharmacy leadership society comprised of students, practitioners, and faculty. PLS promotes and supports the development of leadership qualities among pharmacy students by encouraging an active role in the profession and its future. For more information, go to: <http://www.philambdasigma.org>

### **Kappa Epsilon**

Kappa Epsilon was initially founded in 1923 as a means of uniting female pharmacy students in an era where they were underrepresented. The objectives of KE are to promote scholastic and professional achievement and recognize members through awards, scholarships, and fellowships. The organization has promoted women's health issues, supported projects that addressed areas such as PMS, osteoporosis, contraception, and breast cancer and has furthered pharmaceutical education and research. KE has also developed the Pharm-CORP Program to encourage high school students to attain an advanced education and provide an overview of the benefits of pursuing a career in pharmacy. For more information, go to: <http://www.kappaepsilon.org>

### **Establishing a New Student Organization or Chapter**

Students have the freedom to organize and join associations to promote their common interests. The School Office of Student Affairs and Campus Office of Student Services will provide guidance and support to student organizations regarding programs, activities, policies, and procedures. The School will also assist in the development of new organizations and the registration of existing ones to meet the co-curricular needs of its students. The Assistant Dean of Student Affairs acts in all matters of student organization registration affiliated with the School, in accordance with University policy. Should a dispute arise concerning policy or withdrawal of registered status, the Assistant Dean of Student Affairs will be consulted in reviewing and resolving the case.

### **Procedures for Registration**

Being recognized by West Coast University as a student club/organization on campus provides the student club/organization with access to certain benefits and privileges. The benefits available to student organizations may include:

- Authorization to promote the club/organization and activities (in accordance with University policies and procedures).
- Ability to sponsor approved activities and/or events.

- A dedicated club/organization email address.
- Ability to reserve the use of campus facilities (bulletin boards, classrooms and meeting spaces for approved activities and events).
- Use of the University name and logo (in accordance with all University policies and procedures)
- Opportunity for sponsorship or funding for approved activities or events.
- Access to the Student Services Department for support and resources

Specific guidelines for the registration of new student organizations are available at:  
<http://westcoastuniversity.edu/uploads/Student%20Organizations%20Guidelines%20June%202016.pdf>

### **Student Activities and Events**

Active involvement outside of the classroom contributes to our students' learning experience.

Participating in extracurricular activities develops valuable leadership and organizational skills and contributes to a graduate's marketability. The Center for Graduate Studies Office of Student Services sponsors programs and events throughout the year to help foster a sense of community. If your organization is considering participating, putting on, hosting an event, or if you would like assistance requesting an event, please contact the campus Director of Student Affairs, Mr. Gerry Van Booven, for a copy of the "Activities Request Form."

## **WCU School of Pharmacy Pride, Leadership, & Engagement News**

The Office of Student Affairs encourages participation in student- specific events and activities that enable networking between students from different schools and programs, promote development of the future leaders of the profession, and/or reward student excellence. WCU students have been recognized as leaders and/ or participated in these programs and events:

### **AACP Walmart Scholars Program**

Over the past 17 years, AACP and Walmart have demonstrated a commitment to helping colleges and schools of pharmacy ensure there is an adequate number of well-prepared individuals who aspire to join the faculties at our institutions across the country. The goal of the scholarship program is to strengthen the recipient's skills and commitment to pursue a career in academic pharmacy through their participation at the AACP Annual Meeting. More than 1,200 graduate students, professional (doctoral) students, residents and fellows have been selected to participate in the program with their mentors since 2005. Congratulations to Tiffany L. Gurley (Class of 2020), a 2020 Walmart Scholar Recipient, and her WCU Faculty Mentor, Dr. Jessica M. Louie!

### **APhA-ASP National Patient Counseling Competition**

Recognizing that effective patient counseling is very important, CVS Health and APhA-ASP sponsor the APhA-ASP National Patient Counseling Competition to encourage student-pharmacists in their efforts toward becoming better patient educators. Designed to reflect changes that are occurring in pharmacy practice, the competition aims to promote and encourage further professional development of the student-pharmacist and to reinforce the role of the pharmacist as a health care provider and educator. The competition begins on the local level as students compete to be the national representative from their school or college of pharmacy and ultimately compete on the national level in preliminary and final rounds at the APhA Annual Meeting & Exposition.

### **CPhA-ASP Chapter of Excellence Recognition**

This award recognizes all CPhA-ASP chapters that have achieved excellence in pursuing CPhA's mission and goals in promoting the health of the public through the practice of pharmacy. The Chapter of Excellence (COE) Award is a designation of achievement earned by those California student chapters meeting the criteria based upon philanthropic and/or disease state related activities in which the local pharmacy association collaborates with the student chapter either as a sponsor, or as volunteer-participant.

### **CPhA –ASP Innovative Chapter of the Year (2019, 2020, 2021)**

A Trifecta for our CPhA-ASP Chapter! Among all the California pharmacy programs, and for the third year in a row, the California Pharmacists Association (CPhA) recognized our WCU CPhA-ASP Chapter with the Innovative Chapter Award for embodying CPhA's core values of visionary leadership, innovation, diversity of thought and opportunity, and entrepreneurship. Congratulations WCU CPhA-ASP Chapter!

### **CPhA Rx Boot Camp**

CPhA sponsors the annual Rx Boot Camp, a leadership-training seminar for student-pharmacists from all California schools. California's only event designed for and by student-pharmacists offers students the opportunity to learn how they can influence pharmacy practice. Participants explore how they can use entrepreneurship, technology, and leadership to elevate the quality of care delivered to patients. Work with teammates to develop innovative solutions, pitch your ideas to entrepreneurs, and compete in a Shark Tank Style Competition! Rx Boot Camp winners included WCU students in 2016: Jade Willa (Class of 2018) and in 2018: Emily Kieu (Class of 2021).

**CPhA Western Pharmacy Exchange Quiz Bowl (2018, 2021)**

Team WCU represented by Rojan Ghorbannejad, Dena Homayounieh, Janet Petrosyan and Veerpal Sandhu (Class of 2022), and Alison Rufo (Class of 2023) took first place among 13 other schools at the Western Pharmacy Exchange event in Palm Springs. Dr. Marina Dykhne and Dr. Nicole Nielsen supported Team WCU par excellence. Congratulations 2021 Quiz Bowl Team and thank you Drs. Dykhne and Nielsen! Team WCU previously took first place in 2018.

**Pharmacy Leadership Seminar**

The School of Pharmacy is invited to nominate several students each year to represent our School at the California Pharmacy Student Leadership Seminar, hosted at the USC School of Pharmacy. The Seminar aims to bring together pharmacy student leaders throughout the state of California to focus on developing leadership skills and transforming the profession of pharmacy.

## **Professional Pharmacy Associations**

### **County Pharmacy Associations**

Local chapters of the California Pharmacists Association are represented throughout Southern California. They include:

- Central Los Angeles Pharmacists Association
- Hollywood-Wilshire Pharmacists Association
- Long Beach Pharmacists Association
- Pharmacists' Professional Society of the San Fernando Valley
- San Gabriel Valley Pharmaceutical Association
- South Bay Pharmacists Association
- Southeast Los Angeles Pharmacists Association

### **State Pharmacy Associations**

- (CPhA) California Pharmacists Association. For more information, go to: [www.cpha.com/](http://www.cpha.com/)
- (CSHP) California Society of Health-System Pharmacists. For more information, go to: [www.cshp.org/](http://www.cshp.org/).

### **National Pharmacy Organizations**

- (APhA) American Pharmacists Association. For more information, go to: <http://www.pharmacist.com>.
- (AACP) American Association of Colleges of Pharmacy. For more information, go to: <http://www.aacp.org>.
- (ACCP) American College of Clinical Pharmacy. For more information, go to: <http://www.accp.org>.
- (AMCP) Academy of Managed Care Pharmacy. For more information, go to: <http://www.amcp.org>
- (ASHP) American Society of Health-System Pharmacists. For more information, go to: <http://www.ashp.org>.
- (AAPS) American Association of Pharmaceutical Scientists. For more information, go to: <http://www.aaps.org>.
- (ACA) American College of Apothecaries. For more information, go to: <http://www.americancollegeofapothecaries.com/>.
- (ASCP) American Society of Consultant Pharmacists (ASCP). For more information, go to: <http://www.ascp.com>.
- (DIA) Drug Information Association. For more information, go to: <http://www.diahome.org>.
- (NABP) National Association of Boards of Pharmacy. For more information, go to: <http://www.nabp.org>.
- (NACDS) National Association of Chain Drug Stores. For more information, go to: <http://www.nacds.org>.

- (NCPA) National Community Pharmacists Association. For more information, go to: <http://www.ncpanet.org>.
- (NPhA) National Pharmacists Association. For more information, go to: [www.npha.com](http://www.npha.com).
- (PhRMA) Pharmaceutical Research and Manufacturers of America. For more information, go to: <http://www.phrma.org>.
- (Rho Chi) The Rho Chi Society. For more information go to: <https://rhochi.org/about-rho-chi/>
- (SNPhA) Student National Pharmaceutical Association. For more information, go to: <http://www.snpha.org>.
- (USP) U.S. Pharmacopoeia Convention. For more information, go to: <http://www.usp.org>.