



**California University of Science and Medicine
University Student Catalog/Handbook
Academic Year 2017-2018**



ABOUT THIS STUDENT CATALOG/HANDBOOK

California University of Science and Medicine, known as “CalMed,” has established CalMed School of Medicine (CalMed-SOM), which is projected to be the eleventh allopathic medical school in the state of California once it has received appropriate authority and accreditation status. Prospective students will be primarily drawn from a national pool of applicants with a focus on disadvantaged* California and Inland Empire applicants.

CalMed students are expected to be familiar with the information in the *Student Catalog/Handbook* and other publications relating to student conduct and attendance. Prospective students may use this document as a reference for CalMed information, policies, and procedures.

Since this *Student Catalog/Handbook* is prepared in advance of the period of time that covers, changes in programs and regulations may occur. All policies are subject to revision as necessary. Any changes or additions to this *Student Catalog/Handbook* will be made in writing and will be provided to all students in print or electronically. These policies are specific to the CalMed educational programs and related services. CalMed will publish all current policies and procedures affecting students on the CalMed website (www.calmedu.org).

The ‘catalog,’ in the context below, includes both the University Catalog and the program-specific Student Handbook sections, i.e., the set of the CalMed *Student Catalog/Handbook*. As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Any questions a student may have regarding this catalog that has not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 or P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, (888) 370-7589 or by fax (916) 263-1897.

* The disadvantaged status is self-determined, but common premises may include:

- Lack of socioeconomic resources during childhood
- Family received aid from state and/or federal assistance programs
- Growing up in a medically underserved area during childhood

STUDENT CATALOG/HANDBOOK NOTICE

Graduation requirements are determined according to the *Student Catalog/Handbook* in effect at the time of enrollment.

This *Student Catalog/Handbook* is effective for the period between 7/1/2017 and 6/30/2018.

Sections

This University *Student Catalog/Handbook* for California University of Science and Medicine consists of the following sections.

Section I: CalMed University Catalog

**Section II: CalMed School of Medicine Doctor of Medicine (MD) Program Student Handbook
(publication pending LCME preliminary accreditation)**

**Section III: CalMed School of Medicine Master in Biomedical Sciences (MBS) Program
Student Handbook**



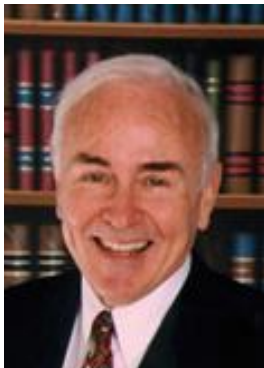
California University of Science and Medicine

Section I: University Catalog

Academic Year 2017-2018

(7/1/2017 - 6/30/2018)

WELCOME FROM THE FOUNDING DEAN



We would like to welcome you to California University of Science and Medicine (CalMed), School of Medicine (CalMed-SOM), a new allopathic (MD) medical school currently located in San Bernardino, California. We are embarking on a unique opportunity to add a new medical school in Southern California, which will be the first new, privately funded, not-for-profit medical school to earn accreditation from the Liaison Committee on Medical Education since 1949. This wonderful opportunity has been made possible by the vision of our President, Dr. Dev GnanaDev, and the financial support of Dr. Prem Reddy, Founder, and Chair of the Board.

Dr. GnanaDev, a vascular and trauma surgeon, is the past president of the California Medical Association and current President of the Medical Board of California. Dr. Reddy is a cardiologist, entrepreneur, and philanthropist. He founded Prime Healthcare Services, which owns and operates 44 hospitals in 14 states. Dr. Reddy also founded and has been the sole contributor to Prime Healthcare Foundation, a non-profit public charity that owns 12 non-profit hospitals.

We are developing a unique curriculum at CalMed-SOM which focuses on the integration of the basic and clinical sciences. The CalMed-SOM curriculum introduces the medical student on Day 1 to clinical medicine. In contrast to traditional medical education where students in the first two years of medical school studied anatomy, biochemistry, physiology, microbiology/immunology, pharmacology and pathology, students at CalMed will be studying the basic science and clinical presentations of the body's systems. These include, for example, the cardiovascular, gastrointestinal and renal systems, with each of these systems having eight to 10 presentations and the entire body having up to 100 clinical presentations.

With this curriculum as a backdrop, we are focused on developing the finest physicians to serve our community. We will inspire and educate them to become inquisitive, skillful, ethical, and compassionate physicians, scientists, and leaders in the field of medicine.

In addition to the very well qualified clinical faculty at Arrowhead Regional Medical Center, we are assembling a dynamic and exciting group of medical educators trained in the basic and medical sciences. They are involved in putting together the integrated curriculum, preparing the medical school for accreditation and building a new medical education building. This modern, state-of-the-art building will be completed in Colton, CA by 2019. We look forward to CalMed having a major impact on medical education not only in southern California but nationally and internationally as well.

Welcome to California University of Science and Medicine.

Robert Suskind, MD

Founding Dean

Vice President of Medical Affairs

Professor of Pediatrics, International Health, and Medical Education

TABLE OF CONTENTS

WELCOME FROM THE FOUNDING DEAN	I-2
TABLE OF CONTENTS.....	I-3
CALMED GENERAL INFORMATION.....	I-7
The Purpose of the University.....	I-7
CalMed Vision	I-7
CalMed Mission Statement.....	I-7
CalMed Institutional Learning Outcomes	I-7
Diversity Statement	I-8
Academic Freedom Statement	I-8
History of the University	I-8
CalMed University Organizational Structure	I-10
CalMed School of Medicine Organizational Structure.....	I-11
Campus Address.....	I-12
Board of Trustees	I-12
ACCREDITATION AND APPROVAL	I-15
Status of Approval to Operate by California Bureau for Private Postsecondary Education.....	I-15
Notice to Prospective Degree Program Students of Provisional BPPE Approval.....	I-15
Status of Accreditation by the Western Association of Schools and Colleges	I-15
Status of Accreditation by the Liaison Committee on Medical Education	I-16
ADMINISTRATION AND FACULTY.....	I-17
Administration	I-17
Clinical Department Heads	I-20
Academic Faculty	I-22
FACILITIES AND EQUIPMENT	I-25
CalMed Building.....	I-25
Educational Space	I-25
Clinical Skills/Simulation Center.....	I-25
Clinical Anatomy Laboratories	I-25
Medical Research Facility.....	I-26
Administration Space	I-28
Library	I-28
Student Study and Storage Space	I-29

Computer Hardware and Software.....	I-29
Wireless Network.....	I-29
VitalSource Textbook System	I-30
Additional Educational Resources	I-30
STUDENT SERVICES	I-31
Student Affairs Mission Statement	I-31
The Office of Financial Aid	I-31
Federal Financial Aid Temporary Unavailability	I-31
Loan Disclosure Statement – Code of Conduct for Educational Loans.....	I-32
Financial Aid Focus.....	I-33
Medical Student Loan Reimbursement Programs.....	I-34
Financial Aid Policy.....	I-34
Financial Aid Important Information	I-35
Financial Aid Eligibility Requirements.....	I-35
Financial Aid Entrance and Exit Interviews.....	I-36
Contact information for the Office of Financial Aid.....	I-36
Tuition Refund Schedule/Policy.....	I-36
Services for Students with Disabilities Policy.....	I-37
Student Assistance Plan (SAP).....	I-39
Student Housing.....	I-40
Parking and Public Transportation.....	I-40
Registered Student Organizations	I-40
Violation of Laws and Regulations by University Groups and Student Organizations	I-47
Room Scheduling	I-49
Student Health.....	I-50
Fitness Facilities	I-50
Latex Allergy Policy	I-51
Educational Materials	I-52
University Transportation Policy.....	I-52
Career Counseling.....	I-52
STUDENT ACADEMIC RECORD POLICIES	I-53
Custodian of Records	I-53
Location of Records.....	I-53
Student Records.....	I-53
Student Record Retention	I-55

Student Record Access.....	I-55
Student’s Review of Educational Records and Files	I-56
Components of students’ records that students are NOT permitted to review	I-57
Challenge to the information within the student’s educational records	I-57
Family Educational Rights and Privacy Act of 1974 (FERPA).....	I-57
PROFESSIONALISM POLICIES	I-59
Preface	I-59
Purpose	I-59
Professionalism is a Core Competency in Healthcare Education	I-59
Student Oath.....	I-59
CalMed Code of Ethics	I-60
Standards of Conduct for the Teacher-Learner Relationship	I-62
Addressing Unprofessional and Exemplary Behaviors.....	I-67
Student Rights, Grievances, Complaints, and Concerns	I-71
CAMPUS POLICIES.....	I-73
Notice of Requirement to Check Student E-mail on a Daily Basis	I-73
Visitors on Campus.....	I-73
Non-Students and Children in Classroom, Laboratories, and Patient Care Settings	I-73
Student Use of Computers.....	I-74
Library Resources.....	I-75
ARMC Library	I-76
Smoke-Free and Tobacco-Free Campus Policy	I-78
Substance Abuse Policy.....	I-78
Policy on Use and Possession of Marijuana and Drug Screening by Healthcare Facilities	I-79
Service Animal Policy	I-80
Distribution of Handbills, Leaflets, and Similar Materials.....	I-81
University Holidays	I-81
Religious Observance Policy.....	I-82
Medical Students Requesting to be Absent During Years 3-4	I-85
FEDERAL AND STATE REGULATORY POLICIES.....	I-86
Nondiscrimination Policy	I-86
Procedures for Nondiscrimination Complaint	I-86
Sexual Harassment.....	I-87
Retaliation	I-87
Americans with Disabilities Act (ADA).....	I-87

Students' Right to Know Act 1990.....	I-88
Firearms and Weapons Policy.....	I-88
NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION	I-89
Institutional Financial Solvency.....	I-89
Complaint about the Institution	I-89
COURSE LISTINGS.....	I-90
MD Program.....	I-90
MBS Program	I-111

CALMED GENERAL INFORMATION

The Purpose of the University

The purpose of the California University of Science and Medicine is to develop and operate a health and life sciences university, including colleges, a research institute and a graduate school of medicine, to educate future physicians and medical support personnel and conduct medical research and/or work with research organizations to further the science and art of medicine. Additionally, the University may engage in any activities that are reasonably related to or in furtherance of its stated purposes.

CalMed Vision

To establish a health and life sciences university that inspires, motivates and empowers students to become excellent physicians, scientists, and leaders.

CalMed Mission Statement

To educate students in accordance with the highest professional standards, advance medical research and cultivate relationships with the community. The University's goals include:

- To establish a school of medicine that educates students in medicine including from underrepresented groups (Latino, African American, and Native American) from the Inland Empire, and that encourages graduates to practice medicine in their communities;
- To develop other educational programs in the health care sector including the training of physician assistants, physical therapists, radiology technicians and medical informatics;
- To develop world-class research and educational programs in partnership with organizations involved in biotechnology, nanotechnology, and information technology; and
- To encourage the local business community, educational institutions and government to participate in public and private partnerships.

CalMed Institutional Learning Outcomes

CalMed graduates are expected to:

- Demonstrate depth and breadth of knowledge in the discipline of the conferred degree.
- Apply knowledge of the discipline effectively to health and science practice.
- Develop critical thinking skills and apply them to health and science practice.
- Demonstrate professional, ethical, and moral qualities supported by evidence-based decision-making skills.
- Apply interpersonal communication skills, inter-professional collaboration skills, and humanism to health and science practice.
- Engage in self-evaluation, self-directed learning, and lifelong learning.
- Participate effectively and demonstrate commitment to community and system improvement.

Diversity Statement

Definition of Diversity: CalMed has adopted the definition of diversity that embraces a culture in which everyone is valued regardless of age, race, ethnicity, language, gender, gender identity, sexual orientation, physical ability, religion, socioeconomic status and geographic origins.

Diversity is an integral part of the California University of Science and Medicine's institutional identity as evidenced in the founding principles. This very early intent to create a historic medical school in southern California has arisen from tenets adopted by the inaugural leadership and begins with a deep commitment to the diversity of the student body, faculty, administration and staff. Recognizing, nurturing latent merit, talent, values and richness inherent in our diverse California culture and society, CalMed leadership acknowledged the acute need to remove barriers to the recruitment, retention, and advancement of the historically underrepresented, marginalized populations. This is being achieved through the CalMed mission to serve the diverse, the disadvantaged and the multicultural populations, and to meet the health needs of the citizens of the Inland Empire, the State of California and the Nation. The innovative clinical presentation curriculum emphasizes public health, population health, global health and affordable, accessible care for all. Educational excellence that truly incorporates diversity can promote mutual respect and make possible the full, effective use of the talents and abilities of all, to foster innovation and train future leadership. Training of culturally competent healthcare providers requires a multicultural milieu in which diversity is deeply valued and encouraged. This philosophy is entrenched at CalMed, and it will enrich the experience gained by students while it builds values of altruism and social accountability in the globalized, pluralistic, complex, connected world of the 21st century.

Academic Freedom Statement

CalMed endorses the Statement of Principles of Academic Freedom of the American Association of University Professors (AAUP) and is committed to the pursuit of truth. The leadership will insure autonomy and freedom as an institution of higher learning requires. Academic freedom and due process will prevail in all matters: to guarantee to the scholar the freedom to examine data, to have the freedom from bias and restraint and the ability to question assumptions, to seek evidence, and to learn. Academic freedom also recognizes the role of the faculty in policy-making decisions for the educational program. Together, faculty and students are obligated to be responsible participants in the academic activities of the medical school.

History of the University

Dr. Dev GnanaDev, a vascular surgeon, nationally recognized leader in healthcare, past President of the California Medical Association, and current President of the Medical Board of California announced in April 2014 a plan to develop a privately-funded, non-profit medical school in Colton, California. The allopathic (MD) school, known as California University of Science and Medicine (CalMed), School of Medicine (CalMed-SOM), seeks to receive preliminary accreditation from the Liaison Committee on Medical Education (LCME) in time to welcome its first class of 60 students in 2018.

Dr. GnanaDev, Founder of CalMed, president, and chief executive officer, believes that this is an exciting and much-needed opportunity for medical students across California and especially in the

Inland Empire. Because of many factors, including the extremely limited medical school positions in our state and a severe shortage of doctors, Dr. GnanaDev and founders of CalMed believe that this project will have a significant impact on medical education, healthcare, and the local economy for decades to come. The CalMed campus will be built adjacent to the Arrowhead Regional Medical Center (ARMC) in Colton, California.

The medical school is being financed primarily through a major grant from Prime Healthcare Foundation, Inc., a 501(c)(3), non-profit, public charity founded by Dr. Prem Reddy, a cardiologist, entrepreneur, and philanthropist. Dr. Reddy is a long-term resident of San Bernardino County and serves as the chairman of the board for CalMed. Dr. Reddy is also the Founder, Chairman, President, and chief executive officer of Prime Healthcare Services. Prime Healthcare Services owns and operates 44 hospitals across the United States, and Prime Healthcare Foundation, Inc., operates 12 non-profit hospitals.

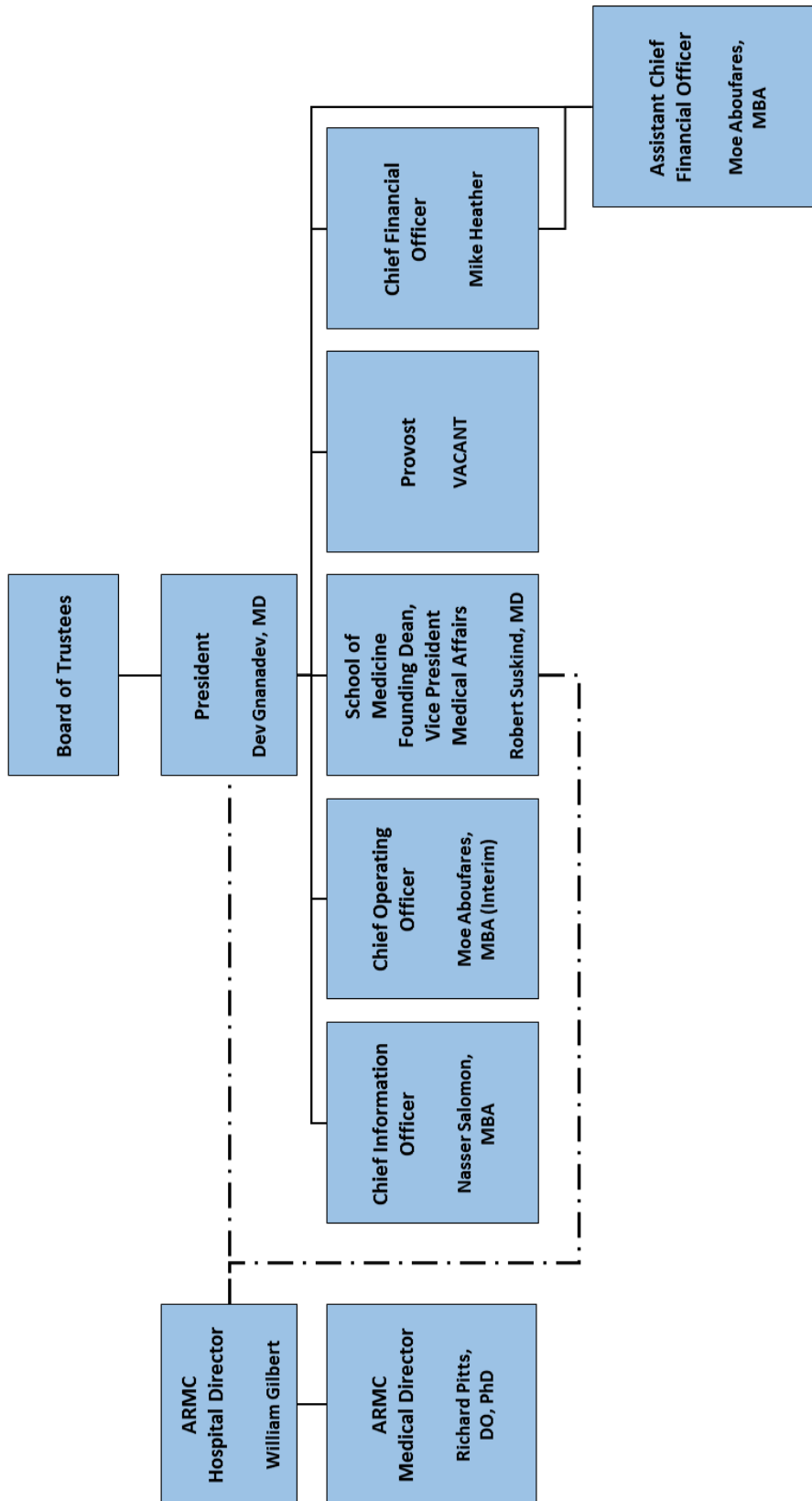
On the day the plan for the medical school was announced, Dr. Reddy said that this is a landmark day for our community in medical education and healthcare. He also mentioned that he is extremely proud as a physician, as a local resident, and longtime proponent of health education to contribute to this project and that through Dr. GnanaDev's vision and the participation of many who will be positively affected by the school, the medical school will become a pillar of healthcare education in our area.

CalMed's leadership is headed by Founding Dean Dr. Robert Suskind, a pediatrician and educator for over 50 years. Dr. Suskind previously served as a chair of pediatrics for 20 years, dean of an established medical school, and as founding dean of two other new allopathic medical schools. He is known for his expertise in pediatric nutrition and in medical education.

Unlike the traditional discipline-based curriculum (e.g., anatomy, biochemistry, physiology, etc.), the MD program at CalMed will be a systems-based curriculum, where the basic science disciplines have been fully integrated into a systems-based curriculum with the clinical presentation of each system being the cornerstone of the curriculum. The clinical presentations will be supported by Clinical Reasoning Guides and relevant Clinical Cases that are coordinated with laboratory and clinical skills activities. This will provide scaffolding onto which basic and clinical science knowledge are both structured and integrated, and at the same time, aid in clinical problem solving. Thus, students at CalMed are introduced to the clinical sciences in their first year in very systematic ways, by both basic and clinical scientists. The primary responsibility of the well-qualified CalMed faculty is to deliver to students a fully integrated basic/clinical science curriculum in an active learning format.

Past Chair of San Bernardino County Board of Supervisors, Janice Rutherford, supports the CalMed plan and once said that CalMed would be a great addition to the universities, colleges, and trade schools providing career training and educational opportunities to our residents. She believes that the new medical school will help San Bernardino County overcome the region's doctor shortage by allowing more students to pursue careers in the medical profession.

CalMed University Organizational Structure



Campus Address

Temporary Site

California University of Science and Medicine*

217 East Club Center Drive, Suite A

San Bernardino, CA 92408

Web: www.calmedu.org

Phone: (909) 580-9661

Email: info@calmedu.org

NOTE: Please visit our website www.calmedu.org for driving directions.

* Please mark: Attention MBS Program or MD Program

CalMed Clerkship Site

Arrowhead Regional Medical Center (ARMC)

400 North Pepper Avenue

Colton, California 92324

Phone: (909) 580-1000

Board of Trustees

Prem Reddy, MD, FAAC, FCCP – Founder, Chairman of the Board

- Named one of the 50 Most Influential Physician Executives in Health Care by Modern Healthcare, three times in five years
- Board-Certified in Internal Medicine and Cardiology
- Founded Prime Healthcare Services, which owns and operates more than 44 hospitals across the nation
- Founded Prime Healthcare Foundation, Inc., a 501(c)(3) nonprofit public charity

Dev GnanaDev, MD, MBA, FACS – Founder, President and Chief Executive Officer (CEO)

- Nationally recognized leader in healthcare, especially related to teaching and the uninsured
- Past President of the California Medical Association
- President of the Medical Board of California, among several other medical boards (San Bernardino County Medical Society, California Medical Association, California Medical Association Foundation, AMPAC)
- Recipient of numerous awards at local, state and national level for his work in improving health and access to care for the uninsured and underinsured.
- Chair, Department of Surgery, Arrowhead Regional Medical Center (ARMC is San Bernardino's county hospital)
- Founding Member, MBA for Executives Program at Cal State University

Dustin Corcoran, MBA - Member

- Chief Executive Officer of the California Medical Association (CMA)
- Chair of Californians Allied for Patient Protection (CAPP) and Patients and Providers to Protect Access and Contain Health Costs

- No. 16 political power broker in California by Capitol Weekly (2013)
- Sacramento Business Journal's "40 under 40" list of top business and civic leaders
- Serves on Board of Directors for the Neuropathy Action Foundation, Physicians Advocacy Institute, the Institute for Medical Quality, and the California Medical Association Foundation

William L. Gilbert, MBA - Member

- Hospital Director, Arrowhead Regional Medical Center, a 456-bed, public hospital which is a Level II trauma center, owned and operated by San Bernardino County
- Former CEO, Deaconess Hospital in Spokane, WA, a 388-bed, tertiary care hospital that is part of the Rockwood Health System
- Fellow, American College of Healthcare Executives
- Past President, Board of Directors of the United Hospital Association
- Board Member, California Hospital and Health System Association
- Member, Board of Directors and Executive Committee of the California Association of Public Hospitals

Albert K. Karnig, Ph.D. - Member

- President emeritus at California State University, San Bernardino (1997 to 2012)
- Served as provost at University of Wyoming and associate vice president for academic affairs at Arizona State University
- Directed Arizona State's School of Public Affairs
- Many scholarly contributions as a faculty member
- Serves on the boards of eight local agencies; most based in education

Tomas Morales, Ph.D. - Member

- More than 37 years of service in higher education
- Member, select group of administrators who held executive positions at the three largest public university systems in the nation: California State University, State University of New York (SUNY), City University of New York (CUNY)
- Member, American Association of State Colleges and Universities
- Governing Board, Hispanic Association of Colleges and Universities
- Awarded Distinguished Leader in Education
- Awarded Lifetime Achievement Award in Education
- Awarded Effective Leadership Golden Age Award
- Honorary Doctorate, Humane Letters, SUNY, New Paltz

J. Michael Ortiz, Ph.D. - Member

- President, Cal Poly Pomona since 2003, emphasizing environmental sustainability, student success programs, and increasing access for students from underrepresented groups
- Member, Board of the Los Angeles County Fair Association
- Member, Board of the City of Pomona Youth and Family Master Plan
- Member, Board of the Pomona Community Foundation
- Member, Board of the Pomona Valley Boys and Girls Club

- President’s Award winner, NASPA, the leading association for the advancement, health, and sustainability of the student affairs profession
- Among *Latino Leaders* magazine’s “Top 25 Latinos in Education.”

Jeerreddi Prasad, MD - Member

- Fellow, American College of Physicians
- Fellow, American College of Endocrinologists
- President, ProMed Health Care Administrators and ProMed Health Network since 1995
- Founder and President, Chaparral Medical Group, Pomona, CA
- Member, Board of Directors, Prospect Medical Holdings, Inc.
- Member, Board of Trustees, Keck Graduate Institute
- Former chair, Department of Medicine, Pomona Valley Hospital Medical center
- Chair of the Board, Inter Valley Health Plan (a federally qualified HMO)

Robert A. Lovingood - Member

- Supervisor, First District of San Bernardino County,
- Chair, Board of Supervisors, San Bernardino County
- President, Transportation Authority, San Bernardino
- Previous Board Member: Desert Community Bank, Victor Valley Chamber of Commerce, Lewis Center for Education Research, St. Mary Medical Center
- Owner: ICR Staffing and Industrial Commodity Recruiters, Industrial Commodity Recruiters (ICR), and DegreedJobs.com

ACCREDITATION AND APPROVAL

The degree programs in California University of Science and Medicine are not accredited by an accrediting agency recognized by the U.S. Department of Education.

Status of Approval to Operate by California Bureau for Private Postsecondary Education

California University of Science and Medicine University (CalMed) is a private institution approved to operate by the California Bureau for Private Postsecondary Education (BPPE). Approval to operate means that the CalMed is compliant with the minimum standards contained in the California Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

Notice to Prospective Degree Program Students of Provisional BPPE Approval

This institution is provisionally approved by the Bureau for Private Postsecondary Education to offer degree programs. To continue to offer this degree program, this institution must meet the following requirements:

- Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one degree program.
- Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by May 17, 2019, and full accreditation by May 17, 2022.

If this institution stops pursuing accreditation, it must:

- Stop all enrollment in its degree programs, and
- Provide a teach-out to finish the educational program or provide a refund.

An institution that fails to comply with accreditation requirements by the required dates shall have its approval to offer degree programs automatically suspended.

Status of Accreditation by the Western Association of Schools and Colleges

CalMed has applied for Eligibility from the WASC Senior College and University Commission (WSCUC). WSCUC has reviewed the application and determined that CalMed is eligible to proceed with an application for Initial Accreditation. A determination of Eligibility is not a formal status with WSCUC, nor does it ensure eventual accreditation; it is a preliminary finding that the institution is potentially accreditable and can proceed to be reviewed for Initial Accreditation with WSCUC. The first visit for achieving Initial Accreditation must take place within five years of being granted Eligibility. Questions about Eligibility may be directed to the institution or to WSCUC at www.wascsenior.org or at 510-748-9001.

Note: A degree program that is unaccredited or a degree from an unaccredited institution is not recognized for some employment positions, including, but not limited to, positions with the State of California. In addition, a student enrolled in an unaccredited institution is not eligible for federal financial aid programs.

Status of Accreditation by the Liaison Committee on Medical Education

The MD program is in the process of obtaining candidate status from the Liaison Committee on Medical Education (LCME). Currently, CalMed has applied to be considered for LCME accreditation and has applicant status.

ADMINISTRATION AND FACULTY

Administration

Robert Suskind, MD

- Founding Dean
- Vice President of Medical Affairs
- Professor of Pediatrics, International Health, and Medical Education
- Chief Academic Officer (CAO)
- suskindr@calmedu.org

Alfred Tenore, MD

- Senior Associate Dean of Medical Education
- Chair, Department of Medical Education
- Professor of Pediatrics and Medical Education
- tenorea@calmedu.org

Moe Aboufares, MBA

- Associate Dean of Administration
- Assistant Chief Financial Officer (Assistant CFO)
- Interim Chief Operating Officer (Interim COO)
- aboufaresm@calmedu.org

Francis Achike, MD, PhD, MEd

- Associate Dean of Inter-Professional Education, Clinical Skills, and Simulation
- Professor of Pharmacology, Anesthesiology, and Medical Education
- Course Director of “Clinical Skills”
- achikef@calmedu.org

Ghaith Al-Eyd, MD, PhD, MSc

- Associate Dean of Pre-Clerkship Curriculum
- Associate Professor of Pathology and Medical Education
- Course Director of “The Depurative Functions of the Body”
- aleydg@calmedu.org

Emily Ebert, MD, MPH

- Associate Dean of Graduate Medical Education
- Professor of Clinical Family Medicine
- 909-580-6160

John Estrada, MD

- Associate Dean of Faculty and Multicultural Affairs
- Interim Chair, Department of Community Medicine

- Professor of Pediatrics and Medical Education
- Director of Center of Health Disparities
- Interim Course Director of “The Continuum of Life”
- College Mentor
- estradaj@calmedu.org

Rajunor Ettarh, MD, PhD, FRSM, FAS

- Associate Dean of Assessment
- Professor of Anatomy and Medical Education
- Director of Center of Research in Medical Education
- ettarhr@calmedu.org

A. Peter Eveland, EdD

- Associate Dean of Student Affairs and Admissions
- Professor of Medical Education
- Interim Course Director of “Human Conduct and Behavior”
- evelandp@calmedu.org

Nasser Salomon, MBA

- Associate Dean of Information Technology
- Chief Information Officer (CIO)
- salomonn@calmedu.org

Tsugio Seki, MD, PhD

- Associate Dean of Accreditation and Continuous Quality Improvement
- Associate Professor of Physiology and Medical Education
- sekit@calmedu.org

Anvar Velji, MD, FRCP(c), FACP, FIDSA

- Associate Dean of Global Health
- Professor of Medicine, Global Health, and Medical Education
- Director of Center of Global Health
- College Mentor
- Course Director of “College Colloquium”
- veljia@calmedu.org

Hani Atamna, PhD, MSc

- Assistant Dean of Basic Research
- Program Director of Master of Biomedical Sciences (MBS) Program
- Professor of Biochemistry, Neuroscience, and Medical Education
- Director of Center of Neuroscience Research
- College Mentor
- Interim Course Director of “The Scientific Foundations of Medicine”
- Interim Course Director of “Academic Research Study”
- atamnah@calmedu.org

Dharmika Atapattu, MD, PhD

- Assistant Dean of Global Health
- Professor of Microbiology, Immunology, Infectious Diseases, and Medical Education
- College Mentor
- Course Director of “The Transport & Delivery of Life’s Elements”
- atapattud@calmedu.org

Lony Castro, MD, FACOG

- Assistant Dean of Assessment
- Professor of Obstetrics & Gynecology and Medical Education
- College Mentor
- Course Director of “The Propagation of Life”
- castrol@calmedu.org

Daniel Davis, MD

- Assistant Dean of Clinical Research
- Assistant Director of Clinical Skills
- Professor of Emergency Medicine
- College Mentor
- davisd@calmedu.org

Shaheen Lakhan, MD, PhD, MEd, MS

- Assistant Dean of Clerkship Curriculum
- Chair, Department of Neurology
- Associate Professor of Neurology and Medical Education
- College Mentor
- Course Director of “The Integration of Life’s Processes”
- lakhans@calmedu.org

Mohsin Yakub, MD, PhD

- Assistant Dean of Admissions
- Associate Professor of Physiology, Nutrition, and Medical Education
- College Mentor
- Course Director of “The Sustenance of the Body”
- yakubm@calmedu.org

Mike Heather

- Chief Financial Officer (CFO)
- mheather2@primehealthcare.com

Clinical Department Heads

Rodney Borger, MD

- Chair, Department of Emergency Medicine
- Professor of Clinical Emergency Medicine
- 909-580-3342

Mark Comunale, MD

- Chair, Department of Anesthesiology
- Professor of Anesthesiology
- 909-580-3342

Thuan Dang, MD

- Chair, Department of Radiology
- Professor of Clinical Radiology
- 909-580-3342

John Estrada, MD

- Interim Chair, Department of Community Medicine
- Professor of Pediatrics and Medical Education
- estradaj@calmedu.org

Bruce Gipe, MD

- Chair, Department of Internal Medicine
- Professor of Clinical Internal Medicine
- 909-580-3342

Dev GnanaDev, MD

- Chair, Department of Surgery
- Professor of Surgery
- 909-580-3342

Keith Gordon, MD

- Chair, Department of Psychiatry
- Professor of Clinical Psychiatry
- 909-580-3342

Shaheen Lakhan, MD, PhD, MS, MEd

- Chair, Department of Neurology
- Associate Professor of Neurology and Medical Education
- 909-580-3342

David Lanum, MD

- Chair, Department of Family Medicine
- Professor of Clinical Family Medicine
- 909-580-3342

Carolyn Leach, MD

- Chair, Department of Pathology
- Professor of Clinical Pathology
- 909-580-3342

James Matiko, MD

- Chair, Department of Orthopedics
- Professor of Clinical Orthopedics
- 909-580-3342

Guillermo Valenzuela, MD

- Chair, Department of Obstetrics/Gynecology
- Professor of Obstetrics/Gynecology
- 909-580-3342

Webster Wong, MD

- Chair, Department of Pediatrics
- Professor of Clinical Pediatrics
- 909-580-3342

Academic Faculty

Department of Medical Education

Francis Achike, MD, PhD, MEd

- Associate Dean of Inter-Professional Education, Clinical Skills, and Simulation
- Professor of Pharmacology, Anesthesiology, and Medical Education
- Course Director of “Clinical Skills”
- achikef@calmedu.org

Mukesh M. Agarwal, MD, FCAP

- Professor of Pathology and Medical Education
- College Mentor
- Course Director of “The Formed Elements of Life”
- agarwalm@calmedu.org

Ghaith Al-Eyd, MD, PhD, MSc

- Associate Dean of Pre-Clerkship Curriculum
- Associate Professor of Pathology and Medical Education
- Course Director of “The Depurative Functions of the Body”
- aleydg@calmedu.org

Hani Atamna, PhD, MSc

- Assistant Dean of Basic Research
- Program Director of Master in Biomedical Sciences Program
- Professor of Biochemistry, Neuroscience, and Medical Education
- Director of Center of Neuroscience Research
- College Mentor
- Interim Course Director of “The Scientific Foundations of Medicine”
- Interim Course Director of “Academic Research Study”
- atamnah@calmedu.org

Dharmika Atapattu, MD, PhD

- Assistant Dean of Global Health
- Professor of Microbiology, Immunology, Infectious Diseases, and Medical Education
- College Mentor
- Course Director of “The Transport & Delivery of Life’s Elements”
- atapattud@calmedu.org

Lony Castro, MD, FACOG

- Assistant Dean of Assessment
- Professor of Obstetrics & Gynecology and Medical Education
- College Mentor
- Course Director of “The Propagation of Life”

- castrol@calmedu.org

John Cusick, PhD

- Associate Professor of Microbiology, Immunology, and Medical Education
- College Mentor
- cusickj@calmedu.org

Joseph Dhahbi, MD, PhD

- Professor of Biochemistry, Genomics, and Medical Education
- College Mentor
- dhahbij@calmedu.org

John Estrada, MD

- Associate Dean of Faculty and Multicultural Affairs
- Interim Chair, Department of Community Medicine
- Professor of Pediatrics and Medical Education
- Director of Center of Health Disparities
- Interim Course Director of “The Continuum of Life”
- College Mentor
- estradal@calmedu.org

Rajunor Ettarh, MD, PhD, FRSM, FAS

- Associate Dean of Assessment
- Professor of Anatomy and Medical Education
- Director of Center of Research in Medical Education
- ettarhr@calmedu.org

A. Peter Eveland, EdD

- Associate Dean of Student Affairs and Admissions
- Professor of Medical Education
- Interim Course Director of “Human Conduct and Behavior”
- evelandp@calmedu.org

Sherif M. Sabry Hassan, MD, PhD

- Associate Professor of Anatomy and Medical Education
- College Mentor
- Course Director of “The Foundations of Life’s Functions”
- hassans@calmedu.org

Shaheen Lakhan, MD, PhD, MEd, MS

- Assistant Dean of Clerkship Curriculum
- Chair, Department of Neurology
- Associate Professor of Neurology and Medical Education
- College Mentor

- Course Director of “The Integration of Life’s Processes”
- lakhans@calmedu.org

Fauzia Nausheen, MD, MSc

- Associate Professor of Anatomy and Medical Education
- College Mentor
- Course Director of “The Structural Integrity of the Human Body”
- nausheenf@calmedu.org

Tsugio Seki, MD, PhD

- Associate Dean of Accreditation and Continuous Quality Improvement
- Associate Professor of Physiology and Medical Education
- sekit@calmedu.org

Alfred Tenore, MD

- Senior Associate Dean of Medical Education
- Chair, Department of Medical Education
- Professor of Pediatrics and Medical Education
- tenorea@calmedu.org

Anvar Velji, MD, FRCP(c), FACP, FIDSA

- Associate Dean of Global Health
- Professor of Medicine, Global Health, and Medical Education
- Director of Center of Research for Global Health
- College Mentor
- Course Director of “College Colloquium”
- veljia@calmedu.org

Mohsin Yakub, MD, PhD

- Assistant Dean of Admissions
- Associate Professor of Physiology, Nutrition, and Medical Education
- College Mentor
- Course Director of “The Sustenance of the Body”
- yakubm@calmedu.org

FACILITIES AND EQUIPMENT

CalMed Building

The permanent campus of California University of Science and Medicine (CalMed) will be located in Colton, California, near Arrowhead Regional Medical Center (ARMC). The current temporary site of the medical school is located in 40,000+ ft² of renovated space at 217 East Club Center Drive, Suite A, San Bernardino, CA 92408, which is 4.1 miles from the location of the permanent campus. The new medical school in the permanent campus will be housed in a 91,200 ft² state-of-the-art facility in Colton, California adjacent to ARMC. The anticipated completion date for the new educational building is 2019. The costs associated with the construction and land purchase have been provided through a generous grant from the not-for-profit Prime Healthcare Foundation, Inc.

The medical school in the temporary site will house the following:

Educational Space

Educational space in the CalMed School of Medicine (CalMed-SOM) building for the first two years (pre-clinical sessions) includes two lecture halls (Learning Studios), with a seating capacity of 60 and 90 students that can be used for lecture and small group sessions. For the purpose of group study sessions, there are 10 small college classrooms, each with a capacity of 10 students.

Clinical Skills/Simulation Center

The medical school will house a clinical skills center and simulation center that is specifically designed to provide dedicated space for learning history-taking, physical examination skills and medical procedures, and for the administration of objective structured clinical examinations (OSCEs). The facility will include 15 examining rooms that will be outfitted to duplicate a regular physical examination room. In addition, the rooms will be equipped to record the student's performance in learning and practicing clinical skills.

The facility will have space for medical student encounters with simulated patients known as "standardized patients" who are actors recruited to present as patients with specific complaints. They are a recognized part of medical education and will be recruited from the community and trained by simulation center faculty. The clinical skills/simulation facility will include 2 classrooms for students to meet with instructors before and after training sessions and private space for standardized patients to change clothes. An additional room will be provided for computer-based simulation mannequins.

Clinical Anatomy Laboratories

The clinical anatomy laboratory spaces will include a dry laboratory room for examination of plastinated cadavers, histology, radiology, and ultrasonographic anatomy studies. The space also includes a storage room and office for instructors.

Medical Research Facility

Research Facility

The basic and translational science research facility at CalMed-SOM consists of more than 2,200 ft². The research facility can accommodate up to 4 principal investigators (PIs) and their research groups. Each research group may have up to 6 students. In addition to the bench work stations, each PI will be assigned a separate 120 ft² office, a computer and a printer. The support areas include shared rooms for common research activities including tissue culture, storage room, shelves, and chemical hoods.

Each research group will have full access to the internet as well as basic laboratory services, administrative support including grant submission and management in addition to a conference room.

Institutional Review Board (IRB)

CalMed affiliates with Arrowhead Regional Medical Center (ARMC). ARMC has an Institutional Review Board that will review human subjects research. Members of the CalMed faculty will serve on the medical center's IRB Board.

CalMed-SOM Common Equipment Available to Investigators and Students

CalMed will purchase new instruments that support its research mission. Below is a short list of the resources that will be available for research and students at CalMed-SOM when the CalMed-SOM building is completed. A subset of essential instruments, specifically chosen for active research projects, will be housed in the temporary site research laboratory.

Protein, metabolomics, and general biochemistry equipment:

1. HPLC system/built-in degasser/auto-sampler
2. UV/vis dual wavelength detector
3. Fluorescence detector
4. Software for data collection and analysis
5. Organic solvent sonicator/ degasser
6. FPLC and chromatography cabinets
7. Isothermal titration calorimeter (ITC)
8. Clark Type oxygen electrode (YSI); data acquisition software
9. Dual wave length spectrophotometer with kinetics package
10. SRX Processor
11. Gel Imager
12. 600 watt digital sonicator
13. -80 °C Freezers
14. 4°C Refrigerators
15. -20 °C Freezers

Cell Biology

1. Tissue Culture facility

2. Flow cytometer
3. Confocal microscope
4. Light and fluorescence microscopes

Molecular Biology

1. Quantitative real-time PCR machine
2. Thermal Cyclers
3. Microplate Reader
4. Digital gel imaging systems
5. X-ray developers
6. Nucleofector device
7. Electrophoresis units for DNA sequencing
8. Agarose gel electrophoresis
9. Power units
10. Orbital shakers
11. UV illuminator with Polaroid camera
12. Nanodrop spectrophotometer
13. Microwave for agarose gel
14. X-ray film cassettes
15. Bead-based tissue homogenizer/disrupter equipment

General basic laboratory equipment

1. Two ultracentrifuges and rotors
2. Super-Speed centrifuge (floor model)
3. Three bench-top refrigerated Eppendorf microcentrifuges
4. Centrifuges to accommodate rotors for microplates
5. Eppendorf centrifuge to spin blood samples
6. Apparatuses for high- and low-voltage electrophoresis
7. SDS-PAGE
8. NB-PAGE
9. 2-D and 1-D electrophoresis systems
10. Heating blocks
11. Water purification system
12. Analytical balance
13. Digital Gel Imaging station for gel documentation
14. X-ray Developer
15. pH meters
16. Fluorescence, luminescence, and visible light microplate readers
17. Water baths
18. Vortexers
19. Hot/stir plates
20. Sonicator/cell disrupter
21. Tissue homogenizers
22. Surgical tools
23. Shakers
24. PC computers with access to the internet
25. Environmental shaker incubators for 37 °C and 50 °C use

26. Incubator (37 °C) for bacterial plate culture
27. Drying racks for glassware and plastic cylinders, etc
28. Eppendorf ThermoMixer C

Computer Equipment

Macintosh and PC computers will be available throughout the laboratories and offices, and are to be linked in a network, which includes at least 10 laser printers as well as a Graphics Center.

Administration Space

The administrative suite is comprised of 37 offices for: the President, Dean, Associate Deans, faculty, and administrative staff members. Each office for faculty is 120 ft² or larger and equipped with office furniture including a working table, three chairs, book shelves, file cabinet, drawers, and a computer (PC or Macintosh) with three monitors.

The administrative area will also provide 25 cubicles for staff working on site, a reception desk, general storeroom, breakroom, work room, restrooms, and conference room.

Library

Mission and values

The CalMed Medical Library serves CalMed students, faculty, staff, clinicians and community partners. The library's theme and design are planned around CalMed's academic mission and core values. The library at CalMed is a central resource to serve students, faculty, staff, and clinicians in advancing education, research, clinical care, and community service. The team at the CalMed library in partnership with the faculty and clinicians will critically appraise, select and organize scientific, biomedical, and educational resources and databases. The library will support the educational, discovery, research, and lifelong learning mission at CalMed by facilitating access to scholarly and educational resources for CalMed faculty, staff, students, clinicians, and community partners.

CalMed Library Facilities

- 700 ft² with instruments capable of printing, copying, and scanning
- Public access computer workstations
- Information professional available to assist students, staff, and faculty

ARMC Library Facilities

In addition to the CalMed library and learning resources, CalMed-SOM students, faculty, and administrators will have full access to the library resources at Arrowhead Regional Medical Center (ARMC).

- Located on the first floor of the ARMC Building with CalMed ID card access
- Limited number of study spaces with computer, copier, and printer access
- Library resources available through secure online access

Student Study and Storage Space

Student study spaces of various configurations, a total of more than 8,700 ft² including the 700 ft² CalMed library, will be available after class hours to accommodate students' study needs. Each Learning Community or "College" will have an assigned classroom for programmed activities which can also be used for studying after class hours (a total of 10 College classrooms, at least 200 ft²/room with seating of 10 students/room).

Added study spaces are located outside of the library:

- 2 large classrooms (Learning Studios)
- 10 small classrooms (College rooms)
- 2 debriefing rooms in the Clinical Skills and Simulation Center

The temporary site also has a student lounge equipped with refrigerator, microwave, and vending machines

Students will have individual, secured lockers. If students are issued individual items, such as laboratory supplies, appropriate storage space will be provided in the study space associated with the particular activity or course.

Computer Hardware and Software

Lecture Presentations: All Learning Studios will be equipped with 2 portable 70" displays. Instructors will have the flexibility to display up to 2 separate simultaneous presentations. One example might include a PowerPoint presentation pertinent to the basic science content of the session on one display, and a simultaneous case-based tutorial on the other display.

Faculty will have wireless microphones to ensure all students can easily hear the instructor. A standard podium mounted gooseneck microphone will be available to the faculty.

The lecterns will be equipped with multiple inputs to allow laptops and mobile devices to project onto the screens. Faculty will be able to select the direction of their input. Other tools will include a built-in document camera and a Blu-ray player.

Lecture capture will also occur on all didactic presentations and will be made available to students soon after the class has ended. Videos will be available in various resolutions for mobile devices or laptops. Additionally, any recorded presentation will be searchable by content on the screen to make it easier for students to advance to their topic of interest.

Wireless Network

Student access to resources, data, and applications will be accomplished by using a secure authentication mechanism known as the WPA2-Enterprise grade wireless network. This security method will protect the user name and password. In a wireless environment, it will also protect the data with network encryption. Classroom plans will accommodate multiple devices and higher density user scenarios by incorporating the needed access points by location.

VitalSource Textbook System

VitalSource Bookshelf is contracted to provide required electronic textbooks to the CalMed students. The institutional subscription allows each student not only to access the textbooks via VitalSource website but also to download them on two electronic devices (laptop, tablet, or desktop) without any additional charge to ensure easy access. All of the textbooks have been hyperlinked by subject matter. The software allows easy highlighting, margin notations as well as easy figure/picture capture. The software subscription includes copyright privileges. Additional electronic textbooks can be purchased by the student on an individual basis.

Additional Educational Resources

The following list contains a brief description of the resources, software, and web services used in the CalMed graduate and professional degree programs:

- Lecture capture and voice-over video presentation creations as well as delivery software for various formats (mobile, desktop)
- Virtual patients: On-line patient simulation program
- Learning Management System (courses)
- Curriculum Management System (searchable keywords in curriculum)
- Electronic assessment management software for questionnaires and examinations
- Audience response system: Classroom system to allow students to respond to live queries from the faculty
- High definition audiovisual equipment, computers, and tablets: equipment in classrooms, laboratories, and libraries that aid in the delivery of lectures
- Virtual: anatomy and human dissection system
- Cadavers: human cadavers for dissection (in the permanent medical school building, which is under construction)
- Pro-sections, both fresh cadaver and plastinated specimens
- Virtual/glass slide image bank for histology/pathology
- Simulation mannequins and trainers

STUDENT SERVICES

Student Affairs Mission Statement

The mission of the CalMed Office of Student Affairs and Admissions is to support and enrich the students' educational goals by fostering their academic, professional, and personal growth. The office partners with students, faculty, and staff to enhance the interpersonal, social, cultural, intellectual, and educational experiences of CalMed students by providing a host of personal, referral, and academic services. The office also engages in career advising and planning.

The Office of Financial Aid

The Office of Financial Aid serves as the central source for all matters related to financing your education. This includes the managing the application for and distribution of scholarship funds, information on private loan funds, and federal financial aid programs at such time the University becomes eligible for them. The Office of Financial Aid provides general advice on financial aid resources, questions about the aid awarded, and assistance with understanding the impact of indebtedness. Email messages are the primary method of communication to remind students of deadlines or to request information that needs immediate action. The University's Financial Aid website contains information on budgets, timelines, loan and debt management.

The Association of American Medical Colleges offers outstanding resources regarding Financial Aid in the context of medical education (<https://www.aamc.org/services/first/>).

Federal Financial Aid Temporary Unavailability

NOTE: California University of Science and Medicine (CalMed) will NOT be eligible to participate in either the federal (Title IV) or state financial aid programs until CalMed obtains Institutional Eligibility.

In order to be eligible to participate in these programs, at first, CalMed needs to obtain an 'Approval to Operate' from the California Bureau for Private and Postsecondary Education (BPPE), which has been achieved, and 'Candidate for Accreditation' status from the WASC Senior College and University Commission (WSCUC). CalMed is in the process of obtaining 'Candidate for Accreditation' status from the WSCUC, and upon receiving this status, CalMed will apply for the Institutional Eligibility for these programs.

Until the federal and state financial aid programs become available, the students will be eligible for other financial aid, including private loans and scholarships. The following policies will be enforced for any financial aid programs in which CalMed students participate.

The staff of the Office of Financial Aid will provide comprehensive financial counseling and information to our students. Students who may not have the financial resources to meet the full cost of their education will receive early information on possible sources of financial aid. The office will be responsible for the processing and disbursing all loans to all University students.

The Office of Financial Aid will provide annual one-on-one financial counseling for each student admitted to assist the student in preparing a Financial Aid Needs Assessment as well as a Cost of Attendance Budget which will summarize the total educational expenses for each academic year.

Loan Disclosure Statement – Code of Conduct for Educational Loans

Purpose

To comply with the Higher Education Opportunity Act signed into law on August 14, 2008 (HEOA), CalMed has adopted the Code of Conduct which applies to the officers, employees, and agents of CalMed.

Scope/Coverage

The Higher Education Opportunity Act (HEOA) requires that institutions participating in the federal student loan programs develop, publish and enforce a code of conduct with respect to students' loans. California University of Science and Medicine (CalMed) as a participant in federal loan programs, is committed to the code of conduct applicable to CalMed institution's officers, employees, the Office of Financial Aid, agents, as well as annual disclosures. Such code must prohibit a conflict of interest with the responsibilities of an officer employee or agent of an institution with respect to such loans, and include the provisions set forth in HEOA related to conflicts.

Provision

This policy is applicable to CalMed institution's officers, employees, the Office of Financial Aid, agents, as well as annual disclosures.

Policy Statement

CalMed and its employees are banned from any revenue-sharing arrangements with lenders.

No employees of financial aid offices and those employees who have responsibilities with respect to education loans shall solicit or accept any gift from a lender, guarantor, or servicer of education loans.

Gifts are defined as any gratuity, favor, discount, entertainment, hospitality, loan or other item having a monetary value of more than a *de minimis* amount, consistent with CalMed's Conflict of Interest Policy, and includes a gift of services, transportation, lodging, or meals, whether in kind, by purchase of a ticket, payment in advance or reimbursement.

Gifts do not include: standard material activities or programs related to a loan, default aversion/prevention, or financial literacy (e.g. workshops, training); food, refreshments, training or informational material furnished to an employee of an institution as an integral part of a training session designed to improve the service of a lender, guarantor or servicer of educational loans to the institution, if the training contributes to the professional development of the employee; loan benefits to a student employee if they are comparable to those provided to all students at the institution; entrance and exit counseling services provided to borrowers to meet the requirements

of the HEOA provided, that the institution retains control of the counseling, and the counseling is not used to promote the lenders products; philanthropic contributions to the institution by the lender.

Employees of CalMed financial aid offices and those employees who have responsibilities with respect to education loans shall not accept from a lender or affiliate or any lender any fee, payment, or other financial benefit as compensation for any type of consulting arrangement or other contract to provide services to a lender or on behalf of a lender relating to education loans.

CalMed will not, for any first-time borrower, assign through award packaging or other methods, a borrower's private loans to a particular lender; or refuse to certify or delay certification of, any loans based on the borrower's selection of a particular lender or guaranty agency.

CalMed shall not request or accept from any lender any offer of funds for private loans, including funds for an opportunity pool loan, to students in exchange for providing concessions or promises to the lender for a specific number of federal loans made, insured, or guaranteed, a specified loan volume, or a preferred lender arrangement.

CalMed shall not request or accept from any lender any assistance with call center staffing or financial aid office staffing. There are exceptions such as professional development training, providing counseling materials, debt management materials, etc., provided that the lender is disclosed on the materials and short term nonrecurring assistance during emergencies.

Employees of CalMed financial aid offices and those employees who have responsibilities with respect to education loans and who serve on an advisory board, commission, or group established by a lender, guarantor, or group of lenders or guarantors, shall be prohibited from receiving anything of value from the lender, guarantor, or group of lender or guarantors, except that the employee may be reimbursed for reasonable expenses incurred in serving on such advisory board, commission, or group.

Financial Aid Focus

The financial aid policies of CalMed are designed to help students understand the complexities of financing their education. The focus is to ensure that all University students:

- Learn the basics of financial literacy to help build a strong financial future
- Are aware of all of the loan, grant, and scholarship options available
- Use strategies to minimize student debt by smart budgeting of tuition, fees, and living expenses
- Fully understand the responsibilities that accompany financial aid

The Office of Financial Aid provides students with the most up-to-date information regarding:

- Available loans, grants, and scholarships
- How to calculate the determination of need for financial aid
- Eligibility requirements for loans, grants, and scholarships
- How financial aid is disbursed and how bills are paid
- Loan repayment programs

Medical Student Loan Reimbursement Programs

Several programs exist for students in the MD program whereby an outside agency offers to pay off your student loans generally in exchange for a compensated year of service. Some of these programs include:

- American Academy of Family Physicians Loan Repayment Program
- Health Professions Loan Repayment Program
- Indian Health Service Loan Repayment Program
- National Health Service Corps Loan Repayment Programs
- National Institute of Health Loan Repayment Programs
- US Military

Please contact the Office of Financial Aid for additional information.

Financial Aid Policy

In evaluating applicants for admission, the admissions committee maintains a strict policy of selecting candidates without regard to their ability to pay for medical school. Candidates selected for admission or the waitlist will be contacted by the Office of Financial Aid, made aware of all of the services the office provides, and be invited to apply for financial aid awards, grants, and scholarships. The decision on the award and financial assistance will rely solely on the basis of financial need and availability of funds initially.

CalMed will have a small number of merit-based scholarships to recognize students who achieve exemplary academic, service, and community accomplishments. The “Student Academic Standards and Promotion Committee” as well as the Office of Student Affairs and Admissions will be consulted on identifying candidate students for this award.

Financial aid at CalMed is defined as any grant, scholarship, loan, or work program offered for the sole purpose of meeting educational expenses. The Office of Financial Aid will provide one-on-one financial counseling for each student admitted to assist the student in preparing a Financial Aid Needs Assessment as well as a Cost of Attendance Budget which will summarize the total educational expenses for each academic year. As CalMed becomes eligible, CalMed financial aid will be provided by or through the Free Application for Federal Student Aid (FAFSA), state agencies, endowments, foundations, corporations, and other private sources.

The CalMed Office of Financial Aid will determine each interested student’s eligibility for federal, institutional and outside scholarships and grants. The office will act as the clearinghouse for all tuition charges, fees, credits and debits placed on the student’s account.

CalMed will search for other funding sources and will work towards creating a scholarship fund for disadvantaged students.

CalMed will make every effort to limit the cost of tuition increases.

Financial Aid Important Information

1. Currently, CalMed does not have a federal school code for the Free Application for Federal Student Aid (FAFSA).
2. Applicant's total financial aid (loans, grants, scholarships, etc.) cannot exceed the institutionally determined cost of attendance for the program of study.
3. Students must provide parental financial information to be considered for CalMed institutional aid.
4. Ideally, students should complete the financial aid application as soon after January 1 as possible each year. Late filers or an incomplete application can delay loan processing and could result in ineligibility.

After CalMed obtains the Institutional Eligibility to participate in federal and state financial aid programs:

1. To apply for financial aid at CalMed, the student has to complete the Free Application for Federal Student Aid (FAFSA, <https://fafsa.ed.gov/>) each year.
2. Applicant's total financial aid (loans, grants, scholarships, etc.) cannot exceed the institutionally determined cost of attendance for the program of study. The "[cost of attendance] - [student contribution] - [parent contribution]" information obtained from the FAFSA determine the applicant's eligibility for institutional-based financial assistance. Thus, the amount of the "[cost of attendance] - [any institutional-based financial assistance] - [any other assistance received]" will always equals to "[the student's eligibility for federal educational loans]."
3. Students must include parental financial information on the FAFSA to be considered for CalMed institutional aid, even though applicants are considered independent for federal financial aid purposes.
4. Ideally, students should complete the FAFSA as soon after January 1 as possible each year. Late filers or an incomplete FAFSA can delay loan processing and could result in ineligibility for institutional aid.
5. In order to be considered for CalMed scholarships, the FAFSA must be submitted no later than March 1.
6. Some private scholarships may also require the FAFSA information.

Financial Aid Eligibility Requirements

To receive federal financial aid and CalMed institutional funding, in addition to completing the FAFSA, applicants must:

1. Comply with CalMed Student Satisfactory Academic Progress (SSAP) requirements that will be published in the financial aid office site.
2. Be a US citizen, be an eligible non-citizen with a valid social security number, or have a Permanent Resident Visa.
3. Be accepted for admission.
4. Be registered with Selective Service if you are a male between the ages of 18 and 25. Compliance with this requirement will be verified by the federal government.
5. Not be in default on any loan or owe a refund on any grant made under Title IV at any institution.

6. Have no drug-related convictions. Convictions only count if they were for an offense that occurred during a period of enrollment for which the student was receiving Title IV aid. They do not count if the offense was not during such a period.
7. Have financial need, which is defined as the difference between the cost of attendance (COA) and the Expected Family Contribution (EFC) for most CalMed scholarships.
8. Some federal, state, private or other CalMed assistance programs may have different eligibility criteria.

Financial Aid Entrance and Exit Interviews

If a student obtains a loan from a lending institution or receives any other educational or personal loans to pay for CalMed tuition, the student has the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If a student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds. Students are required to participate in an entrance (at matriculation) and exit interview (prior to graduation) with the Office of Financial Aid.

Contact information for the Office of Financial Aid

Office of Financial Aid
California University of Science and Medicine
217 East Club Center Drive, Suite A
San Bernardino, CA 92408
Hours: Mon. - Fri. 9 a.m. - 5 p.m.
Tel: 909-580-9661

Tuition Refund Schedule/Policy

CalMed follows the State of California's Bureau of Private Postsecondary Education (BPPE) refund policy. A student has the right to a full refund of all payments made for all charges paid directly to the CalMed minus the non-refundable registration deposit (\$250) if he or she cancels the enrollment agreement within the first seven (7) days of the first semester of enrollment.

A student who has been enrolled for more than seven (7) days and finds it necessary to withdraw from CalMed may be eligible for a partial refund of their paid tuition. The student must adhere to the withdrawal policy set forth in the CalMed University Catalog. The Effective Withdrawal Date is the actual date that the student meets and completes all of the requirements of the CalMed withdrawal policy including:

1. Written notice of withdrawal to the Registrar at the Office of Student Affairs and Admissions
2. The return of all University equipment and property to the Registrar
3. Submitting a completed Refund Request Form to the Registrar

Note that exception can be made at the sole discretion of the Associate Dean of Student Affairs and Admissions for students called to military duty (a copy of service orders is required) or in the event of the student's death or disability.

1. Students who have completed 60% or less of any semester are eligible for a pro-rata refund less any non-refundable fees. The pro rata refund amount is determined by the daily charge for the semester (total tuition charge, divided by the number of days in the semester), multiplied by the number of days the student attended or was scheduled to attend, prior to withdrawal.
2. CalMed students who have completed more than 60% of any semester in all programs are ineligible for a refund.
3. Students are required to complete a Refund Request Form and submit it to the Registrar. If a student is eligible for a refund, the refund will be made within 45 days of the Effective Withdrawal Date. If the student has received federal student financial aid funds, the student is entitled to a refund of money not paid from federal student financial aid program funds.

Services for Students with Disabilities Policy

CalMed complies with Title III of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973.

CalMed will not discriminate or retaliate against any person because of his or her disability. Discrimination of or retaliation against persons with qualified disabilities is a violation of the Americans with Disabilities Act and the Rehabilitation Act of 1973 and will not be tolerated. Effective action, including disciplinary action where appropriate, will be taken should prove violations of either of these Acts occur.

Should a faculty member, staff, or administrator be made aware of a student requesting academic accommodations due to a disability, that faculty member or administrator should immediately refer the student to the Associate Dean of Student Affairs and Admissions of the student's school, who will see that the student connects with the University's Registrar and/or school's Office of Student Affairs and Admissions for information on policies and processes necessary to grant accommodations.

Students requiring accommodations must first contact the Associate Dean of Student Affairs and Admissions in his/her school. In order to provide accommodations promptly, the student should notify the Associate Dean 4 weeks before the start of the academic year, to ensure accommodations are in place when needed.

Documentation requirements for disabilities are determined on a case-by-case basis and must be provided by a qualified licensed health care professional as defined below. All documentation must be signed and submitted on official letterhead and include date, name, title, and credentials of the licensed professional. Details as to the type of accommodation and its implementation should be included. This documentation should not be more than four-years-old. If it is, the student may be required to obtain a current evaluation and recommendation. The University's ADA Officer, who is located in the Human Resources Office, determines eligibility and appropriate services based on the documentation submitted. This information is conveyed to the Associate Dean of Student Affairs and Admissions, who works with faculty to ensure the student receives the appropriate accommodations for their documented disability. It is important for the student to understand that accommodations must be reasonable and not fundamentally alter the nature of the curriculum to be received.

The following guidelines are provided in the interest of assuring that documentation will adequately verify eligibility and support requests for accommodations, academic adjustments, and auxiliary aids and services. The University does not have to eliminate or lower essential requirements, make modifications that would result in a fundamental alteration of programs or activities or impose an undue burden on the institution. All evaluations must be performed by an appropriate professional: a psychiatrist, clinical psychologist, or equivalent that is licensed to diagnose and treat mental disorders. The evaluator's name, title, and professional credentials and affiliation should be provided.

Documentation Guideline: Learning Disability (LD)

1. Diagnostic interview, with relevant history performed by a licensed psychologist, learning specialist; clinical psychologist or equivalent
2. Testing must be performed within the past 4 years
3. Assessment
4. Cognitive ability/aptitude
5. Academic achievement (reading, oral and written language, and math)
6. Information processing
7. Specific diagnosis must be included
8. Actual test scores from standardized instruments should be provided
9. Rationale for each recommended accommodation should be included
10. The interpretive summary should be provided and may include:
 - a. Indication that evaluator ruled out alternative explanations
 - b. Indicate how patterns in test results are used to determine the presence of an LD
 - c. Indicate how the LD limits learning or affects test performance
11. Offer rationale as to:
 - a. Why specific accommodations are needed
 - b. How the effects of the specific disability are mediated by the accommodations

Documentation Guideline: Psychological Disability

1. Documentation may include a medical or clinical diagnosis of a psychological disability based on the most recent Diagnostic and Statistical Manual of Mental Disorders (DSM) or International Classification of Diseases (ICD) criteria and a rationale for the diagnosis.
2. Documentation necessary to substantiate a psychological disability may include the following:
 - a. Information regarding the severity of the disability and the specific academic functions affected by the disability and medication (e.g., ability to concentrate, ability to attend class regularly, the ability to interact in small or large groups, etc.)
 - b. Recommendations for academic accommodations based on specific features/symptoms of the disability
 - c. Documentation should reflect the active array of symptoms, features, and level of functioning; if the documentation does not, students may be required to submit updated information and documentation

Documentation Guideline: ADD/ADHD

1. Documentation may include a medical or clinical diagnosis of attention deficit disorder (ADD) / attention deficit hyperactivity disorder (ADHD) based on the most recent DSM or ICD criteria.
2. The documentation may include the following:
 - a. Quantitative and qualitative information that supports the diagnosis.
 - b. Summary and interpretation of assessment instruments (formal assessment instruments including clinical interview).
 - c. Information regarding the specific academic functions affected by the disability and the severity of the limitations (e.g., ability to sustain attention, distraction index, etc.).
 - d. Recommendations for academic accommodations based on specific features and symptoms of the disability.
 - e. Documentation must reflect the active array of symptoms, features, and level of functioning; if the documentation does not, students may be required to submit updated information and documentation.

Note: Multimedia recording by student(s)/resident(s), their agents, representatives, and/or guests; audio, photographic, and/or video recording of faculty member(s), staff member(s) or preceptor(s) will be allowed only with the prior written approval of the faculty member(s), staff member(s), or preceptor(s) being recorded. Unauthorized recordings may be confiscated, and responsible individual(s) may be referred to the appropriate administrator and charged with violating the CalMed Code of Ethics. The University complies with the requirements of the Americans with Disabilities Act.

Instructions for requesting accommodations listed above:

1. Inform the Associate Dean of Student Affairs and Admissions for your school of your intent to request academic accommodations.
2. Make an appointment with University ADA Officer in the Office of Human Resources.
3. Supply all requested documentation to University ADA Officer.
4. ADA Officer approves the implementation of reasonable accommodations to be received in consultation with faculty and informs the Associate Dean of Student Affairs and Admissions.
5. The Associate Dean of Student Affairs and Admissions informs faculty with a need to know of the approved accommodations and facilitates their availability to the student.
6. If the accommodation is determined to result in a fundamental change to the curriculum or undue hardship on the University, the accommodation will not be offered.
7. Students must meet all requirements of the School of Medicine's Technical Standards with or without reasonable accommodations.

Student Assistance Plan (SAP)

CalMed offers a Student Assistance Plan (SAP) that provides not only confidential personal counselors available at a call or click away but additional resources and information on the following:

- Academic stress and pressure
- Body image and eating disorders
- Child care services

- Depression, grief, and general mental health
- Divorce, custody, probation, and other legal matters
- Finances - credit card and student loan debt
- Life coaching
- Personal relationships - family, friends, dating
- Substance abuse and other addictions

The benefits are free and confidential, and you can access them in two ways:

1. Online: TO BE ANNOUNCED (TBA)

Username: TBA

Password: TBA

2. By phone: TBA. Identify yourself as a CalMed student with Group # TBA.

In order to access services, please contact an intake counselor first by either submitting an on-line request or calling the phone number above. This brief initial telephone conversation will help ensure you that you obtain access to the most appropriate provider for your needs.

Student Housing

CalMed will not provide student dormitory facilities but will provide information regarding independent housing services nearby. CalMed assumes no responsibility to find or assist students in obtaining housing.

There are several rental properties available within a 5-mile radius of the temporary campus (20+ apartment complexes) and permanent main campus (10+ apartment complexes), ranging from \$900 - \$1,600 per month for one – two bedroom apartments. Most cost an average of \$1,400 per month.

Parking and Public Transportation

Parking will be available to all students and staff on a first come, first served basis. Designated parking spaces are available to disabled persons who have Department of Motor Vehicles (DMV) permits. Public transportation is limited in the area and primarily consists of local bus service (<http://www.omnitrans.org/>).

Registered Student Organizations

Organizational Membership & Officers

The functioning of registered student organizations (RSOs) shall be confined to and controlled by their active (voting) membership. The active (voting) membership shall be limited to enrolled CalMed students.

Between semesters membership is construed to mean the membership of the previous semester. Summer term is considered a regular semester.

Each RSO has the right to select and expel its own members in accordance with the organization's constitution as well as applicable University policies and procedures. Each RSO is accountable for actions of members representing the organization.

Organization officers or representatives are individually responsible for ensuring all active members meet University, as well as organization, requirements.

A student organization which restricts membership on the basis of race, color, religion, age, sex, gender, national origin, handicap, sexual orientation, or status as Disabled Veteran, or Vietnam era veteran, shall not be allowed RSO status.

New Student Organization Registration Process

Step 1: Meet with the Associate Dean of Student Affairs and Admissions in the school to go over requirements and expectations for new organizations.

Step 2: Complete the Registration Application.

Inactive RSOs: RSOs not registered through the Office of Student Affairs and Admissions for one academic year or more, requires an officer to sign up and attend an RSO Registration Session and register the RSO as a "new" RSO.

Organization Registration Requirements

The following requirements must be met in order for student organizations to register at CalMed through the Office of Student Affairs and Admissions:

1. The stated purpose of the student organization must be consistent with the mission of the University, and the organization must primarily serve the needs and interests of the students at CalMed.
2. The organization must be initiated and controlled by CalMed students.
3. The active (voting) membership and officers or recognized representatives of the organization must be students who are regularly enrolled at CalMed.
4. Naming a Student Organization: As registered student organizations are not part of CalMed, organizations may not use the CalMed name at the beginning of their organization name or "...of the California University of Science and Medicine..." at the end of their organization name. You may use "at the California University of Science and Medicine" or "CalMed Chapter" at the end of your organization's name if your organization is affiliated with a national or regional organization.
 - a. Correct Examples: Sailing Club at the CalMed; Chess Club, CalMed Chapter.
 - b. Incorrect Examples: CalMed Debate Society; Commuter Students of the California University of Science and Medicine.
5. A student organization which restricts membership on the basis of race, color, religion, age, sex, gender, national origin, handicap, sexual orientation, or status as Disabled Veteran, or Vietnam era veteran, shall not be allowed registered student organization status. An exception is made for fraternities and sororities to be single sex organizations per the implementing regulations of Title IX of the Education Amendments of 1972.
6. Student groups may not register with the Office of Student Affairs and Admissions if they intend to sell, distribute, market or advertise goods or services on behalf of any off-campus commercial entity or affiliate

Responsibilities of Registered Student Organizations

1. A registered student organization (RSO) is responsible for conducting its affairs in a manner consistent with applicable University rules and regulations and will be held accountable for the action and behavior of its members or guests at on-campus activities.
2. Each RSO, its officers, and/or its designated representatives shall anticipate, provide for, and promptly meet its legitimate financial obligations.
3. Officers and members of RSOs are responsible for knowing and following CalMed rules, regulations, and policies.
4. The officers of a RSO shall promptly notify the Office of Student Affairs and Admissions (OSAA) of any changes in the organization's officers or representatives, addresses, or constitution. Failure to notify the OSAA of such changes will affect the degree of service that can be provided to the RSO and its members.
5. CalMed does not act as legal agent for RSOs and expressly disclaims any responsibility or liability for any damages of RSOs and their representatives including, but not limited to, financial obligations, contractual or otherwise.
6. University facilities may not be used for private or commercial purposes such as sales, advertising, or promotional activities unless they serve an educational purpose. Therefore, student groups may not register with the OSAA if they intend to sell, distribute, market or advertise goods or services on behalf of any off-campus commercial entity or affiliate.

Risk and Liability

Some registered student organization (RSO) events/activities, both on and off-campus, may involve the potential for risk. A review of current case law suggests that, in addition to the student organization as a group, individual members and officers may incur some liability in the event of a claim. RSOs, particularly those involved in potentially hazardous activities, are encouraged to investigate the purchase of liability insurance for their club's activities.

Activities taking place on campus will be evaluated on a case-by-case basis, and RSOs may be required to purchase liability insurance if it is determined that a campus event involves some degree of risk or liability.

Serving Food on Campus

All food sold or served on University premises must meet applicable health standards and obtain any applicable permits as required by the Department of Public Health.

Tax IDs

An Employer Identification Number (EIN), also known as a Federal Tax Identification Number, is issued by the Internal Revenue Service and is used to identify a business entity or organization. registered student organizations will be asked to provide an EIN most commonly when opening a bank account.

The Office of Student Affairs and Admissions strongly encourages all registered student organizations with an EIN to save any documentation from the Internal Revenue Service regarding their EIN and to share that information accordingly among their officers, especially when officers transition.

Off-Campus Banking

Each bank has varying requirements for opening or updating bank account information. Office of Student Affairs and Admissions (OSAA) can provide a letter of verification from your organization that confirms that your organization is currently registered and identifies officers who registered your organization. This letter can be used to open an account or update signature authorization on an existing account. Contact the Associate Dean of Student Affairs and Admissions in the OSAA to request a letter on behalf of your registered student organization.

Non-Profit Status

Note: Non-profit or Not-for-Profit status requires being registered with the State of California. Donations made to a registered student organization are NOT tax-deductible for the donor under non-profit status.

Tax-Exempt Status

Registered student organizations are legally independent and autonomous from the University and therefore do not have access to the University's tax-exempt status.

Use of University Logos, Images, and Insignias

1. CalMed, like most universities, monitors and regulates the use of its name, logo, images, and insignias on items such as T-shirts, novelty items, correspondence, and other emblematic materials. All such variances of names and visual representations are considered CalMed trademarks, for which approval from the Office of Student Affairs and Admissions and Dean's Office is required.
2. The Dean's office will review the request to determine whether or not to waive the royalty. Some examples of internal trademark use include:
 - a. T-shirts imprinted with the name of a student group or campus department.
 - b. Novelty items imprinted with the University's name and sold at a special function as a fundraiser.
 - c. CalMed's emblematic items produced as gifts for business associates, sponsors, or friends of the University.
3. Those wishing to use University trademarks must use a manufacturer who is authorized to produce emblematic merchandise to:
 - a. Ensure that sales of any items bearing the University's trademarks generate funds to support vital campus programs.
 - b. Ensure adequate protection of the University's image and intellectual property rights.
 - c. Limit the risk to the University.

Email & Web Accounts

Web pages and email can significantly improve a registered student organization (RSO)'s visibility, publicity, recruitment, and overall effectiveness in its endeavors. RSOs wishing to create or renew an email/web account must indicate so when submitting their RSO registration (renewal) application. Two Registered Users (RUs) are required to create or renew an email/web account.

Registered Users (RUs)

1. The Registered Users (RUs) are the 2-currently registered students who are assigned to the email/web account during online registration.
2. PLEASE NOTE: When officers change, the RSO Primary Officer will be prompted to update the RUs.
3. The RUs agree to be responsible for the proper use of the account according to CalMed Information Technology Policies.
4. The RUs will be notified via email with all pertinent account and access information when the account is created, renewed, or updated.
5. Only the RUs may contact CalMed Instructional and Information Technology Services (IITS) for any troubleshooting or questions.
6. Only the RUs are allowed to contact the Office of Student Affairs and Admissions or CalMed IITS regarding their assigned account.

CalMed IT Policies and Registered Student Organizations

Email/Web accounts are governed by the existing CalMed Information Technology and Office of Student Affairs and Admissions policies. By establishing an Email/Web Account, registered student organizations agree to abide by these policies.

Faculty and Staff Involvement in Registered Student Organizations

CalMed supports the principle that it is the responsibility of students, faculty, and administration to work cooperatively for the attainment of the University's educational goals in the extracurricular, as well as the academic life of the institution. In line with this principle, the University recommends but does not require, registered student organizations involve University faculty or staff as advisers to their organizations. Registered student organizations are also encouraged to affiliate with related departments. Students should, however, remain in control of the organization at all times.

Registered Student Organizations Fundraising Guidelines

Registered student organizations (RSOs) wishing to hold fundraising activities or sales on campus must demonstrate that the activity itself provides a benefit to students at the University and that any proceeds will either further the goals of the RSO, provide additional programs for the student body, or benefit a charitable organization.

1. The activities must be student-initiated and student controlled.
2. The student initiating the fundraising or sales must be one of the officers or designated representatives of the RSO.
3. CalMed must be assured that no monetary gain will accrue to individual members of the RSO.
4. The activity itself must provide a benefit to students at the University.
5. The goals of the event must be appropriate and in accordance with the intention of CalMed policy as stated above.
6. A workable plan to monitor cash exchange and disbursement of proceeds must be devised and reviewed.
7. For any fundraising or sales activities conducted in the past, the RSO must have completed all necessary paperwork and have abided by appropriate University policies and procedure.

8. If the activity involves working with a charitable organization, a letter of acceptance or acknowledgment of the activity will be required.

There are several ways to be recognized as fundraising on campus, all designed to help your RSO acquire proceeds as follows:

1. Raise funds to cover your expenses such as charging admission to a lecture, event, concert, or another type of program or service.
2. Raise funds to acquire proceeds to share with a charitable organization.
3. Raise funds by selling goods or services to members of the campus community.
4. Raise funds by having your event or program be paid for by an off-campus commercial sponsor.
5. Raise funds by selling non-commercial, pre-packaged food items.

Please Note: RSOs may use funds raised for any expenditure that is consistent with the purpose and goals of the organization.

Examples of Fundraisers

1. Items for sale, produced by the organization (candy grams, gift baskets, flower bouquets, bake sales, etc.).
2. Items for sale, directly related to the organization's mission or goals (plant sale by an organization with the mission of promoting green activities).
3. Items for sale, directly promoting school spirit (but do not infringe upon University trademark policies).
4. Services for sale, in compliance with the ordinance.
5. Admission fee for student programs/events (benefit dinner, talent competition, etc.).
6. Pre-packaged items (candy, gum).
7. Resale of items (silent auction, "Garage" sale, etc.) donated to the organization.

Approval Process for Fundraisers

1. **RSO Officer:** Complete the Fundraising Information Worksheet. (see Student Affairs website)
2. **RSO Officer:** Meet with an Office of Student Affairs and Admissions (OSAA) adviser at least two weeks in advance before the fundraiser to review the fundraising proposal along with relevant University policies and procedures.
3. If approved, a copy of the signed permit must be at the site of the sale or fundraising activity.
4. **RSO Officer:** After the activity is completed, meet with your OSAA adviser and submit a written report with any necessary documentation, as requested on the fundraising permit.

RSO Charitable Fundraisers

1. Obtain the approval from the Charity. Provide an OSAA adviser with an official letter or an email from the Charity that states that they approve the event or service your RSO will perform on their behalf.
2. Submit Fundraising Information Worksheet to the OSAA adviser.
3. At least two RSO members must be present to monitor fundraising activities at all times.

4. After the event, provide the OSAA adviser copies of bank-deposit slips showing fundraising activity revenues.
5. After the event, provide the OSAA adviser with a copy of a receipt or statement from charity acknowledging the gift.
6. Schedule an evaluation meeting with your OSAA advisor following your fundraiser.

Food Sales at RSO Events

The sale of food not commercially prepared and wrapped requires clearance from the Environmental Health and Safety Office. RSOs planning to sell items are responsible for obtaining the appropriate city and state businesses licenses and pay state tax (contact the City of Colton, Development Services, Business License Division or the City of San Bernardino, Office of the City Clerk, Business Registration Division).

Distribution of Handbills, Leaflets, and Similar Materials

Find the policy in the CAMPUS POLICIES section below.

Hazing

CalMed prohibits registered student organizations and their members from engaging individually or collectively in hazing activities. Hazing is defined as any activity that includes one or more of the characteristics described below:

- Activities that expose personal values to compromise or ridicule.
- Activities that abuse the trust an organization is striving to build between its members and prospective members.
- Stunts which have no meaningful relationship to the objectives of the organization.
- Activities that humiliate or subject individuals to circumstances with which they are not comfortable, or of which they are fearful.
- Activities which are illegal or violate University policy.
- Activities which interfere with academic pursuits or normal life functions.

Some examples of prohibited activities are forced swallowing of uncommon substances, forced consumption of alcohol or drugs, excessive exercise, and sleep or sensory deprivation.

Questions or complaints regarding hazing may be referred to the Associate Dean of Student Affairs and Admissions.

Registered student organizations whose members participate in hazing activities will be subject to appropriate University disciplinary action.

Non-University Speakers

As an institution of higher learning devoted to the search for truth in a democratic society, CalMed is dedicated to the maintenance and expression of a spirit of free inquiry. For its students, accordingly, it promotes the development of an atmosphere of open exchange, and of conditions conducive to critical evaluation of divergent points of view.

CalMed also recognizes and accepts a responsibility to ensure that such inquiry is conducted in a manner which furthers the educational objectives of the institution; namely, the open-minded, objective evaluation and dissemination of knowledge.

Student organizations officially registered at CalMed may, therefore, invite speakers to the campus to address their own membership and other interested students and staff providing that there is a suitable space available and no interference with the regularly scheduled programs of the University. The student organization must obtain prior approval of the event from the Office of Student Affairs and Admissions.

The appearance of such speakers on campus implies neither approval nor disapproval of them or their viewpoints by the University. In the case of speakers who are candidates for political office, equal opportunities shall be available to opposing candidates if desired by them. Speakers are subject to the normal considerations of law and order and to the specific limitations imposed by the state constitution.

In order to ensure an atmosphere of open exchange and to ensure that the educational objectives of the University are not obscured, the President, in the case attended by extreme emotional feeling, may prescribe conditions for the conduct of the meeting, such as requiring permission for comments and questions from the floor. Likewise, the President may encourage the appearance of one or more additional speakers at the meeting so that other points of view may be expressed.

The President shall prescribe the length of time and form of notice required prior to the holding of all meetings to be addressed by outside speakers and may designate representatives to recommend conditions for the conduct of particular meetings.

Violation of Laws and Regulations by University Groups and Student Organizations

Registered student organizations (RSOs) found in violation of city, state, or federal laws and University regulations involving the use or possession of alcohol and other drugs are also subject to disciplinary action by both civil and University authorities. In general, disciplinary penalties for RSOs are the same as those listed for individual students. However, it is possible that an offending RSO may be denied recognition or affiliation with the University as part of the disciplinary action. Violations by University groups and RSOs will be reviewed by the Associate Dean(s) of Student Affairs and Admissions for CalMed.

CONDUCT AND DISCIPLINE

Through their formation and registration, RSOs are members of the CalMed community. With this membership come both benefits and responsibilities. The CalMed Code of Ethics forms the basis for the behavioral expectations in the CalMed community.

Alleged violations of this Handbook by an RSO will be adjudicated primarily by the Office of Student Affairs and Admissions (OSAA), or in the case of individual students; the matter will be referred to the Student Academic Standards and Promotion (SASaP) Committee.

In attempting to resolve any infractions, the primary intent of the accountability process will be to educate members of the RSO, while holding the members accountable for any violations allegedly

committed. Furthermore, it is the desire of the OSAA to promote critical decision-making skills to encourage RSOs to prevent any possible future infractions.

The extent and terms of disciplinary action taken by the OSAA will depend upon the nature and severity of the infraction as well as any history of previous violations. RSOs must be in “good standing” to maintain their registration status.

Good Standing

An RSO will be considered in good standing if, for the past 12 months, the RSO has complied with all University policies and procedures including those outlined in this Registered Student Organization section. Policy and procedure violations, registered status, unpaid debts, probation status, and adjudicated complaints against an organization will be considered in determining good standing.

Infractions

Alcohol Infractions: Alcohol permits violations, possession without permission, and damage as a result of alcohol consumption. See the Substance Abuse Policy below in this Student Catalog for details.

Behavior Problems: Disruption of individuals or groups, failure to respond to requests by facility staff, bad manners, and instigating negative behaviors.

Debt and Payment Violations: Failure to make timely payments or payment arrangements for reservations, facility, or other services.

Policy Violations: Failure to follow University policies and procedures. Examples include event staff procedures, setup policies, posting violations, excessive noise, email/web account misuse, and violations of the Student Honor Code.

Property Damage & Vandalism: Damage to facility or property as a result of careless behavior or intentional misuse of property.

Types of Disciplinary Sanctions

Warning: Warning is a formal notice of violation and reprimand. An RSO receives a formal notice of violation in writing by the OSAA. The RSO must take action regarding the warning immediately. Continued similar misconduct will result in one of the most severe sanctions.

Probation: The minimum duration of probation is one full semester. Notification of violation may result in the loss of some privileges such as the use of facilities, use of office space, etc. As a condition of probation, an RSO may be required to complete additional sanctions during the probation period such as:

1. Organization members may be required to attend a special training or orientation regarding their violation or behavioral action.
2. Individual group leaders and/or members will be responsible for payment of the damages caused by the organization or their sponsored guests.

3. Individual group leaders and/or members will be responsible for payment of the group's debt through the Office of Administration.
4. The entire organization may have to complete a determined community service project.
5. The organization may lose all benefits of their registration status.
6. Any combination of the above sanctions.

Suspension: The minimum duration of the suspension is one full semester. As a result of serious, intentional or repeated violation, registration status and all privileges of registration may be revoked. All student organization privileges of registered status are revoked.

An organization which has had its registration revoked may apply for reinstatement after the term of suspension is completed. Petitions for reinstatement are to be submitted to the OSAA.

All RSOs applying for reinstatement must be able to demonstrate that they have appropriately dealt with the problems which led to revocation and that they are in all other normal procedures, currently eligible for RSO status.

Room Scheduling

Educational and meeting space in the CalMed is available to students, faculty, and staff of CalMed.

Students who wish to use space should forward requests to the Office of Medical Education. The reasons include awareness of use, presence of CalMed and non-CalMed individuals, and general safety and courtesy considerations. Reservations are required for formal large group activities after formal hours for example. If unsure about use, students should always consult the Office of Medical Education.

Students requesting space for formal society or organization meetings will be asked to provide information about the student lead contact information, purpose of the meeting, estimated number of attendees, and Information Technology needs.

Requests will be accommodated based on the following considerations:

Individual or small group study

Students may freely use classrooms, small group rooms, college rooms, library, common space at any time, following social rules of courtesy such as being mindful of others already in that space or honoring requests to relocate if space is pre-booked.

Educational space

By default, educational spaces are reserved for the medical program and individual/small group study from Monday to Friday between 8:00 am and 5:00pm. However, formal society or organization meetings may be booked in these times if the schedule permits. For activities before 8:00 am and after 5:00pm, requests must be submitted.

Meeting space

Conference rooms must always be requested, as precedence is given to faculty and administration needs.

Student Health

CalMed does not currently offer health insurance. All students are required to obtain and provide a copy of proof of health insurance coverage. The college requires that student health insurance coverage is continuous from the date of enrollment through graduation, regardless of whether the academic schedule includes classroom instruction or participation in clinical rotations.

Personal insurance must meet the minimum program requirements of the student health insurance plan selected by the University. The process to provide a proof of student's personal insurance coverage can be found on the University website at www.calmedu.org in the 'Students' section. The proofs are required every year regardless if one is already on file from the previous year.

Students provide evidence of health insurance coverage that meets the following minimum requirements:

- Major medical coverage of at least \$500,000 / policy year
- Maximum \$5,000 annual deductible
- Maximum 80/20 in-network and 60/40 out-of-network coinsurance
- Prescription coverage
- A provider network in the CalMed area for primary care, specialty, hospital and diagnostic care
- Mental health coverage
- Coverage for the entire academic year, including summer and holidays
- Coverage for annual exam
- US Based health plan
- Coverage for accidental exposure to environmental and biological hazards
- Coverage for immunizations

Students who lose their coverage must contact the Office of Student Affairs and Admissions before the termination date and submit a termination letter within 31 days in order to prevent a lapse in coverage. Failure to notify the office could result in suspension and possible termination from the program.

Students, who return to a program for remediation purposes and after more than 31 days of enrollment, must also comply with the student health insurance requirements and maintain comparable health insurance coverage.

Fitness Facilities

There are several fitness facilities within close proximity to the CalMed temporary site and permanent campus. Please see the list of those facilities offering discounts to students under the Wellness Program on the Student Affairs website. Both the temporary site and permanent medical school building (under construction) will have a fitness room for student use.

Latex Allergy Policy

Purpose

Provide an understanding of the potential risks associated with the exposure to latex in the environment for students, employees, and visitors. A totally latex-free environment is not possible in either clinical or academic settings.

Latex exposure and allergy

The most common source of a latex allergen is latex gloves. Other products that may contain latex include, blood pressure cuffs, stethoscopes, disposable gloves, oral and nasal tubes, endotracheal tubes, tourniquets, intravenous tubing, syringes, electrode pads, surgical masks, goggles, respirators, anesthesia masks, catheters, wound drains, injection ports, tops of multidose vials, dental dams, rubber aprons, rubber bands, rubber erasers, and balloons.

Individuals can be exposed to latex residue, of others working in an area, or to latex present in the equipment, models, and mannequins that are used in various practice laboratories.

Latex Allergy Policy

Latex allergy should be suspected in anyone who develops certain symptoms after latex exposure, including nasal, eye, or sinus irritation; hives; difficulty breathing, shortness of breath; coughing; wheezing; or unexplained shock. Students, employees, and visitors who experience these symptoms should immediately consult their health care provider, since further exposure could result in a serious allergic reaction. Medical care required as a result of a latex allergen is at the expense of the affected student, employee, or visitor. The employees, students, and visitors affected by symptoms or reactions to the latex allergen must bring clearance from their healthcare provider in order to return to the laboratory and/or clinical environment.

High-risk individuals may consider wearing a medic-alert bracelet and/or should consider carrying an epinephrine injection device (such as EpiPen®). They should follow the recommendations of their health care provider.

A latex allergy will not disqualify a prospective student from admission into any of the University's programs or prohibit a current student from continuing in a program.

While the University cannot guarantee a latex-free environment, it will encourage nonuse of latex products whenever possible.

Latex-Free Issues in Off-Campus Environments

CalMed is NOT responsible if an affiliated clinical partner does not provide a latex-free environment. As per the affiliation agreements with our clinical partners, the University will provide health information including latex allergy to the clinical partner. Based on this information, the clinical agency may refuse to allow a student to receive training at the clinical facility. The University will make reasonable effort to place the student at a different site; however, placement cannot be guaranteed. When alternate clinical sites cannot be ascertained, the University will be unable to award a degree to a student who is unable to complete all required aspects of the curriculum,

including the clinical experiential components. 911 WILL BE CALLED FOR ALL MEDICAL EMERGENCIES.

Educational Materials

Intellectual Property

All lectures, presentations and associated educational materials utilized in any CalMed curriculum component are the intellectual property of CalMed. Educational materials utilized at CalMed may not be copied, videotaped or recorded without the written consent of the CalMed administration. Students may download recordings of lectures for educational purposes only using password access granted from the medical school.

Class Discussion/Lecture Capture

Technology for large classroom lecture capture of multiple concurrent video feeds will be implemented. The same technology will also allow faculty to pre-record instructional sessions via a desktop recording station. All this content can be managed through a central application.

University Transportation Policy

Students are responsible for the provision of their own reliable means of transportation to travel to and from their educational sites. Students are solely liable for any and all incidents that occur during their travel to and from their rotation site. Students are required to carry automobile liability insurance for their vehicle that meets at least the minimum coverage requirements for the state in which the vehicle is registered. Students must carry proof of such insurance coverage in their vehicle at all times when traveling to and from rotation sites. Students understand, agree, and acknowledge that the University is not responsible for any and all incidents that occur during their travel to and from educational sites. Students must agree to comply with the University transportation policy.

Career Counseling

CalMed does not provide a specific job placement service. The CalMed-SOM Office of Student Affairs and Admissions will provide career counseling services to successful program graduates in representing their qualifications for appropriate and applicable professional positions following their graduation.

STUDENT ACADEMIC RECORD POLICIES

Custodian of Records

Name: Dr. Peter Eveland, Associate Dean of Student Affairs and Admissions

Email Address: StudentRecords@calmedu.org

Physical Address: 217 East Club Center Drive, Suite A

City: San Bernardino

State: California

Zip: 92408

Telephone Number: 909-580-9661

Location of Records

California University of Science and Medicine, CalMed (CalMed)

Physical Address: 217 East Club Center Drive, Suite A, San Bernardino, California 92408

Telephone Number: 909-580-9661

Student Records

Student Educational Records

CalMed will maintain the following student files as educational records: 1) academic file and 2) non-academic file. In addition, CalMed will maintain 3) student health information. Students who are accepted and matriculated will have a permanent, confidential student record.

Academic File

Academic data elements:

College Mentor name; Clinical Mentor name; Research Advisor name; grades for professional program coursework; anticipated completion date; classification/class standing; degree(s); certificates; concentrations; milestones/checklists; comments/notes; course history/ever attempted; courses in progress; all grades displayed; last date of attendance; term and cumulative academic performance; academic honors earned; accumulative grade point average; academic status (good standing, academic probation, academic suspension, degree progress); narrative evaluations by course; United States Medical Licensing Examination data; and records pertaining to unprofessional conduct and disciplinary actions.

Non-Academic File

Biographical and demographic data elements:

Full name; former name(s); emergency contact information; student identification number; student social security number; State ID; date of birth; place of birth; gender; racial-ethnic background; personal photograph; Visa status; permanent address; current address; diploma/school address; email address; cell phone number; country of origin; veteran status; and copies of matriculation agreement and consent forms.

Admissions data elements:

AMCAS application; CalMed secondary application; transcripts; admission status; historical admission status; highest degree earned; high school/college and date from which student graduated; scholastic aptitudes; address at time of admission; scores for undergraduate, graduate, and professional entrance examinations; scores for advanced placement exams; criminal convictions; criminal background check; immunization status; letters of recommendation; leave of absence information; withdrawal information; dismissal information; extracurricular interests; elected leadership positions; non-academic awards and honors; Match data; and date of graduation and degrees earned.

The students' academic and non-academic files will be maintained in the electronic student information system (EMPOWER) in the Office of Student Affairs and Admissions. Hard copies of the records will be placed in fire-resistant cabinets in a secure area of the Office of Student Affairs and Admissions that has been constructed to be in compliance with the requirements of the approving/accrediting agencies, such as LCME, WASC, and BPPE. Electronic backup of all academic records occurs in an off-site location.

The following is additional information the student may find helpful regarding student record access.

1. The Associate Dean of Student Affairs and Admissions is the designated records officer.
2. Educational records will be made available during working hours for inspection and review to present and formerly enrolled students within 3 business days following completion and filing of a request form with the Registrar.
3. Any currently enrolled and former student of CalMed has a right of access to any and all student records relating to him or her that are maintained by CalMed.
4. No one involved in education programs of CalMed shall release the contents of a student record to any member of the public without the prior written consent of the student, other than directory information (as defined below) and information sought pursuant to a court order or lawfully issued subpoena, or as otherwise authorized by applicable federal and state laws.

Student Health Information

Student health information will be kept in a separate file, and electronically password protected, with access only available to the Associate Dean of Student Affairs and Admissions, the Dean of the student's school, and the Office of the Registrar. The information kept in this file will be limited to the following:

1. Information pertaining to a documented disability
2. Health risk-related incidents that occur while carrying out curriculum responsibilities (e.g. needle stick; exposure to environmental hazards; protocol adherence; accidents involving personal injury)
3. Immunization status

Both compliance to the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and Family Education Right to Privacy Act of 1974 (Buckley Amendment, also known as FERPA) will be followed regarding access to personal protected health information.

Student Financial Records

The student financial records will be maintained in financial reports that will include but are not limited to, financial aid documents, contracts, payments, and refunds.

Student federal financial aid program records will be maintained as provided by federal law within the Office of Financial Aid. Data will be used in the manner prescribed by federal, state, and local laws and will follow strict University policies regarding privacy and data handling. Specifically, the student financial record will be organized and maintained in a separate module of the electronic student information system, where only the staff of the Office of Financial Aid have access. Hard copies of financial records will be kept in the fire-resistant cabinets in a secure area of the financial aid office.

Student Record Retention

CalMed's timeline for retaining student records is as follows:

1. CalMed maintains student records permanently.
2. Graduate transcripts and copies of diplomas are retained permanently.

Student Record Access

CalMed personnel who have access to student records is divided into two categories: those who have an ongoing "need to know" in order to conduct the routine business of CalMed, and those with occasional "need to know" for educational purposes in order to carry out the responsibility of their position in the institution. In the School of Medicine, the Dean's Executive Committee has reviewed the following list of positions for on-going access of student records:

On-going Need to Know

1. Dean of the School of Medicine
2. Senior Associate Dean of Medical Education
3. Associate Dean of Assessment
4. Associate Dean of Pre-Clerkship Curriculum
5. Assistant Dean of Clerkship Curriculum
6. Associate Dean of Clinical Affairs
7. Associate Dean of Student Affairs and Admissions
8. Director of Life/Academic Skills and Wellness
9. Registrar for the School of Medicine
10. University Registrar (when appointed)

Occasional Need to Know

1. College Mentors
2. Course/Clerkship Directors

3. The chair of the Student Academic Standards and Promotions Committee for specific purposes related to fulfilling their position requirements for the School of Medicine.

Access on an “as needed” basis must be approved by the Registrar for CalMed-SOM as meeting criteria as a legitimate “educational need to know,” when performing a task essential to their job and related to the effective functioning of CalMed-SOM or CalMed. People desiring access to a student’s record will be required to fill out a request form and demonstrate that they have a legitimate educational need to know. This form will be evaluated by the CalMed-SOM’s Registrar for the purpose of determining access to the student’s file. A record of access requests will be kept in the Office of the Registrar and copied to the Associate Dean of Student Affairs and Admissions.

Directory Information

CalMed will reserve the right to disclose the following directory information without prior written consent, except for the students who specifically request to opt out. CalMed specified the following as Directory Information: name, address, photograph, telephone number, email address, field of study, attendance dates, awards, extracurricular activities, leadership positions, hometown, and degrees earned. The student’s name and email address will be given to the clinical rotation institution in which they are placed on a need-to-know basis.

The University will respond to all requests for explanations and interpretations of records or information, provided the responses are not in violation of the Family Education Right to Privacy Act of 1974 (Buckley Amendment, also known as FERPA). A student may waive the right of access to confidential letters of recommendation in the areas of admissions, job placement, and receipt of awards. Consent to release personally identifiable information, such as rank in class, personal conduct, grade point average, and academic progress, to personnel other than full-time faculty, must be obtained from the student in writing by the individual seeking the release of such information.

Parents have no right to review their child’s educational, academic, or financial records on and after the age of 18. De-identified information of students’ performance will be available to the university community in the aggregate.

To preserve the accuracy of student educational records, which contain student academic records, a student will be able to review their educational records upon written request to the Registrar.

Student’s Review of Educational Records and Files

A student will be able to review her/his educational records upon written request. A student who wishes to review her/his educational record contents must follow these procedures:

1. Fill out the appropriate form(s), which are available from the Registrar.
2. Submit the completed form to the Registrar.
3. The record will be made available to the student within 3 business days.

Components of students' records that students are NOT permitted to review

Students do NOT have a right under the School of Medicine policy and FERPA to inspect information listed below:

1. Confidential letters of recommendation if the student has waived his or her right of access in writing
2. Educational records containing information about more than one student, in which case the medical school will permit access only to that part of the record which pertains to the inquiring student
3. Their parents' financial records

Challenge to the information within the student's educational records

A CalMed student may challenge the accuracy of information contained in his/her educational records. In the case that a student wishes to challenge his/her record, the student must complete an appropriate appeal form, available at the Office of the Registrar, and submit to an appropriate office along with any written evidence supporting the request.

If the requested change is to be made on the student's non-academic records, the Associate Dean of Student Affairs and Admissions, in consultation with the Registrar, will review the request and may approve or deny the request based on the evidence.

If the request is related to the student's academic records, the Office of Assessment will form an ad hoc Appeals Committee to review the request. The committee will meet to consider and decide on the appeal within 14 working days of receipt of the completed Appeal Form and supporting documentation.

If the student is not satisfied with the decision by the Associate Dean of Student Affairs and Admissions or Appeals Committee, the student may submit an appeal to the Dean of the student's school. The Dean will review the request and supporting materials and will make a final decision.

Family Educational Rights and Privacy Act of 1974 (FERPA)

The California Education Code, Section 76200 et seq.; Title V, California Code of Regulations, Section 54600 et seq.; and Family Educational Rights and Privacy Act (Section 48, Public Law 93-380) require Educational institutions to provide student access to their records and to provide an opportunity for an administrative hearing to challenge such records on the grounds they are inaccurate, misleading, or otherwise inappropriate.

CalMed follows the guidelines provided by the Family Educational Rights and Privacy Act (FERPA) relative to whom and under what circumstances an individual will be provided access to confidential student records. The faculty, staff, or administrator must have a "need to know" in order to be provided with access to the student's academic record. This includes but is not limited to the Dean, the Senior Associate Dean for Medical Education, the Associate Dean of Student Affairs and Admissions, the Office of the Registrar, Associate Dean of Assessment, and the academic counseling and support offices. These people will have access to the individual student's educational record, given their "ongoing need to know."

With the exception of the people listed above, all others will be required to make a request for access to a student's file to the CalMed Registrar, and provide him/her with a written explanation as to what is the "educational need to know." The Registrar will give the individual making the request; time-limited access to the areas of the student's educational record of importance to the individual in order for him/her to carry out their job in the institution. The Registrar will keep a record of all such transactions.

Parents have no inherent rights to inspect their child's educational records after age 18. Students are not permitted to inspect and review education records that are:

1. Financial records of the students' parents.
2. Confidential letters, confidential statements of recommendation, and other confidential documents related to admission to CalMed if the student has waived his or her right to inspect and review those letters and statements.

Students are advised of their privacy rights upon enrollment. Aggregate reports of student performance, which are de-identified and from which individual student performance cannot be determined, are made available to the University community on a regular basis.

Directory Information

The primary purpose of directory information is to allow the University to include information from your education records in certain school publications. Examples include:

- A playbill, showing your student's role in a talent show production;
- An annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Activity sheets, such as volunteering at events.

Directory information can also be disclosed to outside organizations without a student's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

If you do not want CalMed to disclose any or all of the types of information designated above as directory information from your education records without your prior written consent, you must notify the University in writing by the first day of call in Fall Semester. CalMed has designated the following information as directory information: name, address, photograph, telephone number, email address, study field, college attendance dates, awards, extracurricular activities; leadership positions, hometown, and degrees earned. The student's name and email address will be given to the clinical rotation institution in which they are placed on a need-to-know basis.

PROFESSIONALISM POLICIES

Preface

Professionalism is healthcare's contract with society, which places the interest of the patient and the service to the community above all personal interests. It demands setting and maintaining the standards of competency and integrity as well as providing expert advice where and when it is needed.

Purpose

The purposes of these policies are to:

1. Define and promote appropriate values, attributes, and behaviors, which set the Faculty's standards of professionalism.
2. Serve as a guide to the students, faculty, and staff for their professional and ethical obligations as learners, educators, scientists, clinicians, and administrators towards team members, patients, the institution, the healthcare system, and the community.
3. Establish a system to identify, address, and correct recurring professionalism concerns.

Professionalism is a Core Competency in Healthcare Education

Ethical and professional behaviors are the foundation of healthcare. As reported (*Papadakis et al. N Engl J Med. 2005*), unprofessional behaviors in a medical school correlated to irresponsibility and diminished capacity for self-improvement, and predict future disciplinary action by state medical boards.

CalMed institutional learning outcomes are aligned with those of accrediting agencies for healthcare professional programs, including the Liaison Committee on Medical Education (LCME) and the Accreditation Council for Graduate Medical Education (ACGME), and have Professionalism as a core competency in the learning outcomes. Thus, CalMed requires students, faculty, and staff to agree to the institution's Code of Ethics below.

Student Oath

As I begin the study of medicine, I will focus all my efforts on the objective I have chosen to serve my future patients.

*Towards this goal, I will work diligently and cooperatively with my peers and teachers to learn the **art and science** of medicine.*

I will regard the patients I encounter during my training, as fellow human beings, and will do everything I can to understand their suffering, protect their dignity, and respect their autonomy, while being fully aware that sooner or later I too will be treated as a patient.

I will not accept standards that are lower than desirable, nor place the safety of my future patients in danger by engaging in inappropriate or unethical practices in the pursuit of my medical education. When in doubt I will never hesitate to call upon the assistance of others.

I pledge to perform to the best of my capabilities, and to continuously undergo self-evaluation in an effort to recognize and correct my deficiencies.

In realizing that the study of medicine will be a lifelong responsibility, I do hereby pledge to myself and my future patients, that I will continue to educate myself throughout my career and to persistently engage in a critical re-examination of myself, while keeping in mind that like my patients, I too am a vulnerable human being.

CalMed Code of Ethics

Professional values and behaviors are critical to the educational process at CalMed and to the scientific environment and the practice of medicine in general. All students, faculty, and staff at CalMed are expected to demonstrate high standards and values of professionalism through their behavior in all academic and educational settings at all times, including classrooms and laboratories, professional and clinical sites, and also in non-educational settings. Examples of such behavior include, but are not limited to:

1. Honesty and integrity

- a. Act with honesty and truthfulness.
- b. Demonstrate integrity and firm adherence to moral principles, academic values, clinical and research integrity in all matters and in all professional relations.

The following examples include, but are not limited to, acts that violate the honesty and integrity principle of the Code of Ethics and are subject to academic disciplinary action:

- cheating;
- plagiarism;
- falsely claiming authorship of written material;
- falsely claiming credit for research not performed;
- falsely claiming participation on a team project not participating;
- any form of academic dishonesty;

The acts described above and other acts in violation of the honesty and integrity principle are subject to disciplinary action regardless of whether they occur on or off campus.

2. Trustworthiness

- a. Demonstrate dependability to carry out responsibilities.

3. Professional behavior

- a. Display professional behavior toward faculty, staff, students, patients, and other health professionals in all settings, including but not limited to the classroom, laboratory, and clinical settings.
- b. Show regard for persons in authority in the classroom, laboratory, and clinical settings.
- c. Exhibit fitting behavior when representing CalMed in extracurricular activities and professional meetings.

4. Ethical standards

- a. Demonstrate high moral standards related to science and medical education, practice, research, and service. These standards include, but are not limited to, telling the truth, maintaining confidentiality, and respecting others.

5. Empathy and understanding of cultural diversity

- a. Differentiate appropriate interpersonal interaction with respect to culture, race, religion, ethnic origin, gender, and sexual orientation.
- b. Demonstrate regard for differing values and abilities among peers, other healthcare professionals, and patients.
- c. Demonstrate an ability to share someone else's feelings or experiences by imagining what it would be like to be in his/her situation.

6. Communication

- a. Communicate effectively with faculty, staff, students, patients, and other professionals.
- b. Demonstrate confidence in actions and communications.
- c. Formulate written communications with professional content and tone.
- d. Ensure the confidentiality of communications that contain personal information.

7. Punctuality

- a. Demonstrate punctuality in academic and professional environments.
- b. Adhere to established times for classes, laboratories, professional experiences, and meetings.
- c. Comply with established oral and written deadlines.
- d. Respond to requests (written, oral, email, and telephone) in a timely fashion.

8. Social Contracts

- a. Conduct interactions with colleagues, patients, and their families in a professional manner.
- b. Relate to colleagues, patients, and their families in a caring and compassionate manner.
- c. Recognize instances when one's values and motivation are in conflict with those of the patient and his/her families, and proceed in a manner that is patient centered. If there is a conflict of values or motivations that you think may involve something illegal, unethical, or unprofessional, seek guidance from your supervisor, instructor, or chairperson.
- d. Identify and communicate to one's supervisor any activity that is dangerous to the welfare of a patient or colleague.
- e. Demonstrate a positive attitude of service by putting others' needs above one's own.
- f. Comply with federal, state, university, school, and institutional requirements regarding confidentiality of information.

9. Negotiation, compromise, and conflict resolution

- a. Demonstrate good skills of conflict resolution.
- b. Formulate constructive evaluation of others' performance.
- c. Display a positive attitude when receiving constructive criticism.

10. Lifelong improvement and professional competence

- a. Produce quality work in academic and clinical settings.
- b. Take responsibility for learning.
- c. Demonstrate continuous professional development by identifying what should be learned and how one might assess his or her competence in new knowledge and skills.

11. Time management and decision-making

- a. Utilizes time efficiently.
- b. Demonstrate responsibility, rigor, and consistency in completing assignments.
- c. Demonstrate accountability for decisions.

12. Appearance

- a. Maintain a professional appearance when representing CalMed.
- b. Maintain personal hygiene and grooming appropriate to the setting.

Adherence to professional standards is an academic requirement for graduation from CalMed and a performance standard for staff and faculty. Failure to meet these standards will result in disciplinary action, which may include dismissal from the academic program.

Standards of Conduct for the Teacher-Learner Relationship

CalMed follows the American Medical Association (AMA)'s recommendation, in a policy entitled "Teacher-Learner Relationship in Medical Education," which urges all medical education programs to develop standards of behavior for both teachers and learners based on the following Code of Behavior:

"The teacher-learner relationship should be based on mutual trust, respect, and responsibility. This relationship should be carried out in a professional manner, in a learning environment that places a strong focus on education, high-quality patient care, and ethical conduct."

A climate of mutual respect in the teaching and learning environment is among the main core attributes of CalMed professionalism requirements. CalMed is committed to foster the development of professional and collegial attitudes needed to provide caring and compassionate health care by all members of the medical school community, including medical students, resident physicians, faculty, volunteers and other staff who participate in the educational process. CalMed believes that teaching and learning should take place in an environment of mutual respect where students are evaluated based on accomplishment, professionalism, and academic performance. This includes a shared commitment among all members of the CalMed community to respect each person's worth and dignity and to contribute to a positive learning environment where medical students are enabled and encouraged to excel.

In this way, CalMed assures an educational environment in which medical students, resident physicians, faculty, volunteers, and other staff may raise and resolve issues without fear of intimidation or retaliation. CalMed is committed to investigating all cases of mistreatment in a prompt, sensitive, confidential, and objective manner.

In the teacher-learner relationship, each party has certain legitimate expectations of the other. For example, the learner can expect that the teacher will provide instruction, guidance, inspiration, and leadership in learning. The teacher expects the learner to make an appropriate professional investment of energy and intellect to acquire the knowledge and skills necessary to become an effective physician. Both parties can expect the other to prepare appropriately for the educational interaction and to discharge their responsibilities in the educational relationship with unflinching honesty.

CalMed is committed to investigating all cases of mistreatment in a prompt, sensitive, confidential, and objective manner. Mistreatment may be defined as “treatment of a person that is either emotionally or physically damaging; is from someone with power over the recipient of the damage; is not required or not desirable for proper training; could be reasonably expected to cause damage, and may be ongoing.” This includes verbal (swearing, humiliation), emotional (neglect, a hostile environment), sexual (physical or verbal advances, discomfiting humor), and physical harassment or assault (threats, harm). To determine if something is mistreatment, one should consider if the activity or action is damaging, unnecessary, undesirable, ongoing, or could reasonably be expected to cause damage.

Examples of mistreatment/inappropriate behavior or situations that would be unacceptable include:

- Physical contact, including any physical mistreatment or assaults such as hitting, slapping, kicking, throwing objects or threats of the same nature
- Verbal abuse (attack in words, or speaking insultingly, harshly)
- Comments and jokes of stereotypic or ethnic connotation, visual harassment (display of derogatory cartoons, drawings or posters)
- Inappropriate or unprofessional conduct that is unwarranted and reasonably interpreted to be demeaning or offensive
- Requiring a student to perform tasks intended to humiliate, control, or intimidate the student
- Unreasonable requests for a student to perform personal services
- Grading or assigning tasks used to punish a student rather than to evaluate or improve performance
- Purposeful neglect or exclusion from learning opportunities as means of punishment
- Sexual assault or other acts of sexual violence
- Sexual harassment
- Disregard for student safety
- Being denied opportunities for training because of gender, race/ethnicity, or sexual orientation
- Being subjected to offensive remarks/names directed at you based on gender, race/ethnicity, or sexual orientation
- Receiving lower grades or evaluation based on gender, race/ethnicity, or sexual orientation.
- Sexual connections between two people when one of them has any expert obligation regarding another’s scholarly performance or professional future

Commitment of CalMed Faculty

Given their roles in the educational process and their inherently unequal positions vis a vis students, all instructional personnel (including faculty, residents, and other members of the healthcare team) are to treat students with courtesy, civility, and respect and with an awareness of the potential impact of their behavior on such students' professional futures.

The faculty at CalMed reaffirm their continuing commitment to providing, promoting, and maintaining a professional and respectful work and learning environment. The faculty constantly are observing the learning environment in health centers as well as instructional sites and professional meetings. The faculty is committed to identifying positive and negative professional trends and develop appropriate strategies to enforce or correct the behavioral trend.

This attitude of the faculty reaffirms their commitment to recognizing and promoting positive role models in professionalism as well as to instilling the values in:

1. **Students:** as a requirement of their academic training, the values and attributes of professionalism facilitate the development of their professional identity in preparing them for their future role as professors, researchers, or physicians
2. **Faculty:** as a condition of obtaining an academic appointment, maintaining the appointment, and advancing through the academic ranks, the importance of teaching and demonstration to learners the values and attributes of professionalism that the public and the profession expect of a professor or a physician
3. **Staff:** the importance of demonstrating to learners and to staff members, professionalism in carrying out their employment duties.

The Faculty recognizes that unprofessional behavior disrupts, impairs, and interferes with the quality of medical education, research, and patient care as well as the proper functioning of the learning environment.

Commitment of CalMed Students

Professionalism is a cornerstone of science and healthcare. Scientists and physicians are held to a high standard of performance. Professionalism is one of the competencies in which students must demonstrate knowledge, skills, and attitudes appropriate to a graduating medical or healthcare professional. Professional behaviors are observed throughout school, within courses and clerkships, and in settings outside school boundaries. Student enrollment in CalMed demands a level of personal honor and integrity that ensures the provision of quality healthcare.

The same personal integrity that requires honesty also requires reporting of any infraction of the Professionalism Policy and Code of Ethics. Hence, students have an obligation to report conditions or situations that may lead to violations of either doctrine. Students must be committed to high ethical standards of behavior, including but not limited to; patient confidentiality; academic integrity; personal behaviors and habits in order to facilitate the ability to meet professional obligations as a medical student; and adherence to guidelines regarding relationship boundaries.

Rules of Classroom Behavior

1. Be on time for class.

2. If you arrive late, close the door quietly and find a seat quickly so that you do not disturb others.
3. Do not talk to your classmates when the lecturer is speaking.
4. Turn off your cell phone while in class. If you are expecting an urgent call, set the phone on silent mode.
5. Do not read the newspaper, answer email, or text during class.
6. Do not sleep during class.
7. Remain quietly in place during the Q&A sessions.
8. Ask questions in a respectful, courteous manner.

Dress Code

1. Students are expected to maintain a proper professional appearance when they are on the campus.
2. Students should wear their photo identification badge at all times while on the campus.
3. Please adhere to the following guidelines when attending classes in the lecture halls:
 - a. Do not wear running shorts or extremely tight shorts. Longer shorts, Capri-style pants, and blue jeans are perfectly acceptable for the classroom.
 - b. For men, a polo shirt with a collar is preferred. A tee shirt is acceptable provided it is clean and does not contain any offensive language or graphics.
 - c. For women, “tube tops,” “halter tops,” deep set necklines, “see-through” blouses, and very short, tight skirts should not be worn to class. Shirts and blouses must extend to the waistband of your slacks or shorts. Bare midriffs are not acceptable. Please be conscious of the “fit” of your clothes when you are in different positions, e.g., standing vs. leaning over.
 - d. Baseball caps and sunglasses should not be worn in the classroom.
 - e. Avoid extremes of hairstyles (e.g., “spiked hair,” multicolored), makeup, and piercings. Facial hair must be neatly groomed
 - f. In short, be modest and professional.
4. In the laboratories, OSHA regulations prohibit open-toed shoes. For purposes of safety, you must wear closed-toe shoes.
5. When you participate in any clinical activity and anticipate patient contact, you must dress in a very professional manner. Men should wear a shirt, tie, slacks (not jeans), belt, socks, and hard-soled shoes (i.e., no tennis shoes). Women should wear comparable attire. Your white laboratory coat should be clean, pressed, and in good repair.
6. When engaged in patient care related activities, do not chew gum.

Social Networking Sites Policy

The administration of CalMed recognizes that personal web pages such as social networking websites and their applications, including but not limited to Facebook, Myspace, Instagram, Snapchat, YouTube, and Twitter, are an important and timely means of communication. However, students and residents who use these websites and other applications must be aware of the critical importance of privatizing their websites so that only trustworthy “friends” have access to the websites/applications. They must also be aware that posting certain information is illegal. Violation of existing statutes and administrative regulations may expose the offender to criminal and civil liability, and the punishment for violations may include fines and imprisonment. Offenders also may

be subject to adverse academic actions that range from a letter of reprimand to probation to dismissal from the school.

Prohibitions include the following:

1. In their professional role as a caregiver, students may not present the personal health information of other individuals. Removal of an individual's name does not constitute proper de-identification of protected health information. Inclusion of data such as age, gender, race, diagnosis, date of evaluation, or type of treatment or the use of a highly specific medical photograph (such as a before/after photograph of a patient having surgery or a photograph of a patient from one of the medical outreach trips) may still allow the reader/observer to recognize the identity of a specific individual.
2. Students may not post any photograph or video of donor's body (in a gross anatomy laboratory), regardless of a whole body, part of the body, or internal organ.
3. Students may not report private (protected) academic information of another student or trainee. Such information might include but is not limited to course or clerkship grades, narrative evaluations, examination scores, or adverse academic actions.
4. In posting information on social networking sites, students may not present themselves as an official representative or spokesperson for CalMed.
5. Students may not represent themselves as another person, real or fictitious, or otherwise, attempt to obscure their identity as a means to circumvent the prohibitions listed above and below.
6. Students may not utilize websites and/or applications in a manner that interferes with their official work commitments. That is, do not tie up a hospital or clinic computer with personal business when others need access to the computer for patient-related matters.
7. Do not delay completion of assigned clinical responsibilities in order to engage in social networking.

In addition to the absolute prohibitions listed above, the actions listed below are strongly discouraged. Violations of these guidelines are considered unprofessional behavior and may serve as the basis for disciplinary action.

1. Display of vulgar language.
2. Display of language or photographs that imply disrespect for any individual or group because of age, race, gender, ethnicity, or sexual orientation.
3. Presentation of personal photographs or photographs of others that may reasonably be interpreted as condoning the irresponsible use of alcohol, substance abuse, or sexual promiscuity.
4. Posting of potentially inflammatory or unflattering material on another individual's website, e.g., on the "wall" of that individual's Facebook site.

When using these social networking websites/applications, students are strongly encouraged to use a personal email address, rather than their CalMed email address, as their primary means of identification. Individuals should make every effort to present themselves in a mature, responsible, and professional manner. Discourse should always be civil and respectful.

Students, faculty, and staff must be aware that no privatization measure is perfect and that undesigned persons may still gain access to their networking site. A site such as YouTube, of

course, is completely open to the public. Future employers (residency or fellowship program directors, department chairs, or private practice partners) often review these network sites when considering potential candidates for employment.

Finally, although once posted information can be removed from the original social networking site, exported information cannot be recovered. Any digital exposure can “live on” beyond its removal from the original website and continue to circulate in other venues. Therefore, everyone must think carefully before posting any information on a website or application. Everyone should always be modest, respectful, and professional in his/her actions.

Policy for the use of Mobile Technology in Patient Care Areas

Students are expected to act appropriately and professionally in all clinical settings. The use of mobile devices may be appropriate, if respect for colleagues, faculty, the medical team, and patients is observed. During lectures, conferences, or while engaged in patient care activities in the hospital and clinics, students should:

1. Turn all electronic devices including cell phones to silent/vibrate.
2. Refrain from text messaging, checking email, talking on the phone, or using the internet for non-patient care/educational activities.

Colleagues for a Lifetime

The Colleagues for a Lifetime principle encourages all students, faculty, and staff to endeavor to make every interaction reflect a sincere desire to develop each other as lifelong colleagues, during their educational program and throughout their careers.

The Colleagues for a Lifetime principle and the CalMed Code of Ethics will guide all decisions and behaviors of students, faculty, and staff. The Colleagues for a Lifetime principle and Code of Ethics will allow students to flourish within an environment of trust, integrity and mutual respect.

Addressing Unprofessional and Exemplary Behaviors

Professionalism includes upholding honesty and integrity; courtesy and respect; and ethical standards of behavior. The development of ideal professional values and behaviors begin on the first day of school and continue throughout one’s career. The processes which shape a student’s professional growth are complex and do not only include the scientific and medical knowledge acquired at CalMed. The ability to know, but more importantly, the ability to be able to apply the acquired knowledge in a caring and compassionate way to patients is just as important if not more so. This “professional” behavior is primarily acquired through interactions with peers, faculty, residents, other healthcare providers, administrative staff, patients and their families all of whom will play a significant part in exemplifying both positive and negative role models which the student will incorporate into his/her character.

Healthcare providers are held in high esteem by society, and they are expected to exhibit professional behavior; no less is expected and required of students at CalMed as they embark on their professional journey to becoming the health caregivers of tomorrow. It is, therefore,

important that both unprofessional and exemplary behaviors are documented so that they can either be appropriately corrected or commended.

Dishonesty in Academic Matters and Other Unprofessional Behavior

Plagiarism

It is highly recommended that one understands the guidelines for writing papers and giving proper attribution before beginning a project. This will enable one to set up a system for documenting the source of information as notes are made in developing the framework from which the paper will be written.

In conducting any research project, one must follow guidelines for acknowledging the use of the work of others. There are a number of manuals on how to write research papers, and it is highly recommended that students identify the appropriate manual for the kind of project being completed. Plagiarism is one particular area that deserves special attention because the definition of plagiarism is broad. There are ramifications for the manner in which one summarizes the work of others and how the ideas of others are documented with appropriate reference notes.

For your reference in completing the required research project, below is part of a "Definition of Plagiarism" by Harold C. Martin, Richard M. Ohmann, and James H. Wheatly, as published in Wesleyan University's Blue Book. We will use this definition in assessing whether plagiarism has occurred in work done by students.

Plagiarism can take many forms:

"The spectrum is a wide one. At one end, there is a word-for-word copying of another's writing without enclosing the copied passage in quotation marks and identifying it in a footnote, both of which are necessary. It hardly seems possible that anyone of college age or more could do that without clear intent to deceive. At the other end, there is the almost casual slipping in of a particularly apt term, which one has come across in reading and which so admirably expresses one's opinion that one is tempted to make it personal property. Between these poles, there are degrees and degrees, but they may be roughly placed in two groups. Close to outright and blatant deceit - but more the result, perhaps, of laziness than of bad intent - is the patching together of random jottings made in the course of reading, generally without careful identification of their source, and then woven into the text, so that the result is a mosaic of other people's ideas and words, the writer's sole contribution being the cement to hold the pieces together. Indicative of more effort and, for that reason, somewhat closer to honesty, though still dishonest, is the paraphrase, an abbreviated (and often skillfully prepared) restatement of someone else's analysis or conclusions without acknowledgment that another person's text has been the basis for the recapitulation." (From reproduction in "Honor in Science," published by Sigma XI, The Scientific Research Society, p. 15.)

Honor Code

The Honor Code of CalMed is a code of conduct that emphasizes four core principles (points 1, 2, 3, and 4) of the "Code of Ethics," i.e., **respect, honesty and integrity, legal and ethical standards**

and behavior, and professionalism, to which all students, faculty, and staff are held responsible for maintaining.

All students, faculty, and staff of the CalMed community are required to follow all applicable provisions of the “Code of Ethics.” Everyone is personally responsible and accountable for maintaining an environment and culture of respect, honesty, integrity, legal and ethical behavior, and professionalism. This environment and culture shall be extended off campus when dealing with a CalMed-related matter or a member of the CalMed community, including, but not limited to patients, clinical clerkship sites participating in the CalMed clinical, educational program. It is understood that teamwork is necessary for ensuring and sustaining an environment as well as culture that support these core principles and related values.

Addressing Unprofessional Behavior

Any and all possible violations of the Honor Code and Professional Conduct are processed as appropriate, by filing an “**Honor Code Violation/Professionalism Concern Report**” with the Office of Student Affairs and Admissions.

Unprofessional behavior may range from minor to severe and from occasional to frequent. For this reason, CalMed has established a tiered method for evaluating and responding to unprofessional behavior which goes from the issuing of a “**Professionalism/Honor Code Violation Notice**” to the involvement of the Student Academic Standards and Promotion Committee. Based on this tiered method, violations of an academic, professional or other nature are subject to appropriate disciplinary action, which may include, but is not limited to, warning, probation, remediation, suspension, dismissal, expulsion, or legal prosecution.

Filing of an “**Honor Code Violation/Professionalism Concern Report**” provides a mechanism whereby faculty members, staff, and students report unprofessional student behavior and “Honor Code Violation/Professionalism Concern” to the Associate Dean of Student Affairs and Admissions. The Associate Dean of Student Affairs and Admissions may provide an educational and/or counseling intervention, or invoke resolutions via the Student Academic Standards and Promotion Committee as described below.

In any report of alleged academic misconduct and unprofessional behavior, the faculty member, staff, or student making the charges should follow the following process:

1. The faculty member, staff, or student who identifies an incident should, if applicable, discuss it with the course/clerkship director, unless there is a conflict of interest.
2. The course/clerkship director should then discuss the incident with the student in question and inform him/her whether there are potential grounds for the issue to be referred to the Associate Dean of Student Affairs and Admissions. Alternatively, students and/or staff filing the report who may not be comfortable with this step may directly discuss the issue with the Associate Dean of Student Affairs and Admissions.
3. The person filing the report completes and sends an “**Honor Code Violation/Professionalism Concern Report**” to the Associate Dean of Student Affairs and Admissions. This form, which can be found on the CalMed Office of Student Affairs and Admissions website, includes:

- a. Name of the individual submitting the report (optional: may be submitted anonymously).
 - b. Name of student who is the alleged perpetrator.
 - c. Date of incident and filing of the report.
 - d. Description of the incident and if any action was taken.
 - e. Identification of possible witnesses to the incident.
4. The Associate Dean of Student Affairs and Admissions will assess the allegation, including its severity and/or frequency and choose to pursue one of the following actions:
- a. Issue a **“Professionalism/Honor Code Violation Notice”** for a minor, first offense, and meet with the student to discuss concerns, provide guidance, and set expectations for future behavior. The Associate Dean of Student Affairs and Admissions will then communicate the outcome to the person who reported the incident. In addition, the Associate Dean will provide written documentation regarding the incident to the Student Academic Standards and Promotion Committee.
 - b. Refer the matter to the Student Academic Standards and Promotion Committee for what may be considered a more significant academic breach of the honor code or professionalism. Examples of such behavior may include repeated tardiness or absenteeism, dishonesty, lying or misrepresenting the truth, breach of confidentiality, disregard for safety, disrespectful language or gestures, poor hygiene, sexual harassment, and others. The Student Academic Standards and Promotion Committee may recommend:
 - Remediation, probation, suspension or dismissal, and/or that comments pertaining to the incident be included in the student's Medical Student Performance Evaluation Letter or similar document in the graduate programs.
5. If the student wishes to appeal the decision of the Associate Dean of Student Affairs and Admissions or that of the Student Academic Standards and Promotion Committee, the student has 10 business days from notification to appeal the decision to the Dean of their school. The Dean will review the case and inform the student of his/her decision within 10 business days. The Dean's decision is final.

Exemplary Professional Behavior

CalMed believes that exemplary professional behavior should be commended to promote a positive atmosphere. For cases of exemplary professional behavior, any faculty member, staff, or student may submit a **“Commendation Report”** to the Student Academic Standards and Promotion Committee through the Associate Dean of Student Affairs and Admissions. The Committee will inform the appropriate course/clerkship director, if applicable, and the Associate Dean of Student Affairs and Admissions so that students may receive recognition for what has been considered as exemplary professional performance. This may include a special notation in the student's Medical Student Performance Evaluation Letter or similar document in the graduate programs.

Student Rights, Grievances, Complaints, and Concerns

Mistreatment in the Learning Environment

An appropriate student learning environment should foster professional growth, support academic achievement, and encourage the attainment of educational goals. CalMed is committed to maintaining an environment where there is mutual respect among students, staff, faculty, and peers. Examples of inappropriate behavior are:

1. Physical contact, including any physical mistreatment or assaults such as hitting, slapping, kicking, throwing objects or threats of the same nature
2. Verbal abuse (attack in words, or speaking insultingly, harshly)
3. Comments and jokes of stereotypic or ethnic connotation, visual harassment (display of derogatory cartoons, drawings or posters)
4. Inappropriate or unprofessional conduct that is unwarranted and reasonably interpreted to be demeaning or offensive
5. Requiring a student to perform tasks intended to humiliate, control, or intimidate the student
6. Unreasonable requests for a student to perform personal services
7. Grading or assigning tasks used to punish a student rather than to evaluate or improve performance
8. Purposeful neglect or exclusion from learning opportunities as means of punishment
9. Sexual assault or other acts of sexual violence
10. Sexual harassment
11. Disregard for student safety
12. Being denied opportunities for training because of gender, race/ethnicity, or sexual orientation
13. Being subjected to offensive remarks/names directed at you based on gender, race/ethnicity, or sexual orientation
14. Receiving lower grades or evaluation based on gender, race/ethnicity, or sexual orientation.
15. Sexual connections between two people when one of them has any expert obligation regarding another's scholarly performance or professional future

Resolving Mistreatment Issues

Students who experience mistreatment or observe others experiencing mistreatment are encouraged to address the issue immediately. Students have the option of dealing with mistreatment informally or formally.

1. Informal Resolution – Whenever possible, it is preferred that students who believe they have been mistreated or those who have witnessed others being mistreated, discuss and attempt to resolve the matter with the alleged offender. It is well recognized that this may not always be a comfortable or viable approach.
2. Formal Resolution – Students formally can report inappropriate behavior in a number of ways and are encouraged to use the process most comfortable for their particular circumstance.

- a. Raise concerns personally to one of the following individuals: administrative deans for education and student affairs, student's academic advisor, Course/Clerkship Director, Department Chair, or faculty member. In short, there is no wrong door.
- b. Submit a named or anonymous report to the Student Academic Standards and Promotion Committee through the Associate Dean of Student Affairs and Admissions.

Note: Students who are requesting complete anonymity should be made aware that doing so may interfere with CalMed's ability to investigate the concern and their ability to receive information about the follow-up investigation.

3. Responding to Concerns of Mistreatment:

- a. Every effort will be made to respond to concerns of mistreatment in a timely and professional manner to minimize the risk of harm and retaliation. The level of corrective response is in the hands of the student whose confidentiality at this first stage is nearly absolute until the student says otherwise; the listener's role is only to help the student think through his/her concerns. If given permission from the student, the complaint will be fully investigated, and measures will be taken to reach an appropriate resolution. Except in cases of an anonymous complaint, students will be provided with clear and timely feedback concerning the status and resolution of their complaint.
- b. The Associate Dean of Student Affairs and Admissions will provide a de-identified annual summary of reported mistreatment concerns to the Dean of the school. The Dean will present this annual review for discussion and comment by the department heads.
- c. Aggregate and de-identified data on mistreatment reports will be presented to Student Academic Standards and Promotion Committee twice annually by the Associate Dean of Student Affairs and Admissions. If serious or repeated concerns are identified, the Associate Dean of Student Affairs and Admissions will bring reports to the Student Academic Standards and Promotion Committee as needed.

Note: Reports will be created within the constraints of the Crime Awareness and Campus Security Act. This is a federal law that requires school officials who have significant responsibility for student and campus activities (except mental health and religious counselors) to report certain (mostly assault) crimes. The law does not require naming anyone involved, but only supplying enough information to Security to allow verification of the crime and its location at the University.

4. No Retaliation Policy: CalMed policies strictly forbid discrimination or retaliation against any community member who reports, in good faith, any instances of conduct that do not comply or appear not to comply with federal or state laws and regulations or local policies and procedures. Those reporting inappropriate behavior have the right to remain anonymous and to use confidential mechanisms to disclose non-compliant activity without fear of retaliation. Individuals who believe that they are experiencing retaliation are strongly encouraged to contact the school's administrative dean for education or student affairs, so that the situation can be addressed immediately.

CAMPUS POLICIES

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

CalMed uses e-mail as a primary method of communication. All students are expected to read their CalMed email messages on a daily basis. University and College administration, faculty and staff rely on e-mail to share information with students about policies, procedures, deadlines, class materials, activities, and other information. Students must check their CalMed e-mail at least once a day to make sure that they are aware of current notices and information. If a student experiences a problem accessing his/her e-mail account (i.e., inability to access the account for longer than 1 business day, i.e. 24 hours), he/she must contact the IT Services Help Desk to resolve the situation.

Students who are not accessing their CalMed e-mail or who do not read notices via e-mail in a timely manner are not exempt from complying with University, College/Program rules, regulations, deadlines, and information.

Visitors on Campus

All visitors are required to sign in at the building front desk. Visitors will be provided temporary identification badges, and the person they are here to see will be contacted. Except in emergencies, if the faculty, staff member, or student is in class, the visitor will be asked to wait until a break or the end of class.

Visitors will be able to use the CalMed library on a request to the help desk or librarian. Visitors will have access to Wi-Fi connection through a visitor account. There will be parking spaces available for visitors along with students.

After-hours visitors will be required to show photo identification to the security personnel. Any complaints involving university visitors will be dealt by the security personnel on duty.

Non-Students and Children in Classroom, Laboratories, and Patient Care Settings

CalMed classes, laboratories, and patient care settings are restricted to enrolled students. Under no circumstances may a student bring anyone else to classes or clerkship settings without prior approval from the school's administrative dean for student affairs and permission of the course or clerkship director. If there is an exceptional situation in which a student would like to bring a friend or family member to class, s/he should make an appointment with the school's administrative dean for student affairs to discuss the request and the circumstances under which the request might be permitted.

CalMed recognizes that some students with children are the sole source of care outside of prearranged daycare. In addressing this issue, students who are parents are encouraged to have daycare arrangements and backup options confirmed prior to beginning coursework. In general, it is not appropriate to bring children into the classroom and, under no circumstances, when examinations are being given. In addition, children may not be brought into the laboratory setting or the patient care setting.

Student Use of Computers

Personal Computers

CalMed aims to be a mindful steward of the financial resources of the university and of the students, by seeking out the most cost-effective methods available.

CalMed programs will offer schedules, learning materials, evaluation opportunities, and assessments electronically. CalMed Programs will not be printing materials for student use, thus following national trends in electronic curriculum, budget considerations, and reducing paper output. Based on the electronic nature of the program, students will be given a personal laptop/tabtop during Year 1 orientation.

- Students will be required to use a laptop/tabtop during all scheduled assessments in the program, as assessments are delivered through web-based programs.
- Outside of the assessments, the students will use a laptop/tabtop to access educational resources during formal curriculum hours.
- Schedules, learning materials, and grades will be available via a web based learning management system.
- Students will be required to fulfill their evaluation obligations available via the learning management system and the curriculum management system.
- Students will be required to submit assignments electronically.

Certain activities of the medical program will take advantage of mobile applications available on both Android and Apple app stores. The Office of Student Affairs and Admissions and the IT websites contain up-to-date information about devices and software.

While enrolled in a CalMed program, student computers and other multimedia devices are to be used purely for educational purposes. If the computers are lost, damaged, or misused, the student will be responsible for replacing the computer. The IT department will be responsible for the initial setup and will make sure that these devices are configured to the CalMed security standards.

Campus/Library Computers

Desktop computer stations will be placed strategically throughout the CalMed campus and library for use by students. Students may use the campus/library computers to complete program assignments or to perform research for program related projects.

Printer usage will be charged through prepaid cards, which may be loaded using the website provided by the vendor. Students will receive an initial copy card for their use and will be charged to replace it if damaged/lost. Copy machines will be available in the library for student use, and access will be controlled by the same prepaid cards.

Students will not be able to save their personal files on the campus/library computers because files will be erased automatically after logging out. Students, however, may save their work on personal flash drives.

Computer Usage

When using personal computers assigned by CalMed and campus/library computers, students will be required to abide by the policies and regulations of the CalMed IT department. Students will not install unauthorized or unlicensed software, access inappropriate materials, or tamper with computer security systems. These acts will be deemed as a violation of university policy. Students who misuse their computers will be considered to have committed an act of unprofessional behavior and academic misconduct and a complaint may be reported to the school's administrative dean for student affairs.

Library Resources

CalMed Library

The CalMed library is located on the first floor of the CalMed education building. Multiple types of seating are available for students' individual and group study. Access to a wireless connection, copying machines, printers, reference services, interlibrary loans, and assistance in database search as well as all other online resources will be available. The CalMed library will be a member of National Network of Libraries of Medicine.

In addition to the library, several other open study areas will be available for students, including College rooms.

CalMed Library Hours

Regular library hours are as follows:

- Monday through Friday: 7:00 am – 11:00 pm
- Saturday and Sunday: 10:00 am – 11:00 pm

Abbreviated hours during winter/spring/summer breaks are as follows:

- Monday through Friday: 10:00 am – 6:00 pm
- Saturday and Sunday: Closed

The library will be closed during statutory holidays.

Library users will not be permitted to remain in the library after the library is closed.

Access to CalMed Library

The medical library will be a restricted area. Students, faculty, staff and their guests will be provided access. Students will not be permitted to leave the library doors open or let unauthorized individuals in the restricted area.

Check-out of Books and Journals

The books in the medical library will be available for check-out for a period of 30 days. One renewal will be allowed. Students will be able to check out reserved teaching materials and books for particular courses for a short term of 4 hours from the help desk or librarian.

Student access to medical/scientific journals, interlibrary loans, and education-related search engines from remote locations will be provided, as well as the training on using these capabilities. Library/resource information hours will be posted in the library.

Remote Access to Library Resources

Student access to on-line medical/scientific journals and education-related databases from remote locations will be provided. Training will be provided for the use of these capabilities during Year 1 Orientation week.

Library Computers, Printers and Copy Machines

Access to computers, printers, and copy machines will be available for library users. The details are found in the Campus/Library Computers policy section.

Food and Drinks

Only light snacks and drinks are permitted in the library, including chips, cookies, nuts, and bottled drinks. Pizza, fries, sandwiches, and foods with a strong odor are not permitted in the library. Food deliveries from vendors will not be allowed.

Minors and Children

All minors under 16 years old must be monitored and supervised by parents or caregivers at all times.

Behavioral Disruptions

Students and library users are expected to behave professionally and respectfully and are compliant with all the policies of the library.

- No excessive noise, harassment, odor, and disturbing behavior will be permitted.
- No disruptions to other library users' study or research will be permitted.
- Cellular phones will be required to stay in the silent mode or be turned off while in the library.
- Video cameras will be allowed only with the permission of the librarian or front desk.
- Library users will not be allowed to leave their personal belongings unattended.
- The library will not be responsible for stolen or lost objects.
- No loitering, advertising, or soliciting will be permitted.

All issues related to the library will be brought to the attention of librarian and the Office of Student Affairs and Admissions. Students failing to comply with the library policy will be asked to leave and will be subject to disciplinary action by the Office of Student Affairs and Admissions and/or Student Academic Standards and Promotion Committee.

ARMC Library

CalMed students, staff, faculty, and administrators will have full access to the library resources at both CalMed and Arrowhead Regional Medical Center (ARMC). The ARMC library is located on the

first floor of the ARMC Building. Limited seating is available for students' individual and group study. Also available are access to a wireless connection, copying machines, printers, reference services, interlibrary loans, and assistance in a database search by trained librarians as well as all other online resources.

ARMC Library Hours

ARMC library hours are as follows:

- Monday through Thursday: 7am-5pm
- Friday: 7am-4pm

The library will be closed during weekends and statutory holidays. Access to online resources is available 24/7. After-hour access may be arranged upon request. Library users will not be permitted to remain in the library after the library is closed.

Access to ARMC Library

Access to ARMC library is available to students, faculty, and staff with their CalMed ID card. Unauthorized individuals will not be allowed in the library.

ARMC Library Resources

Major Online Medical Literature Databases — some have electronic books (eBooks)

- PubMed@ARMC (eBooks)
- PubMed Health
- ClinicalKey (eBooks)
- UpToDate
- ProQuest Databases — Hospital Collection; Health Management; Nursing
- NeoFax Online
- Medline @ Ovid
- LexiComp Drug Database
- Essential Evidence Plus
- The Cochrane Library
- Access Surgery (eBooks)
- Access Medicine (eBooks)
- Mosby's Nursing Skills

Online Electronic Journal Collections – full-text access linked to PubMed@ARMC

- EBSCO – ARMC Journals AtoZ
- Ovid Lippincott-Williams & Wilkins
- Elsevier ClinicalKey
- ProQuest Health & Medical Complete
- PubMed Central & Free Access Journals (HighWire)
- Wiley-Blackwell/Nursing
- American Medical Association (AMA)
- UlrichsWeb Directory for peer-review and journal verification

Smoke-Free and Tobacco-Free Campus Policy

As a healthcare-educational institution, CalMed will be a tobacco and smoke-free campus. Smoking and tobacco products, which includes but not limited to cigarettes, cigars, pipes, smokeless tobacco, snuff, chewing tobacco, smokeless pouches, vapors, e-cigarettes, and any other form of loose-leaf tobacco will be prohibited on all areas on campus which includes all areas of the CalMed educational building as well as the parking lots.

Sales of tobacco products are forbidden on the CalMed campus.

Substance Abuse Policy

CalMed is committed to maintaining a drug-free environment in compliance with applicable laws. The unlawful possession, use, distribution, sale, or manufacture of controlled substances is prohibited on the University campus or any of its facilities. This would also include coming onto university grounds intoxicated or under the influence. Violation of this policy will result in the appropriate disciplinary action.

Controlled substances would include but are not limited to alcohol, amphetamines, barbiturates, benzodiazepines, carisoprodol, opiates, fentanyl analogs, methadone, meperidine, marijuana, and cocaine.

CalMed prohibits the unlawful or unauthorized use, possession, storage, manufacture, distribution, or sale of alcoholic beverages and any illicit drugs or drug paraphernalia in CalMed facilities, in CalMed vehicles, or any CalMed events held on or off campus, which are sponsored by students, faculty and/or staff and their respective organizations.

CalMed recognizes that alcoholism is a disease and that there are treatment programs available to help individuals experiencing problems. When appropriate, CalMed personnel will refer students, faculty, and staff to agencies outside of the University for treatment/rehabilitation for addiction to alcohol or other drugs.

The following statements further clarify the CalMed policy on the use or possession of alcoholic beverages by students, faculty, and/or staff and their respective organizations:

Students, faculty, and/or staff and their respective organizations may not use organizational or public funds for the purchase of alcoholic beverages.

Unless otherwise authorized by the Dean of the school or the President of the University, parties within University facilities at which alcoholic beverages are consumed are prohibited.

Sale of alcoholic beverages by students, faculty, and/or staff and their respective organizations is strictly forbidden. This is to include any action that can be remotely construed as alcohol sale, such as charging admission to parties, passing the hat, selling empty cups, selling drink tickets, etc.

No off-campus activity conducted by students, faculty, and/or staff and their respective organizations shall encourage excessive and/or rapid consumption of alcoholic beverages. The use of alcohol at any such events is expected to be lawful and responsible.

Alcoholic beverages, such as kegs or cases of beer, may not be used as awards or prizes in connection with events or activities sponsored by students, faculty, and/or staff and their respective campus organizations, on or off campus.

The public display of advertising or promotion of the use of alcoholic beverages in CalMed facilities is prohibited. This includes, but is not limited to, banners, lighted beer/liquor signs, and large balloon blow-ups.

Alcoholic promotional activities, including advertising, cannot be associated with otherwise existing CalMed events or programs, on or off campus, without the prior knowledge and consent of appropriate university officials. This includes such items as caps, t-shirts, beverage can coolers, and any other items carrying alcohol/beer advertising.

Advertising of alcoholic beverages in CalMed publications is prohibited.

Unless otherwise authorized by the President of the University or Dean of the school, the use of alcoholic beverages during all public events (including concerts, theatrical performances, athletic events, workshops) held on University facilities is strictly forbidden. For assistance when planning off-campus events, students should consult the Dean.

Persons who violate the foregoing policies or laws which follow are subject to University disciplinary action as well as civil/criminal penalties as determined by University, State, or Federal enforcement officials.

Students who are found in violation of the University policy on alcohol and other drugs may be subject to one or more of the following penalties, dependent upon the severity of the offense and the existence or absence of prior alcohol or other drug violations:

- Consultation only.
- Verbal and/or written warning.
- Probation. An indication that further violations may result in suspension.
- Suspension. Temporary withdrawal of privileges of enrollment from the University for a specified period of time.
- Dismissal. Specific actions must be taken prior to consideration for re-entry.

Note: These penalties need not necessarily be applied in numerical sequence. Any penalty may be chosen from this list for any offense, dependent upon its nature.

Policy on Use and Possession of Marijuana and Drug Screening by Healthcare Facilities

CalMed prohibits the production, distribution, possession, and use of marijuana on University property or during University-sponsored activities. A number of University employees are subject to drug and alcohol testing because of the type of work they perform. Violating these policies or testing positive for marijuana may lead to sanctions, including termination, under the applicable general code of conduct, even if the use occurred outside of work hours and otherwise in accordance with state law. It is still a federal crime to possess and use even small amounts of marijuana on or in any University facilities or vehicles. In addition, failure to comply with federal

laws and regulations on marijuana possession and use on campus jeopardizes our continued receipt of federal funds.

It is important for medical students to be aware of how healthcare facilities will be handling positive tetrahydrocannabinol (THC, the principal psychoactive constituent of cannabis including marijuana) results on drug screening. Several already require drug screening including the THC as a prerequisite for participation in a clerkship or clinical elective. Thus, medical students may face negative consequences for a positive THC screen.

Service Animal Policy

Policy Statement

It is the policy of CalMed that service animals assisting individuals with disabilities be permitted on University property. All other animals are prohibited except as provided below.

Definition of Service Animal

“Service animal” is defined by the Americans with Disabilities Act (ADA) as any guide dog, signal dog, or other animal individually trained to do work or perform disability mitigating tasks for the benefit of an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals with impaired hearing to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair, or fetching dropped items.

When a Service Animal May Be Asked to Leave, or is Prohibited in a University Facility or Program

A service animal may be asked to leave a University facility or program if the animal’s behavior or presence poses a direct threat to the health or safety of others. For example, a service animal that displays vicious behavior towards people may be excluded.

Service animals may also be excluded in areas where the presence of a service animal fundamentally alters the nature of a program or activity or is disruptive. Examples may include but are not limited to, research labs, areas requiring protective clothing, and food preparation areas.

Anyone notified of a student request for disability accommodations, including requests to have a service animal accompany a student on campus, should refer the student to the Office of Student Affairs and Admissions.

Employees

An employee who is requesting a disability accommodation, including requests to have a service animal at work, should contact the Office Human Resources, for information and assistance.

Visitors and Invited Guests

Service animals assisting visitors with disabilities are welcome in all areas of campus that are open to the public. Specific questions related to the presence of service animals on campus by visitors and invited guests can be directed to the Office of Administration.

Service Animals in Training

A service animal in training is permitted the same access to University grounds and facilities as a service animal assisting an individual.

Requirements for Service Animals

Vaccination and Licensing: Service animals for students or employees must be immunized and licensed in accordance with the City of San Bernardino Municipal Code. The service animal of a campus visitor must be licensed and vaccinated as required by the visitor's state, county, and city of residence.

Service dogs must be on a leash at all times; a leash is also required for all other service animals for which a leash is not impracticable or unfeasible.

Cleanup Rule: The owner/keeper of a service animal must promptly remove (dispose of) any animal waste.

Under Control: The owner/keeper of a service animal must be in full control of the animal at all times. The care and supervision of a service animal is solely the responsibility of owner/ keeper.

Animals not Meeting the ADA Definition of Service Animal

Animals not covered under the ADA service animal definition are excluded from all University facilities and grounds, except when the animal is outside on University grounds for a short duration in a vehicle or on a leash and is accompanied by someone providing transportation services to a University student or employee. Animals required for official University business may also be permitted on University grounds.

Distribution of Handbills, Leaflets, and Similar Materials

Non-commercial handbills, leaflets, and similar materials may be distributed by regularly enrolled students, and by University personnel in public areas and in meeting rooms that have been reserved for their use, so long as such distribution does not materially or substantially interfere with the conduct of University functions or the freedom of movement.

Signs, posters, and leaflets may be posted only on designated campus bulletin boards, which have been provided for such purposes. It is the responsibility of the sponsoring organization to remove any promotional materials the day after the event. Any maintenance expense incurred by the University may be billed to the responsible organization.

To promote robust dialog, CalMed strongly encourages distributors of handbills, leaflets, and similar materials to include contact information on the material distributed.

University Holidays

1. New Year's Day
2. Martin Luther King, Jr. Day
3. President's Day

4. Memorial Day
5. Independence Day
6. Labor Day
7. Thanksgiving Day
8. Day after Thanksgiving
9. Day before Christmas
10. Christmas Day
11. Day before New Year's

Holidays occurring on Saturday will be observed on the preceding Friday, while those occurring on Sunday will be observed on the following Monday.

Religious Observance Policy

California University of Science and Medicine (CalMed) values diversity and how it is expressed through participation in meaningful and significant religious events. In keeping with this value, CalMed has adopted guidelines that ensure students and faculty are afforded the opportunity to observe religious holidays without penalty. The list of religious holidays most frequently observed by members of the CalMed community and associated dates for the academic year can be found below.

Calendar of Holidays and Religious Observances

This calendar lists California University of Science and Medicine holidays, traditional Observances, and major days of religious significance. Although many of these days are not University holidays, faculty are asked to use this information and their discretion when responding to student requests for time off for religious purposes. Please take special note of those holidays that have been designated non-work days by the religions that celebrate them.

NOTE:

All Jewish and Islamic holidays begin at sundown on the evening before the first date shown.

*These holidays have been designated non-work days by the religions that celebrate them.

#Some of these dates are not fixed to a calendar but based on the actual sighting of the moon and therefore there may be some variance by a day.

Autumn 2017

Holiday or Observance	Religious Group	Dates	Additional Notes
Navaratri/Dassehra	Hindu	Sept. 21-29, 2017	Thursday-Friday
Muharram (Al Hijrah New Year)	Islamic	Sept. 21, 2017	Thursday
*Rosh Hashanah (New Year)	Jewish	Sept. 21-22, 2017	*Designated non-work day for observers

Holiday or Observance	Religious Group	Dates	Additional Notes
*Yom Kippur (Day of Atonement)	Jewish	Sept. 30, 2017	*Designated non-work day for observers (Saturday)
*Sukkot (Feast of Tabernacles)	Jewish	Oct. 5, 2017	*Designated non-work day for observers
*Shmini Atzeret	Jewish	Oct. 12, 2017	*Designated non-work day for observers
*Simchat Torah	Jewish	Oct. 13, 2017	*Designated non-work day for observers
Diwali	Hindu	Oct. 19, 2017	
Thanksgiving Day		Nov. 23, 2017	U.S. Holiday
Mawlid-al-Nabi (birthday of Mohammad)	Islamic	Dec. 1, 2017	Date not fixed. See note above.
Hanukkah (Chanukah)	Jewish	Dec. 13-20, 2017	Wednesday-Wednesday
Christmas Day	Christian	Dec. 25, 2017	Monday

Spring 2018

Holiday or Observance	Religious Group	Dates	Additional Notes
New Year's Day		Jan. 1, 2018	Monday
Orthodox Christmas	Christian Orthodox	Jan. 7, 2018	Sunday
Martin Luther King Day		Jan. 15, 2018	Monday
President's Day		Feb. 19, 2018	Monday
Maha Shivaratri	Hindu	Feb. 14, 2018	Wednesday
Beginning of Lent	Christian Orthodox	Feb. 19, 2018	Monday
Ash Wednesday	Christian	March 28, 2018	Wednesday
Purim	Jewish	March 1, 2018	Thursday

Holiday or Observance	Religious Group	Dates	Additional Notes
Holi	Hindu	March 2-3, 2018	Friday-Saturday

CalMed has set guidelines pertaining to the observation of religious holidays and are as follows:

- Students shall not be penalized due to absence from class or other scheduled academic or educational activity because of religious observances, practices or beliefs. Students should review course requirements and meeting days and times to avoid foreseeable conflicts, as excessive absences in a given term may prevent a student from successfully completing the academic requirements of a course.
- At least one week prior to the beginning of each semester, students are to notify the appropriate Course Director responsible for the course during which the absence will take place regarding their request to be absent from class on the day(s) of religious observance. The student's request must be made in writing and include the following:
 - Notification to the student's Course Director and the school's administrative dean for student affairs of the student's request for excused absence from participation in an aspect of the curriculum.
 - A statement of the reason for this request and a description of the curriculum that the student will miss as a result of this absence.
 - The date of the request and the student's signature.
- The Course Director and the school's administrative dean for student affairs will review any student's written request, decide if there is a need to grant reasonable accommodation for religious observance, and whether granting an accommodation will unduly burden faculty, staff, or others involved with the affected activity or will unacceptably compromise the rigor of the educational requirements. They will also consider whether there will be an opportunity to make up any missed activity. A written response to the student request will be issued by the school's administrative dean for student affairs. The student's request and written response to the request will be maintained in the student's academic file.
- Work Assignments: Students who are excused from class, specific work assignment, or other academic or educational activity for the purpose of observing a religious holy day will be responsible for the material covered in their absence, but shall be permitted a reasonable amount of time to make up any missed work. Missed work shall be made up in accordance with a timetable set by the student's instructor or as prescribed by the instructor at the beginning of the academic term, including permission to make up examinations.
- *Examinations, Major Class Events, Major University Activities: The University, by and through itself and its instructors, shall use reasonable efforts not to schedule a major examination, major class events, or major University activities on a recognized religious holy day. A recognized religious holy day is recognized on the student academic calendar.*

Evidence of such recognition shall be provided by the student unless the holy day has been previously recognized by the University on its University Calendar as a day of observance in which the University is closed in observance of the holiday.

Faculty who intend to observe a religious holiday must arrange for cross-coverage or rescheduling of their missed classes, no later than the beginning of the semester.

Medical Students Requesting to be Absent During Years 3-4

- Students requesting an absence due to religious observances during any clerkship shall notify the relevant Clerkship Director at least one week before the clinical clerkship begins in order to avoid scheduling conflicts.

- The student's request must be in writing and include the following:
 - Notification to the students' Clerkship Director and the Associate Dean of Student Affairs and Admissions of the student's request for an excused absence from participation in some aspect of the curriculum.
 - A statement of the reason for this request and a description of the aspect of the curriculum that the student will miss as a result of this absence.
 - The date of the request and the student's signature.

- The Clerkship Director and the Associate Dean of Student Affairs and Admissions will review any student's written request, decide if there is a need to grant reasonable accommodation for religious purposes, and whether granting an accommodation will unduly burden faculty, staff or others involved with the affected activity or will unacceptably compromise the rigor of the educational requirements. They will also consider whether there will be an opportunity to make up any missed activity. A written response to the student request will be issued by the Associate Dean of Student Affairs and Admissions. The student's request and written response to the request will be maintained in the student's academic file.

FEDERAL AND STATE REGULATORY POLICIES

Nondiscrimination Policy

CalMed is committed to equal opportunity in its educational programs and employment. CalMed does not discriminate with regard to age, ancestry, disability, gender, marital status, national origin, parental status, race, religion, sexual orientation, or veteran status and provides equal treatment and access to all CalMed programs, activities, and application for employment.

Equal educational opportunity includes but is not limited to the following: admission, recruitment, extracurricular programs and activities, facilities, access to course offerings, counseling and testing, financial assistance, and employment.

Equal employment opportunity includes but is not limited to providing and safeguarding the opportunity for all persons to seek, obtain, and hold employment and qualify for advancement in CalMed without discrimination. CalMed is committed to nondiscrimination in compliance with the Civil Rights Act, Title IX of the Education amendments of 1972, The Rehabilitation Act of 1973 (Section 503 and 504), The Americans with Disabilities Act of 1990, Americans with Disabilities Act Amendments Act of 2008, Executive Orders 11246 and 11375, The Vietnam Era Veterans Readjustment Act of 1967, The Age Discrimination in Employment Act of 1967, and nondiscrimination laws of the State of California.

Procedures for Nondiscrimination Complaint

Students who feel they have been discriminated against will notify a member of the Office of Student Affairs and Admissions or the Office of Administration as appropriate. The representative of the administration will thoroughly discuss the basis of the complaint with the student and seek informal resolution within 30 days.

In seeking informal resolution, the school's administrative dean for student affairs will discuss the allegation(s) with the alleged offender. If appropriate, and if the complainant is willing, the representative will mediate a discussion between the complainant and the alleged offender. The representative is to document all actions taken in journal form. If the complainant is satisfied with the informal resolution through the representative's actions, the case is closed. If not, the representative will counsel the complainant on the following specific requirements:

- Ensure the complainant understands that if a complaint is to be filed, it must be submitted on a CalMed Unlawful Discrimination Complaint Form within 120 days of the incident. The form will be available from the Office of Student Affairs and Admissions.
- The CalMed Office of Student Affairs and Admissions will send a notice of proposed resolution to the complainant within 90 days.
- Procedures for faculty-involved complaints will follow faculty bylaws, if appropriate.

Employees who feel they have been discriminated against will notify the human resources department at CalMed, which may initiate an investigation and make a decision for further action on the basis of the evidence presented.

Sexual Harassment

It is the policy of CalMed to provide an educational environment free from any form of sexual harassment directed at any employee, student, or another person while engaged in business activities for or with CalMed. Sexual harassment is a form of sex discrimination. It is a violation of the Federal Civil Rights Statutes of 1964, Title VII of the Equal Employment Opportunity Act of 1972 (as amended), Government Code Sections 12940 (i) and (j) of the California Fair Employment and Housing Act, and Government code Section 19702 of the State Civil Service Act.

Examples of Sexual Harassment

Sexual harassment is defined as unsolicited and unwelcome sexual advances, requests for sexual favors, and other verbal, physical, or visual conduct of a sexual nature, which occurs under any one of three circumstances:

1. Explicitly or implicitly conditioning employment or successful completion of a course on an individual's acceptance of unwanted or unsolicited sexual advances or other conduct of a sexual nature.
2. Basing a decision affecting an employee or student upon that employee's or student's acceptance or rejection of unsolicited sexual advances or other conduct of a sexual nature.
3. Any conduct which has the potential to negatively affect an employee/student's performance and/or create an intimidating, hostile, or otherwise offensive environment.

Procedures for Sexual Harassment Complaint

CalMed will fully investigate and resolve complaints of sexual harassment. Any person who feels s/he has been sexually harassed may file a discrimination complaint by contacting the Title IX Coordinator at CalMed, TBA.

Retaliation

CalMed prohibits retaliation or reprisals against individuals based on their pursuit in good faith of a grievance or complaint, or their participation in good faith in the grievance or complaint process. Retaliation is a form of misconduct, which may itself result in a disciplinary process. If a student feels they are a victim of retaliation, they should contact the school's administrative dean for student affairs immediately.

Americans with Disabilities Act (ADA)

CalMed will provide individuals with disabilities equal educational opportunities, programs, and services consistent with the requirements of Section 504 of the Rehabilitation Act of 1973, Title III of the Americans with Disabilities Act of 1990, and the Americans with Disabilities Amendments Act of 2008. To ensure equality of access for students with disabilities, academic accommodations and auxiliary aids will be provided to the extent necessary to comply with state and federal laws and regulations. Academic accommodations and auxiliary aids will specifically address those functional limitations of the disability, which adversely affect equal education opportunity.

When necessary, CalMed will make reasonable modifications to policies, practices or procedures or provide auxiliary aids and services, as long as doing so will not fundamentally alter the nature of CalMed programs or impose an undue burden on the institution. Students requiring assistance must make timely and appropriate disclosures and requests. Request for reasonable accommodations should be made as soon as possible after acceptance.

Students requesting such assistance must provide information and documentation regarding their disability and their limitations, including appropriate medical information to CalMed's ADA Officer, in the Office of Human Resources. A student may be required to undergo an additional evaluation if needed by CalMed to collaborate effectively with the student in securing appropriate learning strategies. All personal and medical information will be treated as confidential.

Students' Right to Know Act 1990

Education is fundamental to the development of individual citizens and the progress of the nation as a whole. There is increasing concern among citizens, educators, and public officials regarding the academic performance of students at institutions of higher education. Prospective students should be aware of the educational commitments of an institution of higher education. Knowledge of graduation rates helps prospective students make an informed judgment about the educational benefits available at a given institution of higher education.

In compliance with the Student-Right-to-Know and Campus Security Act of 1990, it is the policy of CalMed to make available its completion and transfer rates to all current and prospective students as they become available.

Firearms and Weapons Policy

Consistent with California law (SB 707), firearms (whether loaded or unloaded) are prohibited on the CalMed campus. It is a violation of CalMed policy and state law for any person to carry a firearm or dangerous weapon on school premises, school-provided transportation or areas of other facilities being used exclusively for school activities. Dangerous weapons include but are not limited to firearms, slingshots, sand clubs, metal knuckles, daggers, dirks, spring blade knives, nun-chu-ka sticks, throwing stars, air guns, stun guns, and devices intended to injure a person by an electric shock.

Persons over eighteen years of age may possess personal protection spray devices on school property. Personal protection spray devices may not be used other than in self-defense as defined by state law. Possession, transmission or use of personal protection spray devices under any other circumstances is a violation of CalMed policy.

CalMed may expel a student if the student acts with malice and displays an instrument that appears to be a firearm or weapon as described above on school premises, school-provided transportation, or areas of facilities while being used exclusively for school activities.

School officials will notify the appropriate law enforcement agency of known or suspected violations of this policy. Students who violate this policy shall be expelled.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at California University of Science and Medicine (CalMed) is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending CalMed to determine if your credits or degree will transfer.

Institutional Financial Solvency

CalMed is a financially sound institution of higher education. The institution has never filed a bankruptcy petition nor has it had a petition of bankruptcy filed against it that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

Complaint about the Institution

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet web site (www.bppe.ca.gov).

COURSE LISTINGS

All CalMed-SOM courses, clerkships, sub-internships, and electives are graduate level.

MD Program

Description of Year 1 and 2 Courses

The structure of all system-based courses in the first two years of the curriculum is multidisciplinary and is given by an interdisciplinary team of faculty who cover clinical as well as basic science disciplines (embryology, anatomy, histology, genetics, biochemistry, physiology, immunology, microbiology, pathophysiology, pathology, and pharmacology). The courses are designed around clinical presentations (CPs) which allow students to develop knowledge and understanding of the basic scientific principles that underpin the practice of medicine. The clinical presentation-based learning program emphasizes the need for students to be able to explain the mechanisms responsible for the production of symptoms and signs of diseases and to be able to relate these to pathophysiology and associated underlying scientific disciplines. Moreover, the integration of clinical education and basic science has the aim to reinforce appropriate emphasis on fundamental scientific principles that are key to lifelong learning and biomedical scientific literacy. Understanding these principles is essential to empower physicians to continue to comprehend their own discipline's literature and to critically evaluate claims of therapeutic effectiveness and safety throughout their careers.

Year 1

CM-5100: The Scientific Foundations of Medicine

- Credits: 6
- Sites: CalMed
- Prerequisites: None
- Open to Exclerks: No

Description: Medicine is both an art and a science and although these are considered interdependent and inseparable, this course, nevertheless, deals only with the “science” aspect of medicine. However, unlike chemistry and physics, medicine is not a pure science but an “applied science” in that it applies the principles of pure science. This course focuses on those scientific principles, that when interpreted correctly, will lead the physician to make sound scientific-based diagnostic and therapeutic decisions. The aims of this course are: to present the fundamental molecular, cellular and morphological principles of the biomedical sciences, to convey to the student how these principles govern the holistic control of life itself, and to link the learned scientific information to clinical medicine.

Evaluation: A combination of formative and summative assessments including multiple-choice questions, clinical skills exams, clinical presentation work-up assessments, laboratory assessments, and individual readiness assessment tests.

Grade Criteria: Numeric percentage score, 70% to pass.

CM-5200: The Structural Integrity of the Human Body

- Credits: 6

- Sites: CalMed
- Prerequisites: None
- Open to Exclerks: No

Description: The integumentary and musculoskeletal systems together function to maintain the structural and functional integrity of the human body. This course provides an integrated study of the basic sciences related to both the skin, with its numerous functions from acting as a protective barrier from the outside environment to that of hormone synthesis (vitamin D), and the musculoskeletal system which provides form, support, stability and movement to the body. The goal of this course is to provide comprehensive basic anatomical and molecular knowledge about bones, joints, muscles, tendons, ligaments, skin and associated soft tissues and correlate this knowledge to normal function and the clinical manifestations of disease.

Evaluation: A combination of formative and summative assessments including multiple-choice questions, clinical skills exams, clinical presentation work-up assessments, laboratory assessments, and individual readiness assessment tests.

Grade Criteria: Numeric percentage score, 70% to pass.

CM-5300: The Sustenance of the Body

- Credits: 5
- Sites: CalMed
- Prerequisites: None
- Open to Exclerks: No

Description: This course provides comprehensive knowledge concerning the mechanical and chemical processes that lead to the digestion of food and absorption of nutrients. It covers the various constituents of the gastrointestinal system that are essential in appropriately making these nutrients available to the body for sustenance. The course will contrast the normal structure and function of the gastrointestinal system with its major pathological conditions. The aim of this course is to demonstrate how an understanding of the basic and clinical sciences leads to accurate diagnoses and therapeutic decisions.

Evaluation: A combination of formative and summative assessments including multiple-choice questions, clinical skills exams, clinical presentation work-up assessments, laboratory assessments, and individual readiness assessment tests.

Grade Criteria: Numeric percentage score, 70% to pass.

CM-5400: The Depurative Functions of the Body

- Credits: 4
- Sites: CalMed
- Prerequisites: None
- Open to Exclerks: No

Description: This course deals with the urinary system whose constituents (kidneys, ureters, bladder, urethra and associated structures) remove wastes and water from the body through the production and excretion of urine. Although this system basically cleans the blood (and the body) of metabolic wastes (substances produced that the body cannot use), it also functions to control the body's internal environment by regulating blood volume, blood pressure, levels of electrolytes and metabolites, and blood pH. The course provides a comprehensive integration between the basic and clinical sciences. It focuses on the functions of the components of the urinary system in health and disease. The course contents relate signs and symptoms of urinary system disorders to

their pathologic basis and support the clinical approach to diagnosis and treatment of these disorders.

Evaluation: A combination of formative and summative assessments including multiple-choice questions, clinical skills exams, clinical presentation work-up assessments, laboratory assessments, and individual readiness assessment tests.

Grade Criteria: Numeric percentage score, 70% to pass.

CM-5500: The Formed Elements of Life

- Credits: 4
- Sites: CalMed
- Prerequisites: None
- Open to Exclerks: No

Description: Blood is the only tissue that flows its life-sustaining “formed elements” throughout the body in a liquid vehicle under the influence of the cardiovascular system. It is also an essential part of the immune system. This course focused on the fundamental concepts of the hematologic and immune systems emphasizing the basic structures, functions and interactions of related cells, tissues and organs. It covers the basic science (anatomy, biochemistry, physiology, genetics, etc.,) as well as the clinical (pathology and pharmacology) aspects of these systems. Disorders of the hematopoietic system that will be covered involve the red blood cells, the granulocytes, the lymphocytes and monocytes (of the immune system), and the platelets (and the clotting proteins of the hemostatic system), as well as the organs and tissues involved in the production of these cells.

Evaluation: A combination of formative and summative assessments including multiple-choice questions, clinical skills exams, clinical presentation work-up assessments, laboratory assessments, and individual readiness assessment tests.

Grade Criteria: Numeric percentage score, 70% to pass.

CM-5600: The Transport and Delivery of Life’s Elements

- Credits: 8
- Sites: CalMed
- Prerequisites: None
- Open to Exclerks: No.

Description: This course deals both with the respiratory system, that brings air into the body, and the cardiovascular system that delivers oxygen and nutrients (the “elements of life”) from the respiratory and gastrointestinal systems to organs and cells and wastes from these organs and cells to deliver them to the “depurative” system. This course provides the knowledge and skills to integrate the basic sciences with their clinical application by exploring the normal structure and function of the components of the respiratory and cardiovascular systems and the pathologic conditions that can affect them.

Evaluation: A combination of formative and summative assessments including multiple-choice questions, clinical skills exams, clinical presentation work-up assessments, laboratory assessments, and individual readiness assessment tests.

Grade Criteria: Numeric percentage score, 70% to pass.

CM-5700: Clinical Skills (I)

- Credits: 5

- Sites: CalMed
- Prerequisites: None
- Open to Exclerks: No

Description: The Clinical Skills (I) and (II) courses are designed to teach the basic clinical skills needed for medical practice. These skills include effective doctor-patient and inter-professional communication, counseling and feedback, history taking, physical examination, diagnostic study interpretations, select clinical procedures, and clinical case presentation. Using a multitude of learning modalities (e.g., self-directed study, team-based study, stimulations, real patient scenarios, and journal club), students will be given formative feedback and assessed by way of self-reflection and -assessment, quizzes, faculty observation, peer-feedback, and standardized patient assessment. The topics of the clinical skills for a given week will be based on the clinical presentations (CPs) as part of system-based courses.

Evaluation: A combination of formative and summative assessments including self-reflection and -assessment, quizzes, faculty observation, peer-feedback, and standardized patient assessments.

Grade Criteria: Numeric percentage score, 70% to pass.

CM-5800: College Colloquium (I)

- Credits: 4
- Sites: CalMed
- Prerequisites: None
- Open to Exclerks: No

Description: The College Colloquium (I) and (II) courses are a compilation of seminars presented to first and second-year medical students. At the start of medical school, students are divided into groups of 10 forming a “learning community” or “college” each led by two College Mentors. The College Mentors are charged with the delivery of the College Colloquium content to their respective college. In a discussion or workshop format, colloquia cover complex, multifaceted aspects of professional development. Invited presentations are also given by experts in the field followed by discussion. The course intends to survey issues that the students will encounter in the practice of medicine and to prepare them to become compassionate, trustworthy, well-informed physicians. By understanding the challenges of the profession, the students are better able to face them in an informed and honorable fashion.

Evaluation: College colloquium examinations, Journal Club presentations.

Grade Criteria: Numeric percentage score, 70% to pass.

Year 2

CM-6100: The Foundation of Life’s Functions

- Credits: 5
- Sites: CalMed
- Prerequisites: Year 2 standing
- Open to Exclerks: No.

Description: This course provides information on the endocrine system which, through the production of hormones (chemical messengers), influences the activities and function of every cell, organ, and system of the body. This course will focus on the normal structure and function of the endocrine glands, their hormonal products, the disease states arising from abnormal glandular function and the therapeutic principles involved in the management of endocrine disorders.

Evaluation: A combination of formative and summative assessments including multiple-choice questions, clinical skills exams, clinical presentation work-up assessments, laboratory assessments, and individual readiness assessment tests.

Grade Criteria: Numeric percentage score, 70% to pass.

CM-6200: The Integration of Life's Processes

- Credits: 9
- Sites: CalMed
- Prerequisites: Year 2 standing
- Open to Exclerks: No

Description: The course emphasizes the interdisciplinary study of the human nervous system as it applies to clinical medicine by covering subjects ranging from molecular and morphological biology to cognitive and neuroimaging studies. The purpose of the course is to demonstrate that nervous system disorders can be understood in terms of neuroanatomical and physiological mechanisms and to convey the fundamental facts and concepts underlying current knowledge of the nervous system as it applies to general clinical training in medicine. The course covers individual topics such as organization, function, and dysfunction (e.g., lesion effects) of spinal cord, brainstem, cerebral cortex, and subcortical regions as well as the senses.

Evaluation: A combination of formative and summative assessments including multiple-choice questions, clinical skills exams, clinical presentation work-up assessments, laboratory assessments, and individual readiness assessment tests.

Grade Criteria: Numeric percentage score, 70% to pass.

CM-6300: Human Conduct and Behavior

- Credits: 3
- Sites: CalMed
- Prerequisites: Year 2 standing
- Open to Exclerks: No

Description: This course focuses on the development and integration of behavioral, psychosocial, and biomedical science knowledge and the application of this knowledge in understanding the etiology, diagnosis, and management of psycho-behavioral disorders.

Evaluation: A combination of formative and summative assessments including multiple-choice questions, clinical skills exams, clinical presentation work-up assessments, laboratory assessments, and individual readiness assessment tests.

Grade Criteria: Numeric percentage score, 70% to pass.

CM-6400: The Propagation of Life

- Credits: 5
- Sites: CalMed
- Prerequisites: Year 2 standing
- Open to Exclerks: No.

Description: This course is designed to give the student a clear understanding of those structures and functions which are directly or indirectly related to the process of reproduction. The course will allow students to acquire a deep understanding of the anatomy, physiology, and pathophysiology of the male and female reproductive systems from their embryonic origins through their developmental/pubertal milestones to reach a mature adult capable of reproduction. Students will

gain an understanding of male and female sexual functioning, the potential associated disorders, as well as the pharmacologic agents affecting reproductive related functions.

Evaluation: A combination of formative and summative assessments including multiple-choice questions, clinical skills exams, clinical presentation work-up assessments, laboratory assessments, and individual readiness assessment tests.

Grade Criteria: Numeric percentage score, 70% to pass.

CM-6500: The Continuum of Life

- Credits: 6
- Sites: CalMed
- Prerequisites: Year 2 standing
- Open to Exclerks: No.

Description: In keeping with the definition of “continuum” (i.e., something that keeps on going, changing slowly over time), this course spans the continuity and progression of human existence from the beginning to the end of life. The segments of this continuum, such as birth, infancy, childhood, adolescence, adulthood, and old age, identify developmental phases, each with its own biological, psychological, environmental and social characteristics, through which individuals pass over the course of their lives. This course focuses on those aspects related to the developmental phases and environmental challenges peculiar to each phase of this continuum by covering the basic science and clinical disciplines needed to understand these changes.

Evaluation: A combination of formative and summative assessments including multiple-choice questions, clinical skills exams, clinical presentation work-up assessments, laboratory assessments, and individual readiness assessment tests.

Grade Criteria: Numeric percentage score, 70% to pass.

CM-6600: Academic Research Study

- Credits: 4
- Sites: CalMed
- Prerequisites: None
- Open to Exclerks: No

Description: The Academic Research Study course is a mentored research project for each student in preparation for lifelong learning and critical thinking. Students will develop methodological and analytical skills to support their future clinical and research careers. They will be exposed to information literacy, research methodology, research bioethics and professionalism, statistical analysis, manuscript preparation and submission, and grant writing. The areas of mentored research include basic science, translational, clinical, community-based, and educational research. The capstone project will culminate in a poster presentation at the CalMed Research Day.

Evaluation: Capstone project, poster presentation, external platform presentation or publication in peer-reviewed journal.

Grade Criteria: Numeric percentage score, 70% to pass.

CM-6700: Clinical Skills (II)

- Credits: 3
- Sites: CalMed
- Prerequisites: Year 2 standing
- Open to Exclerks: No

Description: The Clinical Skills (I) and (II) courses are designed to teach the basic clinical skills needed for medical practice. These skills include effective doctor-patient and inter-professional communication, counseling and feedback, history taking, physical examination, diagnostic study interpretations, select clinical procedures, and clinical case presentation. Using a multitude of learning modalities (e.g., self-directed study, team-based study, stimulations, real patient scenarios, and journal club), students will be given formative feedback and assessed by way of self-reflection and -assessment, quizzes, faculty observation, peer-feedback, and standardized patient assessment. The topics of the clinical skills for a given week will be based on the clinical presentations (CPs) as part of system-based courses.

Evaluation: A combination of formative and summative assessments including self-reflection and -assessment, quizzes, faculty observation, peer-feedback, and standardized patient assessments.

Grade Criteria: Numeric percentage score, 70% to pass.

CM-6800: College Colloquium (II)

- Credits: 3
- Sites: CalMed
- Prerequisites: Year 2 standing
- Open to Exclerks: No

Description: The College Colloquium (I) and (II) courses are a compilation of seminars presented to first and second year medical students. At the start of medical school, students are divided into groups of 10 forming a “learning community” or “college” each led by two College Mentors. The College Mentors are charged with the delivery of the College Colloquium content to their respective college. In a discussion or workshop format, colloquia cover complex, multifaceted aspects of professional development. Invited presentations are also given by experts in the field followed by discussion. The course intends to survey issues that the students will encounter in the practice of medicine and to prepare them to become compassionate, trustworthy, well-informed physicians. By understanding the challenges of the profession, the students are better able to face them in an informed and honorable fashion.

Evaluation: College colloquium examinations throughout the year, Journal Club presentations.

Grade Criteria: Numeric percentage score, 70% to pass.

Year 3

GS-7100: Surgery Clerkship

- Credits: 8
- Sites: Arrowhead Regional Medical Center (ARMC)
- Prerequisites: Year 3 standing
- Open to Exclerks: No

Description: The Surgery Clerkship is an 8-week rotation where students spend time in an inpatient and outpatient setting working closely with clinical trainees and faculty. The clerkship intends to have students apply their knowledge of the basic sciences and expand their clinical knowledge base through a variety of patient encounters and procedures in the realm of general surgery. Students participate in patient care pre- and post-operatively and assist in the operating room in the inpatient portion of the clerkship. In the outpatient setting, students are exposed to different environments in which surgery is performed. Subspecialties include cardiothoracic, colorectal, GI, plastic, orthopedic, pediatric, trauma, transplant, urological, and vascular surgery. By the clerkship

end, students will be able to demonstrate understanding of surgical pathologies and their treatments, expected outcomes and complications, and non-surgical alternatives.

Evaluation: A combination of formative and summative assessments including observed performance by supervising clinical trainees and faculty.

Grade Criteria: Numeric percentage score, 70% to pass.

IM-7200: Medicine Clerkship

- Credits: 8
- Sites: ARMC
- Prerequisites: Year 3 standing
- Open to Exclerks: No

Description: The Medicine Clerkship is an 8-week rotation where students spend time in an inpatient and outpatient setting working closely with clinical trainees and faculty. The clerkship intends to have students apply their knowledge of the basic sciences and expand their clinical knowledge base through a variety of patient encounters and procedures in the realm of internal medicine. Students participate in patient care in the medicine wards and manage patients from admission to discharge. Students evaluate and manage patients with acute illnesses and master the art and science of history taking, physical examination, lab interpretation, clinical reasoning, communication skills, and written skills. In the outpatient setting, students are exposed to clinics in which internal medicine is practiced. Students should develop sensitivity to social, familial, ethical, legal, cultural, and economic issues encountered in an ambulatory setting. By the clerkship end, students will be able to apply the history, physical exam, and available diagnostic testing to create differential diagnoses and patient-oriented assessments/plans.

Evaluation: A combination of formative and summative assessments including observed performance by supervising clinical trainees and faculty.

Grade Criteria: Numeric percentage score, 70% to pass.

CH-7300: Pediatrics Clerkship

- Credits: 8
- Sites: ARMC
- Prerequisites: Year 3 standing
- Open to Exclerks: No

Description: The Pediatrics Clerkship is an 8-week rotation where students spend time in an inpatient and outpatient setting working closely with clinical trainees and faculty. The clerkship intends to have students apply their knowledge of the basic sciences and expand their clinical knowledge base through a variety of patient encounters and procedures in the realm of pediatrics. Students participate in patient care in the pediatric wards and manage patients from admission to discharge. In the outpatient setting, students are exposed to clinics in which pediatrics is practiced. Students should develop sensitivity to social, familial, ethical, legal, cultural, and economic issues encountered in an ambulatory setting. Students will learn how to examine and evaluate pediatric patients including infants, toddlers, school-age children, and adolescents. They will develop an understanding that children are not just small adults. The role of the pediatrician in the prevention of disease is stressed.

Evaluation: A combination of formative and summative assessments including observed performance by supervising clinical trainees and faculty.

Grade Criteria: Numeric percentage score, 70% to pass.

MH-7400: Obstetrics and Gynecology Clerkship

- Credits: 8
- Sites: ARMC
- Prerequisites: Year 3 standing
- Open to Exclerks: No

Description: The Obstetrics and Gynecology Clerkship is an 8-week rotation where students spend time in an inpatient and outpatient setting working closely with clinical trainees and faculty. The clerkship intends to have students apply their knowledge of the basic sciences and expand their clinical knowledge base through a variety of patient encounters and procedures in the realm of obstetrics and gynecology. Students participate in patient care in the obstetrics and gynecology wards, labor and delivery unit, and operating room. In the outpatient setting, students are exposed to clinics in which obstetrics and gynecology is practiced. Students should develop sensitivity to social, familial, ethical, legal, cultural, and economic issues encountered in an ambulatory setting. Students will become comfortable with a gynecologic evaluation and assessment, will gain an understanding of the process of normal labor and delivery, and recognize precancerous and cancerous lesions of the female genital tract and how to treat them.

Evaluation: A combination of formative and summative assessments including observed performance by supervising clinical trainees and faculty.

Grade Criteria: Numeric percentage score, 70% to pass.

FM-7500: Family Medicine Clerkship

- Credits: 8
- Sites: ARMC
- Prerequisites: Year 3 standing
- Open to Exclerks: No

Description: The Family Medicine Clerkship is an 8-week outpatient rotation where students where students spend time in an inpatient and outpatient setting work closely with clinical trainees and faculty. The clerkship intends to have students apply their knowledge of the basic sciences and expand their clinical knowledge base through a variety of patient encounters and procedures in the realm of family medicine. Students are exposed to clinics in which family medicine is practiced. Students should develop sensitivity to social, familial, ethical, legal, cultural, and economic issues encountered in an ambulatory setting.

Evaluation: A combination of formative and summative assessments including observed performance by supervising clinical trainees and faculty.

Grade Criteria: Numeric percentage score, 70% to pass.

PS-7600: Psychiatry Clerkship

- Credits: 4
- Sites: ARMC and Country of San Bernardino Department of Behavioral Health
- Prerequisites: Year 3 standing
- Open to Exclerks: No

Description: The Psychiatry Clerkship is a 4-week rotation in inpatient and outpatient settings where students work closely with clinical trainees and faculty. The clerkship intends to have students apply their knowledge of the basic sciences and expand their clinical knowledge base through a variety of patient encounters and procedures in the realm of psychiatry. Students participate in patient care in the consult-and-liaison inpatient team and psychiatric unit from

admission to discharge. Students will identify psychiatric symptoms and make a differential diagnosis, make recommendations for biological, psychological, and social treatment interventions, and understand indications and procedures for lawful involuntary commitment for psychiatric care.

Evaluation: A combination of formative and summative assessments including observed performance by supervising clinical trainees and faculty.

Grade Criteria: Numeric percentage score, 70% to pass.

NR-7700: Neurology Clerkship

- Credits: 4
- Sites: ARMC
- Prerequisites: Year 3 standing
- Open to Exclerks: Yes

Description: The Neurology Clerkship is a 4-week rotation where students work closely with clinical trainees and faculty. The clerkship intends to have students apply their knowledge of the basic sciences and expand their clinical knowledge base through a variety of patient encounters and procedures in the realm of neurology. Students participate in patient care in the neurology inpatient consultation service and neurology wards managing patients from admission to discharge. As an outpatient, students are exposed to different disciplines of neurology including epilepsy, dementia, movement disorders, sleep disorders, headache and neuropathic pain, and stroke.

Evaluation: A combination of formative and summative assessments including observed performance by supervising clinical trainees and faculty.

Grade Criteria: Numeric percentage score, 70% to pass.

Year 4

EM-8000: Emergency Medicine Clerkship

- Credits: 4
- Sites: ARMC
- Prerequisites: Year 4 standing
- Open to Exclerks: No

Description: The Emergency Medicine Clerkship is a 4-week rotation where students work closely with clinical trainees and faculty. The clerkship intends to have students apply their knowledge of the basic sciences and expand their clinical knowledge base through a variety of patient encounters and procedures in the realm of emergency medicine. Students participate in patient care in the emergency department including interviews and physical examination, comprehensive differential diagnosis, resuscitation and stabilization, procedural and wound care techniques, and proper patient disposition and follow-up.

Evaluation: A combination of formative and summative assessments including observed performance by supervising clinical trainees and faculty.

Grade Criteria: Numeric percentage score, 70% to pass.

*Required Clerkship taken in Fourth Year

MED-8100: Internal Medicine Sub-Internship

- Credits: 8
- Sites: ARMC
- Prerequisites: Year 4 standing

- Open to Exclerks: Yes

Description: The Internal Medical Sub-Internships is an 8-week rotation where students preview the responsibilities of a medical intern during their fourth year of medical school. The sub-internship will offer an opportunity for students to gain experience in patient management of medical illnesses in both the inpatient and outpatient settings. They will serve as the physician of first contact for assigned patients taking a history and physical, arriving at a differential diagnosis, delineating a treatment plan, having patient/family discussions, writing progress notes, and for discharge planning.

Evaluation: A combination of formative and summative assessments including an observed performance by supervising clinical trainees and faculty.

Grade Criteria: Numeric percentage score, 70% to pass.

MED-8110: Cardiology

- Credits: 4
- Sites: ARMC
- Prerequisites: Year 4 standing
- Open to Exclerks: Yes

Description: The Cardiology clerkship is a 4-week rotation where students participate in all facets of cardiology care. Alongside clinical trainees and attending physicians, the student will conduct cardiology physical examinations and consultations, read EKGs, assist in exercise testing and echocardiography, and evaluate patients for cardiac catheterization. In the outpatient side, students will be in ambulatory care cardiology clinics. By the end of the clerkship, students will learn to interpret many cardiac diagnostic modalities including electrocardiography, stress testing, echocardiography, cardiac catheterization, and cardiac electrophysiology procedures.

Evaluation: A combination of formative and summative assessments including an observed performance by supervising clinical trainees and faculty.

Grade Criteria: Numeric percentage score, 70% to pass.

MED-8115: Infectious Diseases

- Credits: 4
- Sites: ARMC
- Prerequisites: Year 4 standing
- Open to Exclerks: Yes

Description: The Infectious Diseases clerkship is a 4-week rotation with both outpatient and inpatient components. Students will evaluate patients with acute and chronic infections, determine appropriate testing, interpret clinical microbiological data, and compose rational anti-microbial regimens. Their history taking and physical examinations will pay particular attention to epidemiological factors and distinct exam findings as clues to the infectious disease diagnosis.

Evaluation: A combination of formative and summative assessments including an observed performance by supervising clinical trainees and faculty.

Grade Criteria: Numeric percentage score, 70% to pass.

MED-8120: Geriatric Medicine

- Credits: 4
- Sites: ARMC
- Prerequisites: Year 4 standing

- Open to Exclerks: Yes

Description: The Geriatric Medicine clerkship is a 4-week rotation where students are exposed to a variety of clinical settings including geriatric inpatient consultations, acute and subacute rehabilitation, geriatric primary care/consultative clinics, home visits, and geriatric specialty clinics.

Evaluation: A combination of formative and summative assessments including an observed performance by supervising clinical trainees and faculty.

Grade Criteria: Numeric percentage score, 70% to pass.

MED-8125: Rheumatology

- Credits: 4
- Sites: ARMC
- Prerequisites: Year 4 standing
- Open to Exclerks: Yes

Description: The Rheumatology clerkship is a 4-week rotation where students master history taking and physical exam skills to evaluate patients with musculoskeletal problems. With rheumatologists and clinical trainees, students will function on the inpatient consultation service and ambulatory clinic addressing common rheumatic disorders such as rheumatoid arthritis, osteoarthritis, systemic lupus erythematosus, bursitis, tendonitis, fibromyalgia, crystalline disorders, and seronegative spondyloarthropathies. Students will also learn aspiration and injection techniques for these disorders.

Evaluation: A combination of formative and summative assessments including an observed performance by supervising clinical trainees and faculty.

Grade Criteria: Numeric percentage score, 70% to pass.

MED-8130: Allergy and Clinical Immunology

- Credits: 4
- Sites: ARMC
- Prerequisites: Year 4 standing
- Open to Exclerks: Yes

Description: The Allergy and Clinical Immunology clerkship is a 4-week rotation primarily in the outpatient clinic with some inpatient consultations. Alongside allergists and clinical immunologists, students will manage asthma, rhinitis, sinusitis, conjunctivitis, dermatitis, food intolerance, anaphylaxis, urticaria, and angioedema. They will be exposed to patients with many immunodeficiencies and the use of various immunomodulatory therapies. Further, hospital consults will focus on a variety of allergic reactions often to medications.

Evaluation: A combination of formative and summative assessments including an observed performance by supervising clinical trainees and faculty.

Grade Criteria: Numeric percentage score, 70% to pass.

MED-8135: Gastroenterology

- Credits: 4
- Sites: ARMC
- Prerequisites: Year 4 standing
- Open to Exclerks: Yes

Description: The Gastroenterology (GI) clerkship is a 4-week rotation where students care for patients with gastrointestinal disorders. Students will participate in inpatient GI consults and round

on patients. In the GI clinic, students will observe endoscopic procedures, including upper endoscopy, colonoscopy, paracentesis, endoscopic retrograde cholangiopancreatography, and endoscopic ultrasound.

Evaluation: A combination of formative and summative assessments including an observed performance by supervising clinical trainees and faculty.

Grade Criteria: Numeric percentage score, 70% to pass.

MED-8140: Nephrology

- Credits: 4
- Sites: ARMC
- Prerequisites: Year 4 standing
- Open to Exclerks: Yes

Description: The Nephrology clerkship is a 4-week rotation where students are introduced to renal diseases. Students will evaluate acute and chronic renal diseases alongside clinical trainees and attending physicians. There are both outpatient and inpatient components to the clerkship. By applying the physiology of renal function to practice, students will be able to manage common renal diseases.

Evaluation: A combination of formative and summative assessments including an observed performance by supervising clinical trainees and faculty.

Grade Criteria: Numeric percentage score, 70% to pass.

MED-8145: Pulmonary Medicine

- Credits: 4
- Sites: ARMC
- Prerequisites: Year 4 standing
- Open to Exclerks: Yes

Description: The Pulmonary Medicine clerkship is a 4-week rotation where students are introduced to pulmonary diseases. They will apply respiratory physiology to the bedside in both the inpatient and outpatient setting. Pulmonary function testing will be evaluated as well as bronchoscopy. Students will be able to interpret arterial blood gasses, chest films, and the proper use of respiratory therapy.

Evaluation: A combination of formative and summative assessments including an observed performance by supervising clinical trainees and faculty.

Grade Criteria: Numeric percentage score, 70% to pass.

MED-8150: Endocrinology

- Credits: 4
- Sites: ARMC
- Prerequisites: Year 4 standing
- Open to Exclerks: Yes

Description: The Endocrinology clerkship is a 4-week rotation where students manage disorders of the endocrine glands (i.e. thyroid, pancreas, adrenal glands, pituitary). Together with clinical trainees and endocrinologists, students will apply insulin, thyroid hormone, and steroid physiology in treating diabetic, thyroid, and adrenal patients. Further, dyslipidemias are covered along with evidence-based screening and treatment guidelines.

Evaluation: A combination of formative and summative assessments including an observed performance by supervising clinical trainees and faculty.

Grade Criteria: Numeric percentage score, 70% to pass.

MED-8155: Physical Medicine and Rehabilitation

- Credits: 4
- Sites: ARMC
- Prerequisites: Year 4 standing
- Open to Exclerks: Yes

Description: The Physical Medicine and Rehabilitation clerkship is a 4-week rotation where students function as part of a rehab team. In the inpatient service, students paired with rehab physicians evaluate patients for rehabilitation potential. In the ambulatory setting, the focus is on spinal-cord injury and post-stroke rehabilitation and long-term planning for maximum independence and improving the quality of life for the patient.

Evaluation: A combination of formative and summative assessments including an observed performance by supervising clinical trainees and faculty.

Grade Criteria: Numeric percentage score, 70% to pass.

MED-8160: Dermatology

- Credits: 4
- Sites: ARMC
- Prerequisites: Year 4 standing
- Open to Exclerks: Yes

Description: The Dermatology clerkship is a 4-week rotation where students learn to identify and manage common skin conditions and cutaneous manifestations of systemic diseases. Under the guidance of dermatologists and clinical trainees, students learn the basic descriptive terminology of skin lesions, recognize the important signs of systemic illnesses, and understand the pathophysiology and therapeutic options for common skin diseases including acne dermatitis, exanthema, cutaneous malignancies, psoriasis, and skin infections.

Evaluation: A combination of formative and summative assessments including an observed performance by supervising clinical trainees and faculty.

Grade Criteria: Numeric percentage score, 70% to pass.

MED-8165: Medical Critical Care

- Credits: 4
- Sites: ARMC
- Prerequisites: Year 4 standing
- Open to Exclerks: Yes

Description: The Medical Critical Care clerkship is a 4-week rotation where students will work in the medical intensive care unit. As part of the MICU team, students will assess and treat critically ill patients. They will be exposed to patients with septic shock, respiratory failure, mechanical ventilation, gastrointestinal bleeds, renal failure and dialysis, invasive monitoring, critical care nutrition, delirium, analgesia, and end of life care including bioethics.

Evaluation: A combination of formative and summative assessments including an observed performance by supervising clinical trainees and faculty.

Grade Criteria: Numeric percentage score, 70% to pass.

PED-8200: Pediatrics Sub-Internship

- Credits: 8
- Sites: ARMC
- Prerequisites: Year 4 standing
- Open to Exclerks: Yes

Description: The Pediatrics Sub-Internship is an 8-week rotation where students preview the responsibilities of a pediatric intern during their fourth year of medical school. The sub-internship will offer an opportunity for students to gain experience in the patient management of pediatric illnesses. They will serve as the physician of first contact for assigned patients taking a history and physical, arriving at a differential diagnosis, delineating a treatment plan, having patient/family discussions, writing progress notes, and for discharge planning.

Evaluation: A combination of formative and summative assessments including an observed performance by supervising clinical trainees and faculty.

Grade Criteria: Numeric percentage score, 70% to pass.

PED-8205: Pediatric Critical Care

- Credits: 4
- Sites: ARMC
- Prerequisites: Year 4 standing
- Open to Exclerks: Yes

Description: The Pediatric Critical Care clerkship is a 4-week rotation where students will work in the pediatric intensive care unit. As part of the PICU team, students will assess and treat critically ill pediatric patients. They will be exposed to patients with respiratory failure, shock, multisystem organ dysfunction, surgical pathologies, invasive monitoring, family-patient communications, and end of life-care.

Evaluation: A combination of formative and summative assessments including an observed performance by supervising clinical trainees and faculty.

Grade Criteria: Numeric percentage score, 70% to pass.

PED-8210: Neonatology

- Credits: 4
- Sites: ARMC
- Prerequisites: Year 4 standing
- Open to Exclerks: Yes

Description: The Neonatology clerkship is a 4-week rotation where students are exposed to all facets of newborn medicine. Under the guidance of neonatologists, students will participate in newborn resuscitation, endotracheal intubation, respiratory care techniques, and acute and critical medicine of the newborn. Key topics will include neonatal pharmacology, nutrition, genetics, shock, infections, development, and ethics.

Evaluation: A combination of formative and summative assessments including an observed performance by supervising clinical trainees and faculty.

Grade Criteria: Numeric percentage score, 70% to pass.

PAT-8300: Surgical Pathology Laboratory

- Credits: 4
- Sites: CalMed

- Prerequisites: Year 4 standing
- Open to Exclerks: Yes

Description: The Anatomic and Surgical Pathology clerkship will enhance student knowledge and experience in the practice of pathology in a hospital setting. Students will spend 4 weeks with anatomic pathologists examining surgical specimens, frozen sections, biopsies from all body areas, cytology specimens including pap smears and fine needle aspirations, and autopsies.

Evaluation: A combination of formative and summative assessments including observed performance by supervising clinical trainees and faculty.

Grade Criteria: Numeric percentage score, 70% to pass.

SUR-8400: General Surgery Sub-Internship

- Credits: 8
- Sites: ARMC
- Prerequisites: Year 4 standing
- Open to Exclerks: Yes

Description: The General Surgical Sub-Internship is an 8-week rotation where students preview the responsibilities of a surgical intern during their fourth year of medical school. The clerkship will offer an opportunity for students to gain experience in preoperative, intraoperative and postoperative patient management for general surgery patients. They will serve as the physician of first contact for assigned patients taking a history and physical, arriving at a differential diagnosis, delineating a treatment plan, having patient/family discussions, writing progress notes, and for discharge planning.

Evaluation: A combination of formative and summative assessments including observed performance by supervising clinical trainees and faculty.

Grade Criteria: Numeric percentage score, 70% to pass.

SUR-8405: The Surgical Dissection Experience

- Credits: 4
- Sites: CalMed
- Prerequisites: Year 4 standing
- Open to Exclerks: No

Description: The Surgical Dissection Experience is a 4-week clerkship permitting students the opportunity to gain a deeper insight into human anatomy and develop the skills and knowledge required for surgical internships and specialties. Under the direct supervision of faculty anatomists and clinicians, students will dissect relevant body regions and will be exposed to the anatomical basis for surgical interventions and the risks involved.

Evaluation: A combination of formative and summative assessments including observed performance by supervising clinical trainees and faculty.

Grade Criteria: Numeric percentage score, 70% to pass.

SUR-8410: Surgical Critical Care

- Credits: 4
- Sites: ARMC
- Prerequisites: Year 4 standing
- Open to Exclerks: Yes

Description: The Surgical Critical Care clerkship is a 4-week rotation where students will work in surgical intensive care unit. As part of the SICU team, students will assess and treat critically ill surgical patients. They will be exposed to patients undergoing trauma, emergency, oncologic, minimally invasive, colorectal, transplant, and bariatric surgery.

Evaluation: A combination of formative and summative assessments including observed performance by supervising clinical trainees and faculty.

Grade Criteria: Numeric percentage score, 70% to pass.

SUR-8415: Orthopedic Surgery

- Credits: 4
- Sites: ARMC
- Prerequisites: Year 4 standing
- Open to Exclerks: Yes

Description: The Orthopedic Surgery clerkship is a 4-week rotation where students manage disorders of the axial and appendicular skeleton and its related structures. Under the guidance of orthopedic surgeons, the medical student will address fractures and arthritic, soft tissue, neoplastic, metabolic, congenital, and acquired conditions. The experience will range from operative, ambulatory, and emergency room medicine.

Evaluation: A combination of formative and summative assessments including observed performance by supervising clinical trainees and faculty.

Grade Criteria: Numeric percentage score, 70% to pass.

SUR-8420: Plastic and Reconstructive Surgery

- Credits: 4
- Sites: ARMC
- Prerequisites: Year 4 standing
- Open to Exclerks: Yes

Description: The Plastic and Reconstructive Surgery clerkship is a 4-week rotation where students explore the multifaceted clinical practice of plastic surgery. Along with plastic surgeons, students will see patients with facial trauma, burns, cleft lip and cleft palate, head and neck cancer, cosmetic surgery, skin tumors, hand surgery, and general reconstructive surgery.

Evaluation: A combination of formative and summative assessments including observed performance by supervising clinical trainees and faculty.

Grade Criteria: Numeric percentage score, 70% to pass.

SUR-8425: Neurosurgery

- Credits: 4
- Sites: ARMC
- Prerequisites: Year 4 standing
- Open to Exclerks: Yes

Description: The Neurosurgery clerkship is a 4-week rotation where students apply their knowledge of nervous system anatomy and function to the surgical management of neurological disease. Students with neurosurgeons and clinical trainees will perform neurological assessments, interpret neuroimaging studies, and participate in the surgical management of disease of the nervous system including head and spine trauma, cerebrovascular disease, neuro-oncology, functional neurosurgery, pediatric neurosurgery, and other neurosurgical subspecialties.

Evaluation: A combination of formative and summative assessments including observed performance by supervising clinical trainees and faculty.

Grade Criteria: Numeric percentage score, 70% to pass.

SUR-8430: Otolaryngology

- Credits: 4
- Sites: ARMC
- Prerequisites: Year 4 standing
- Open to Exclerks: Yes

Description: The Otolaryngology clerkship is a 4-week rotation where students explore ENT disorders and head and neck surgery. Working alongside ENT physicians, medical students examine the ear, nose, nasopharynx, mouth, larynx, and neck. They will treat illnesses of the auditory and vestibular systems, head and neck cancer, facial cosmetics, maxillofacial trauma, skull base lesions, sleep apnea, voice disorders, and infections of the head/neck.

Evaluation: A combination of formative and summative assessments including an observed performance by supervising clinical trainees and faculty.

Grade Criteria: Numeric percentage score, 70% to pass.

RAD-8500: Radiology/Imaging

- Credits: 4
- Sites: CalMed
- Prerequisites: Year 4 standing
- Open to Exclerks: Yes

Description: This clerkship is a 4-week rotation exploring the spectrum of radiology with a focus on medical/surgical disciplines. Students will learn when to order imaging studies for a particular condition and how to interpret them. The fields covered include conventional and interventional radiology as well as neuroradiology, body CT, MRI, ultrasound, mammography, and nuclear medicine.

Evaluation: A combination of formative and summative assessments including observed performance by supervising clinical trainees and faculty.

Grade Criteria: Numeric percentage score, 70% to pass.

RAD-8510: Neuroradiology

- Credits: 4
- Sites: ARMC
- Prerequisites: Year 4 standing
- Open to Exclerks: Yes

Description: The Neuroradiology clerkship is a 4-week rotation where students are introduced to the brain, spine, head, and neck imaging. Alongside neuroradiologists, students will learn CT and MRI neuroimaging in both pediatric and adult populations. Students will participate in interventional neuroradiology procedures such as fluoroscopy-guided lumbar puncture, intrathecal chemotherapy, and myelography.

Evaluation: A combination of formative and summative assessments including an observed performance by supervising clinical trainees and faculty.

Grade Criteria: Numeric percentage score, 70% to pass.

RAD-8515: Radiation Oncology

- Credits: 4
- Sites: ARMC
- Prerequisites: Year 4 standing
- Open to Exclerks: Yes

Description: The Radiation Oncology clerkship is a 4-week rotation where students learn how to apply radiation treatment to oncological disease. Students will serve alongside radiation oncologists in largely an outpatient setting learning appropriate diagnostic evaluations, staging, and prognostication of common cancers and planning radiation therapy for either cure or palliation. Further, students will work with radiation therapists, dosimetrists, and physicists during treatment planning and delivery.

Evaluation: A combination of formative and summative assessments including an observed performance by supervising clinical trainees and faculty.

Grade Criteria: Numeric percentage score, 70% to pass.

BSM-8585: Advances and Updates in the Biomedical Sciences (Basic Science Module)

- Credits: 4
- Sites: CalMed
- Prerequisites: Year 4 standing
- Open to Exclerks: No

Description: The Basic Science Module is a 4-week capsule review course of specific topics that physicians most frequently encounter in their clinic practice. It will cover biochemistry, genetics, physiology, nutrition, microbiology, immunology, pathology, cardiovascular system, gastrointestinal system, biostatistics, epidemiology, and pharmacology.

Evaluation: A combination of formative and summative assessments.

Grade Criteria: Numeric percentage score, 70% to pass.

SER-8600: Palliative Care

- Credits: 4
- Sites: ARMC
- Prerequisites: Year 4 standing
- Open to Exclerks: Yes

Description: The Palliative Care clerkship is a 4-week rotation where students explore the natural history, prognosis, and management of life-limiting illnesses. Together with palliative care specialists, students will provide compassionate care to patients to those at their end of life. Students will be exposed to pain assessment, opioid management, caregiver support, and communicating bad news.

Evaluation: A combination of formative and summative assessments including an observed performance by supervising clinical trainees and faculty.

Grade Criteria: Numeric percentage score, 70% to pass.

SER-8605: Emergency Ultrasound

- Credits: 4
- Sites: ARMC
- Prerequisites: Year 4 standing
- Open to Exclerks: Yes

Description: The Emergency Ultrasound clerkship is a 4-week rotation where students learn how to perform and interpret bedside ultrasound in the emergency department. Under the guidance of emergency physicians trained with ultrasound and medical sonographers, students are exposed to the use of ultrasonography in the emergency department to help physicians obtain immediate bedside information about the condition of patients in order to guideline treatment.

Evaluation: A combination of formative and summative assessments including an observed performance by supervising clinical trainees and faculty.

Grade Criteria: Numeric percentage score, 70% to pass.

SER-8610: Anesthesiology

- Credits: 4
- Sites: ARMC
- Prerequisites: Year 4 standing
- Open to Exclerks: Yes

Description: The Anesthesiology clerkship is a 4-week rotation where students participate in the perioperative care of patients in the context of anesthesia. Students learn the basics of airway management, the effects of anesthetic agents on cardiovascular and pulmonary physiology, pain management, regional anesthesia selection, and assessments of acid-base, hypercapnia, and hypoxemia.

Evaluation: A combination of formative and summative assessments including an observed performance by supervising clinical trainees and faculty.

Grade Criteria: Numeric percentage score, 70% to pass.

SER-8615: Obstetric Anesthesia

- Credits: 4
- Sites: ARMC
- Prerequisites: Year 4 standing
- Open to Exclerks: Yes

Description: The Obstetric Anesthesia clerkship is a 4-week rotation where students explore labor analgesia, including parenteral or intravenous narcotics, and epidural and combined spinal-epidural analgesia. The clerkship will cover both the theory and practice of pain relief during childbirth. As part of an obstetric anesthesia team, the student will perform medical exams, round on patients, and participate in anesthetic care.

Evaluation: A combination of formative and summative assessments including an observed performance by supervising clinical trainees and faculty.

Grade Criteria: Numeric percentage score, 70% to pass.

SER-8620: Pain Medicine

- Credits: 4
- Sites: ARMC
- Prerequisites: Year 4 standing
- Open to Exclerks: Yes

Description: The Pain Medicine clerkship is a 4-week rotation where students explore acute, chronic, and cancer-related pain. Working alongside pain physicians, medical students will round on inpatient pain consults, outpatient chronic pain management, and perioperative acute/regional pain services. They will develop an understanding of both medical and procedural management to

pain including nerve block techniques and proper opioid prescribing. Emphasis will be placed on the interplay between biopsychosocial aspects to pain and the indications for analgesic therapies.

Evaluation: A combination of formative and summative assessments including an observed performance by supervising clinical trainees and faculty.

Grade Criteria: Numeric percentage score, 70% to pass.

OPT-8650: Ophthalmology

- Credits: 4
- Sites: ARMC
- Prerequisites: Year 4 standing
- Open to Exclerks: Yes

Description: The Ophthalmology clerkship is a 4-week rotation where students detect pathologies of the eyes, optic nerve, lids, lacrimal apparatus, and visual pathways. Together with ophthalmologists, students will explore visual acuity, ophthalmoscopy, glaucoma, red eye, injuries, amblyopia and strabismus, and neuro-ophthalmology.

Evaluation: A combination of formative and summative assessments including an observed performance by supervising clinical trainees and faculty.

Grade Criteria: Numeric percentage score, 70% to pass.

URO-8700: Urology

- Credits: 4
- Sites: ARMC
- Prerequisites: Year 4 standing
- Open to Exclerks: Yes

Description: The Urology clerkship is a 4-week rotation where students learn about diseases of the genitourinary tract. Along with urologists, students are exposed to general and specialty based urology including oncology, endourology, neurourology, pediatric urology, infertility and impotence, and female urology.

Evaluation: A combination of formative and summative assessments including an observed performance by supervising clinical trainees and faculty.

Grade Criteria: Numeric percentage score, 70% to pass.

OBG-8800: Obstetrics and Gynecology Sub-Internship

- Credits: 8
- Sites: ARMC
- Prerequisites: Year 4 standing
- Open to Exclerks: Yes

Description: The Obstetrics and Gynecology Sub-Internship is an 8-week rotation where students preview the responsibilities of an OB/GYN intern during their fourth year of medical school. The sub-internship will offer an opportunity for students to gain experience in perioperative and non-operative patient management for obstetrics and gynecology patients. They will serve as the physician of first contact for assigned patients taking a history and physical, arriving at a differential diagnosis, delineating a treatment plan, having patient/family discussions, writing progress notes, and for discharge planning.

Evaluation: A combination of formative and summative assessments including an observed performance by supervising clinical trainees and faculty.

Grade Criteria: Numeric percentage score, 70% to pass.

MBS Program

1st Semester

MBS-5110: Cellular Biochemistry

- Credits: 3
- Sites: CalMed
- Prerequisites: None

Description: This is a 3 credit first semester course that is designed around four platforms: 1) chemical and physical principles that dictate the structure of macromolecules and define their function as well as the modifications, regulations, their maintenance, and the turnover; 2) thermodynamics principles, enzyme catalysis and binding kinetics, and reaction equilibria as related to biochemical systems; 3) integrated view of biochemistry including biochemical pathways, signaling, and regulatory mechanisms with regard to cellular homeostasis and function; nutrient utilization, micronutrients, and defense mechanisms; and 4) biochemical basis of disease by presenting the consequences of biochemical derangements on normal function of biochemical pathway.

Evaluation: The assessment method of the course is based on weekly quiz as well as final exam. The final grade is a lettered grade. Students must score at least 70% or above on as well as pass requirements for written assignments to pass the course (please refer to grading policy).

Grade Criteria: A, A-, B+, B, B-, C, or F.

MBS-5120: Statistics and Epidemiology (Lecture)

- Credits: 3
- Sites: CalMed
- Prerequisites: None

Description: Biostatistics and epidemiology course introduces the basic concepts of epidemiology and biostatistics as applied to public health. Emphasis is placed on the principles, methods, and students' engagement in epidemiologic investigation, data analysis, and project presentation. The students will also use statistical and analytical approaches to describe the status of a population's health. The students will experience various epidemiologic study designs for investigating associations between risk factors and disease outcomes. Classes as well as research projects and presentations will be used to demonstrate the applications of the skills and concepts described above to further their comprehension of the significance of data collection and screening, genetics factors, environmental factors, and biomedical sciences in clinical sciences. This is a yearlong course, and the Semester 2 component (MBS-5260) is a capstone, epidemiological research project, culminating to an oral and/or poster presentation.

Evaluation: The assessment method of the course is based on weekly quiz as well as final exam. The final grade is a lettered grade. Students must score at least 70% or above on as well as pass requirements for the research project to pass the course (please refer to grading policy).

Grade Criteria: A, A-, B+, B, B-, C, or F.

MBS-5130: Principles of Anatomy and Histology

- Credits: 1
- Sites: CalMed
- Prerequisites: None

Description: The Anatomy component of the course will introduce the students to system-based anatomy: musculoskeletal, integumentary, nervous, cardiorespiratory, lymphatic, genital, and endocrine systems. It will integrate the gross anatomy with medical imaging. Students will also be instructed on the ethics of working in anatomy lab. This course is lecture-based, and will have anatomy lab component. The anatomy course will be taught in a multi-modality approach. The Histology component of the course is designed to introduce students to microscopic anatomy in two sections. First section will include concepts of the basic histology by surveying the four tissues: epithelial, connective, muscular and nervous tissue. The second section will include the introductory histology of different organ systems integrated with physiology. The course will include the virtual histology laboratory component integrated with lectures.

Evaluation: The assessment method of the course is based on quizzes, midterm as well as final exam. The final grade is a lettered grade. Students must score at least 70% or above on as well as pass requirements for written assignments to pass the course (please refer to grading policy).

Grade Criteria: A, A-, B+, B, B-, C, or F.

MBS-5140: Cell and Molecular Biology

- Credits: 3
- Sites: CalMed
- Prerequisites: None

Description: This course will emphasize the basics of cell structure, cell organelles, organelles biogenesis, and functions. The diversity of the cell types across the body tissues and functions will be compared on the grounds of structural adaptation and differential gene expression. The modern molecular biology concepts, techniques, and the emerging model of the human genome and epigenetics will be introduced and discussed. The impact of molecular and cell biology in conditions of health and disease will be presented using selected examples.

Evaluation: The assessment method of the course is based on weekly quizzes as well as a final exam. The final grade is a lettered grade. Students must score at least 70% or above on as well as pass requirements for written assignments to pass the course (please refer to grading policy).

Grade Criteria: A, A-, B+, B, B-, C, or F.

MBS-5150: Microbiology, Infectious Diseases, and Global Health

- Credits: 3
- Sites: CalMed
- Prerequisites: None

Description: The course will discuss the Socio-Economic and Cultural Determinants of Health, Health Care Systems in OECD and LMIC's Global Health/International Organizations/Global Health Diplomacy and Tobacco control. Etc. Global Burden of Disease, include: 1) Non-communicable (Chronic Conditions) e.g. diabetes, obesity, cardiovascular disease; 2) Communicable disease emerging and re-emerging (Ebola, HIV/AIDS, SARS, Malaria, TB Flu pandemics etc.); 3) Global Health Targets; 4) Role of Socio-Economic and cultural factors and Resource Inequalities in GH; and 5) The Future of Global Health.

Evaluation: The assessment method of the course is based on weekly quiz as well as final exam. The final grade is a lettered grade. Students must score at least 70% or above on as well as pass requirements for written assignments to pass the course (please refer to grading policy).

Grade Criteria: A, A-, B+, B, B-, C, or F.

MBS-5160: Human Genetics

- Credits: 2
- Sites: CalMed
- Prerequisites: None

Description: This course introduces students to classical and molecular genetics. The emphasis of this course will center on inherited human disorders and inheritance patterns. Major topics include: Mendelian genetics, cytogenetics, multifactorial inheritance, developmental genetics, epigenetics, maternal inheritance, RNA biology, cancer genetics and genomics.

Evaluation: The assessment method of the course is based on weekly quiz as well as final exam. The final grade is a lettered grade. Students must score at least 70% or above on as well as pass requirements for written assignments to pass the course (please refer to grading policy).

Grade Criteria: A, A-, B+, B, B-, C, or F.

MBS-5170: Ethics and Biomedical Career Pathways (I)

- Credits: 1
- Sites: CalMed
- Prerequisites: None

Description: The course will focus on three areas: graduate scholarship; career planning; interpersonal skill development, and medical and biomedical ethics. A Series of presentations and workshops on study skills, interviewing skills, presentations on military medicine, allopathic medicine, osteopathic medicine, complementary and alternative medicine, as well as presentations on alternative careers pathways. The course will be used as platform to assist students in developing their professional and skills and to engage them in post graduate career planning.

Evaluation: The assessment method of the course is based on participation as well as final exam. The final grade is Pass/Fail. Students must score at least 70% or above to pass the course.

Grade Criteria: Pass or Fail.

MBS-5180: Critical Thinking in Biomedical Research (I) (literature based project)

- Credits: 1
- Sites: CalMed
- Prerequisites: None

Description: This course has been designed to train students for critically reading and evaluating the primary scientific literature for theories, research design, statistical methods, conclusions, and the significance for advancing the specific discipline. Will use the context of a scientific research paper to demonstrate and help develop critical thinking skills. The weekly course discussion led by student will also help develop the student skills of communication, learning, and teaching. Since the papers that will be discussed are known for establishing new concepts or discoveries, imparting knowledge is integrated in the matrix of the course. A related paper to other course work and professional studies throughout the program may also be discussed with coordination with the course director of the specific course. This is a yearlong course.

Evaluation: The assessment method of the course is based on paper presentation, participation, as well as written report submitted to the course director. Students must score at least 70% or above on as well as pass requirements for written assignments to pass the course (please refer to grading policy).

Grade Criteria: A, A-, B+, B, B-, C, or F.

2nd Semester

MBS-5210: Neuroscience

- Credits: 3
- Sites: CalMed
- Prerequisites: None

Description: The Neuroscience course will introduce the fundamental principles of neurochemistry and neurophysiology. Specific topics will be used to demonstrate our current understanding for the human nervous system functions and homeostasis. The course will also emphasize the basic cellular and molecular aspects of neuroscience, architectural design of the nervous system, the sensory system, motor systems, learning and memory, and CNS disorders.

Evaluation: The assessment method of the course is based on weekly quizzes as well as a final exam. The students are required to present their research paper at the end of the course. The paper and the presentations are graded. The final grade is a lettered grade. Students must score at least 70% or above on as well as pass requirements for written assignments to pass the course (please refer to grading policy).

Grade Criteria: A, A-, B+, B, B-, C, or F.

MBS-5220: General Pharmacology

- Credits: 2
- Sites: CalMed
- Prerequisites: None

Description: This course focuses on the most used classes of drugs and their mode of effect. Students will develop both a system and disease based understanding of appropriate drug therapy. The emphasis will be on general concepts of drug development, toxicity and testing using specific class of drugs as well as introduction to pharmacokinetics and pharmacodynamics. The course will also introduce sources of drug information and pharmacogenomics.

Evaluation: The assessment method of the course is based on weekly quizzes as well as a final exam. The final grade is a lettered grade. Students must score at least 70% or above on as well as pass requirements for written assignments to pass the course (please refer to grading policy).

Grade Criteria: A, A-, B+, B, B-, C, or F.

MBS-5230: Basic and Applied Immunology

- Credits: 2
- Sites: CalMed
- Prerequisites: None

Description: The Basic and Applied Immunology course will provide students with the essential concepts of immunology. Areas covered include structure and development of the immune system, antibodies and antigens, basics of immunogenetics, MHC, TCR, immunological tolerance and the immune response to microbes and tumors. The students will also learn about basics of

immunopathology (immunodeficiency, autoimmunity, hypersensitivity and transplantation), applications in infectious disease, biotechnology, vaccination and immunotherapy.

Evaluation: The assessment method of the course is based on weekly quizzes as well as a final exam. The final grade is a lettered grade. Students must score at least 70% or above on as well as pass requirements for written assignments to pass the course (please refer to grading policy).

Grade Criteria: A, A-, B+, B, B-, C, or F.

MBS-5240: General Pathology

- Credits: 2
- Sites: CalMed
- Prerequisites: None

Description: This course deals with the investigation of those pathological mechanisms common to all tissue-cell pathology. Attention is paid to cell injury, cellular adaptation, inflammation, tissue repair, intracellular accumulations, and neoplasia.

Evaluation: The assessment method of the course is based on weekly quizzes as well as a final exam. The final grade is a lettered grade. Students must score at least 70% or above on as well as pass requirements for written assignments to pass the course (please refer to grading policy).

Grade Criteria: A, A-, B+, B, B-, C, or F.

MBS-5250: General Physiology

- Credits: 2
- Sites: CalMed
- Prerequisites: None

Description: The course will emphasize the broad concepts of the platform of our current understanding for the organ system physiology. The course will use these principles to bridge between the biochemistry, molecular and cellular biology, and organ physiology. Conditions of health and disease will be paralleled.

Evaluation: The assessment method of the course is based on weekly quizzes as well as a final exam. The final grade is a lettered grade. Students must score at least 70% or above on as well as pass requirements for written assignments to pass the course (please refer to grading policy)

Grade Criteria: A, A-, B+, B, B-, C, or F.

MBS-5260: Statistics and Epidemiology (Research)

- Credits: 3
- Sites: CalMed
- Prerequisites: None

Description: Biostatistics and epidemiology course introduces the basic concepts of epidemiology and biostatistics as applied to public health. Emphasis is placed on the principles, methods, and students' engagement in epidemiologic investigation, data analysis, and project presentation. The students will also use statistical and analytical approaches to describe the status of a population's health. The students will experience various epidemiologic study designs for investigating associations between risk factors and disease outcomes. Classes as well as research projects and presentations will be used to demonstrate the applications of the skills and concepts described above to further their comprehension of the significance of data collection and screening, genetics factors, environmental factors, and biomedical sciences in clinical sciences. This is a yearlong

course, and the Semester 2 component (MBS-5260) is a capstone, epidemiological research project, culminating to an oral and/or poster presentation.

Evaluation: The assessment method of the course is based on weekly quizzes as well as a final exam. The final grade is a lettered grade. Students must score at least 70% or above on as well as pass requirements for the research project to pass the course (please refer to grading policy).

Grade Criteria: A, A-, B+, B, B-, C, or F.

MBS-5270: Ethics and Biomedical Career Pathways (II)

- Credits: 1
- Sites: CalMed
- Prerequisites: None

Description: The course will focus on three areas: graduate scholarship; career planning; interpersonal skill development, and medical and biomedical ethics. A Series of presentations and workshops on study skills, interviewing skills, presentations on military medicine, allopathic medicine, osteopathic medicine, complementary and alternative medicine, as well as presentations on alternative careers pathways. The course will be used as platform to assist students in developing their professional and skills and to engage them in post graduate career planning.

Evaluation: The assessment method of the course is based on participation as well as final exam. The final grade is Pass/Fail. Students must score at least 70% or above to pass the course.

Grade Criteria: Pass or Fail.

MBS-5280: Critical Thinking in Biomedical Research (II) (literature based project)

- Credits: 1
- Sites: CalMed
- Prerequisites: None

Description: This course has been designed to train students for critically reading and evaluating the primary scientific literature for theories, research design, statistical methods, conclusions, and the significance for advancing the specific discipline. Will use the context of a scientific research paper to demonstrate and help develop critical thinking skills. The weekly course discussion led by student will also help develop the student skills of communication, learning, and teaching. Since the papers that will be discussed are known for establishing new concepts or discoveries, imparting knowledge is integrated in the matrix of the course. A related paper to other course work and professional studies throughout the program may also be discussed with coordination with the course director of the specific course. This is a yearlong course.

Evaluation: The assessment method of the course is based on paper presentation, participation, as well as written report submitted to the course director. Students must score at least 70% or above on as well as pass requirements for written assignments to pass the course (please refer to grading policy).

Grade Criteria: A, A-, B+, B, B-, C, or F.

California University of Science and Medicine

Section III

Master of Biomedical Sciences Program

Student Handbook

Academic Year 2017-2018



NOTICES

Student Handbook Notice

The California University of Science and Medicine (CalMed) School of Medicine (CalMed-SOM) Master of Biomedical Sciences (MBS) Program *Student Handbook* is hereby incorporated as part of University's *Catalog*. The *Catalog* is also hereby incorporated as part of the School of Medicine's *Student Handbook*. The *Catalog* and *Student Handbooks* are available in the administrative offices of the University and on the website.

All University student policies and procedures are included in the *University Catalog*. The policies and procedures in this *Student Handbook* are specific to the program and are supplementary to University policies.

Please note that the University cannot possibly list all required student behaviors in the Catalog and/or Student Handbook, so whenever in doubt, students are strongly encouraged to contact the Dean, Associate Deans, or Directors responsible for the issue in question, for clarification.

By signing your registration and payment agreement, you acknowledge that you will comply with all University policies. These policies may be accessed on the University website or in the University Catalog, a copy of which is available at <http://www.calmedu.org>.

Family Educational Rights and Privacy Act of 1974 (FERPA) Notice

The California Education Code, Section 76200 et seq.; Title V, California Code of Regulations, Section 54600 et seq.; and Family Educational Rights and Privacy Act (Section 48, Public Law 93-380) require Educational institutions to provide student access to their records and to provide an opportunity for an administrative hearing to challenge such records on the grounds they are inaccurate, misleading, or otherwise inappropriate.

In addition, the institution must obtain the written consent of the students before releasing personally identifiable information about the student, except to a specified list of persons and agencies. These rights extend to present and former students. Complete student files are maintained indefinitely by California University of Science and Medicine (CalMed) School of Medicine (CalMed-SOM) from the time of student application, acceptance, matriculation, and graduation or withdrawal.

1. Enrollees of the CalMed educational programs are advised of their privacy rights upon enrollment.
2. Education records generally include documents and CalMed catalog information related to admissions, enrollment in courses, grades, and related academic information.
3. As required by the act, the Associate Dean of Student Affairs and Admissions will be the designated records officer.
4. Educational records will be made available during working hours for inspection and review to present and formerly enrolled students within 10 business days following completion and filing of a request form with the Registrar.

5. Any currently enrolled and former student of CalMed has a right of access to any and all student records relating to him or her that are maintained by CalMed, with the exception of letters of recommendation that they previously waved their right to read.
6. No CalMed-SOM representative shall release the contents of a student record to any member of the public without the prior written consent of the student, other than directory information as defined below, and information sought pursuant to a court order or lawfully issued subpoena, or as otherwise authorized by applicable federal and state laws.

Directory Information Notice

1. FERPA designates certain information related to students as “directory information” and gives CalMed the right to disclose such information to anyone inquiring, without a student’s permission, unless the student specifically requests in writing that all such information not be made public without his or her written consent. CalMed defines “directory information” as the following: name, address, photograph, telephone number, email address, field of study, attendance dates, awards, extracurricular activities, leadership positions, hometown, and degrees earned. No other student information is released to non-University personnel without the student’s written permission, unless required by law.
2. As permitted under federal law, the sole exception to the above practice is the release of directory information considered to be public in nature and not generally deemed to be an invasion of privacy. CalMed uses directory information for educational purposes, such as to mail notices to students about changes in policies, services or opportunities. Directory information may also be provided to an alumni association, foundations, or other individuals for purposes that may be beneficial to students. CalMed exercises discretion in responding to requests for directory information and may or may not provide such information when requested, depending on the intended purpose of the request as provided by the requestor.
3. Students have the right to request CalMed not to release directory information about them. Students are advised to consider carefully the consequences of any decision made regarding the withholding of any category of directory information, as any future requests for such information from non-institutional persons or organizations will be refused. Some of the effects of this decision to request confidential status include, but are not limited to, friends or relatives trying to reach a student will not be able to do so through CalMed; information on a student’s enrollment status will be suppressed, so if a loan company, prospective employer, family members, etc. inquire about a student they will be informed that the University does not have information related to the student that it can release. CalMed will honor the student’s request to withhold all categories of information designated by CalMed as directory information but will not assume responsibility for contacting the student for subsequent permission to release them.
4. If students wish to withhold the disclosure of all the items of directory information, they are required to complete the “Authorization to Release or Withhold Student Education Record Information” form and submit it to the appropriate Dean’s or Program Director’s Office. This form must be received by the appropriate office by the first day of call in Fall Semester. If this form is not received by that date, all directory information will be disclosed

for the remainder of the academic year. The form will be kept on file in the Office of the Registrar.

Welcome from the Program Director



Welcome! We are delighted that you have chosen to attend the Master of Biomedical Sciences (MBS) program. The rise in the demand for qualified healthcare professionals is driven, in part, by the expansion in specialized healthcare and diagnostic procedures. In addition, the growth in population, in particular the aging population, requires more medical attention and, thus, more healthcare providers. The Mission of California University of Science and Medicine, School of Medicine (CalMed-SOM) is to educate the next generations of qualified healthcare professionals; enhance the healthcare quality; and increase the number of qualified healthcare professionals in California and nationwide.

The CalMed-SOM master's degree in Biomedical Sciences is an innovative program designed for students who are eager to enhance their academic qualifications and support their candidacy for a career in medicine or other healthcare professions. These other healthcare professions include nursing, pharmacy, research, education, physician assistant, dentistry, and biomedical technology.

The MBS curriculum will strengthen the students' academic readiness for entry into the health profession by enhancing their conceptual understanding of the core basic biomedical sciences. The curriculum emphasizes the critical role of biomedical sciences in devising strategies for prevention, diagnosis, and treatment of disease. It provides students with the opportunity to develop skills that are necessary for success of a healthcare provider, such as remaining current with and critically evaluating the professional literature; critical thinking experiences to enhance problem-solving skills; as well as effective verbal and written communication skills.

The MBS program brings to its students' additional advantages that extend beyond the basic biomedical and academic portion of curriculum, including:

- ✓ A unique emphasis on the personal learning experiences of the students to support their journey to a career in healthcare profession.
- ✓ Support from the faculty and staff for applications to professional programs.
- ✓ The program will enhance students' interviewing skills with a simulated medical school interview with feedback from faculty who are experienced with interviewing medical school candidates.
- ✓ The MBS curriculum is taught by many faculty who have vast experience in research and teaching including MD and MBS programs.
- ✓ CalMed's affiliated hospital, Arrowhead Medical Center (ARMC), provides the MBS student with the opportunity for research, engagement with extracurricular activities, and physician shadowing experience.
- ✓ Individualized professional development guidance and career advising.
- ✓ An option to attend a comprehensive MCAT Hyper-Learning Princeton Review course (optional, an extra fee, not part of the curriculum), which helps students improve their MCAT scores.

Welcome to the MBS program. If I may be of any service, please let me know.

Sincerely,

Hani Atamna, PhD, MSc

Professor of Biochemistry/Neuroscience

Assistant Dean of Research

Program Director of the Master of Biomedical Science Program

909-954-0462

atamna@calmedu.org

Table of Contents

NOTICES	III-2
Student Handbook Notice	III-2
Family Educational Rights and Privacy Act of 1974 (FERPA) Notice	III-2
Directory Information Notice.....	III-3
Welcome from the Program Director	III-5
Table of Contents	III-7
Admissions	III-9
MBS Admissions Requirements	III-9
Admissions Application and Interview Process	III-10
Policy Regarding Acceptance of Transfer Credit.....	III-11
Foreign Student Visa Service Unavailable.....	III-11
English Language Proficiency Requirement (instructional language).....	III-11
Student Enrollment Agreement.....	III-11
Financial Information	III-12
Financial Obligations of Students	III-12
Federal Financial Aid Temporarily Unavailable.....	III-12
Tuition and Fee Schedule.....	III-13
Tuition Payment.....	III-13
Returned Check Fee	III-14
Payment for Repeated Courses	III-14
Books and Fees	III-14
Late Payment of Tuition and Fees.....	III-14
Student Tuition Recovery Fund.....	III-14
Process to Cancel Enrollment (Withdraw)	III-15
Tuition Refund Policy	III-16
Program of Study	III-17
Educational Program Description	III-17
MBS Program Description.....	III-17
MBS Program Learning Outcomes (Objectives).....	III-17
Academic Calendar	III-18
Course Schedule.....	III-19

MBS Program Course Descriptions	III-19
Graduation Requirements	III-20
Academic Policies and Procedures	III-21
Attendance.....	III-21
Student Satisfactory Academic Progress (SSAP) for Financial Aid Recipients	III-22
Financial Aid Probation	III-23
Educational Materials	III-24
Student Academic Standards and Promotion (SASaP) Committee	III-24
Grading Policy	III-25
Academic Progress.....	III-26
Code of Ethics.....	III-28
Consequences of Unsatisfactory Academic Achievement and/or Professional Standards	III-29
Dismissal from the MBS Program	III-30
Leave of Absence	III-31
Mandatory Leave of Absence	III-32
Immunization Requirements, Criminal Background Checks, and Drug Testing.....	III-33
Immunization Requirements	III-33
Criminal Background Check	III-35
Drug Testing	III-35
Academic and Personal Support Services for Students	III-36
Academic Support.....	III-36
Student Assistance Program (SAP).....	III-36
Wellness Program	III-37
Off- Campus Fitness Facilities	III-37
Opportunities for Students to Volunteer.....	III-37
Student Health.....	III-38
Student Health Insurance	III-38

Admissions

MBS Admissions Requirements

1. Applicant must hold a bachelor's (baccalaureate) degree* from a regionally-accredited undergraduate college or university in the US or an equivalent degree from a non-US accredited undergraduate university, verified for equivalency (course by course with GPA) by a transcript evaluation agency that is a member of the National Association of Credential Evaluation Services (NACES).
2. Official transcripts from each college or university attended.
3. Undergraduate grade point average (GPA) of 2.8 and above is preferred.
4. Two letters of recommendation (or one committee letter from the applicant's college or university within a two-year timeframe).
5. Applicants must provide consent to the following CalMed-MBS requirements for students who are accepted for enrollment. Prior to matriculation, the student must:
 - a. Provide consent to the following background checks, which are required before the matriculating year.
 - i. National, state, and county criminal background check
 - ii. Substance abuse screening
 - iii. Proof of immunization status (see below)
 - b. Must meet the immunization requirements set by CalMed. A detailed set of instructions will be provided with the Acceptance Letter.
 - c. Must attend the CalMed-MBS orientation program.
6. Applicant must be a citizen or permanent resident of the US.
7. All CalMed- MBS classes are conducted in English. CalMed- MBS does not offer any English language service, including English as a second language (ESL) courses. The student must have the ability to read and write English at the level of a graduate of a US college or university as demonstrated by the possession of a college diploma. Applicants who are not graduates of a US college or university are required to take and submit scores from the TOEFL examination. A minimum score of 550 is required on the TOEFL paper examination while a minimum score of 80 is required on the TOEFL iBT. Contact CalMed Office of Admissions for details.

Important note:

*Prospective MBS students are responsible for determining and completing the prerequisites coursework for their target professional program and institution (e.g., biology, general chemistry, organic chemistry, physics, and mathematics). Target health professional programs may include medical, dental, and pharmacy schools.

Note: Please see also the "Immunization Requirements, Criminal Background Checks, and Drug Testing" section in this Student Handbook.

Admissions Application and Interview Process

Application to the Master of Biomedical Sciences (MBS) program at CalMed is an online process using the CalMed-MBS website. The details and the instructions for the application are described on the admissions office webpage. The application must be submitted before June 30th in order to be fully considered for the following academic year. Although you will be guided through each step in completing the application form, you should also understand the following:

1. You must review the MBS program descriptions and the admissions requirements and have all the material ready prior to submitting your application.
2. The application review relies on the holistic review process.* Thus, the admissions process does not rely solely on the fulfillment of the admissions academic requirements.
3. If available, you may use your AMCAS application material to apply to the MBS program.
4. If the AMCAS application was not used to apply to the MBS program, CalMed requires that 2 letters of recommendation be submitted by your providers, online, directly to the admissions office.
5. Your application will be considered only for the MBS program.
6. The Skype or on-campus interview is an important component of the admissions process to the MBS program.
7. The Graduate Admissions Committee will review your application with consideration for the objective of mutually benefiting your credentials and the educational environment at CalMed.
8. You may opt to enroll in an optional Princeton MCAT Hyper-Learning Review Course (the course is optional with approximately \$2,000 fee and is not part of the MBS curriculum).
9. There is a \$250.00 non-refundable registration fee due at the time an applicant accepts our offer to be admitted into the MBS Program.

* The holistic review process refers to the weighing both non-cognitive variables as well as academic metrics as part of the admissions process.

Admissions Procedure

1. All materials (including transcripts) required or desired in support of your application and needed for a complete evaluation of your candidacy, must be uploaded to your online application.
2. Applications should be submitted as early as possible.
3. It is the policy of the CalMed to verify all credentials in support of an application. All transcripts, recommendations, publications, standardized test scores, and supplemental materials may be traced to their source in order to confirm their authenticity.
4. Written materials submitted by an applicant may be subject to review for the purpose of identifying plagiarism.
5. A \$50.00 non-refundable application fee is required.
6. You can track the status of your application on-line and should log-in frequently to check the status of receipt of all of the required items.

Notification of Decisions

1. Usually, the Graduate Admissions Committee meets every two weeks to review applications. Applicants are typically notified of decisions regarding their applications

within three weeks of the review of their submission, though this may vary depending on the number of applications received.

2. You will receive official notification of decisions by first class mail.

Return of Application Materials

It is the policy of CalMed that materials provided in support of an application (these include transcripts, portfolios, and other items) are neither returned nor are they forwarded on to a third party.

Policy Regarding Acceptance of Transfer Credit

CalMed-SOM has not entered into an articulation or transfer agreement with any other college or university.

1. The CalMed-MBS program does not accept credit transfer from other programs.
2. CalMed-MBS program does not award credit for prior experiential learning, etc.

Foreign Student Visa Service Unavailable

Although CalMed may admit international students, CalMed is not approved to issue a certificate of eligibility (I-20) for international students. Therefore, student visa services are not provided. CalMed does not vouch for student status and makes no associated charges.

English Language Proficiency Requirement (instructional language)

All CalMed-MBS classes are conducted in English. CalMed-MBS does not offer any English language service, including English as a second language (ESL) courses. The student must have the ability to read and write English at the level of a graduate of a US college or university as demonstrated by the possession of a college diploma. Applicants who are not graduates of a US college or university are required to take and submit scores from the TOEFL examination. A minimum score of 550 is required on the TOEFL paper examination while a minimum score of 80 is required on the TOEFL iBT.

Student Enrollment Agreement

The CalMed Student Enrollment Agreement must be signed and received from accepted candidates prior to matriculation. A copy is provided to you as part of the admission's packet. There is also a downloadable form from the "Forms Section" of the CalMed website.

The 'catalog,' in the context below, includes both the University Catalog and the program-specific Student Handbook sections, i.e., the set of the CalMed Student Catalog/Handbook. As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Financial Information

Please see also the University Catalog section on Student Services for additional details regarding financial aid and tuition refund.

Financial Obligations of Students

In accordance with California University of Science and Medicine (CalMed) School of Medicine (CalMed-SOM) policy and California Education Code Sections 94919 - 94922, CalMed shall withhold transcripts, diplomas, and registration privileges from any student or former student who has been provided with written notice that he or she has failed to pay a proper financial obligation due to CalMed. Any item or items withheld shall be released when the student satisfies the financial obligation.

Federal Financial Aid Temporarily Unavailable

NOTE: California University of Science and Medicine (CalMed) will NOT be eligible to participate in either the federal (Title IV; Title VII) or state financial aid programs until CalMed obtains Institutional Eligibility.

In order to be eligible to participate in these programs, at first CalMed needs to obtain an “Approval to Operate” from the California Bureau for Private and Postsecondary Education (BPPE), which has been achieved, and “Candidate for Accreditation” status from the WASC Senior College and University Commission (WSCUC). CalMed is in the process of obtaining ‘Candidate for Accreditation’ status from the WSCUC, and upon receiving this status, CalMed will apply for the Institutional Eligibility for these programs.

Until the federal and state financial aid programs become available, the students will be eligible for other financial aid, including private loans and some scholarships. The following policies will be enforced for any financial aid programs in which CalMed students participate.

The staff of the Office of Financial Aid will provide comprehensive financial counseling and information to our students. Students who may not have the financial resources to meet the full cost of their education will receive early information on possible sources of financial aid. The office will be responsible for the processing and disbursing all loans to all University students.

The Office of Financial Aid will provide annual one-on-one financial counseling for each student admitted to assist the student in preparing a “Financial Aid Needs Assessment” as well as a “Cost of Attendance Budget,” which will summarize the total educational expenses for each academic year.

Tuition and Fee Schedule

Tuition is the same for both in-state and out-of-state students.

Total tuition, fee, charges, and expenses (for the 1-year program)

Tuition:	\$26,500.00	Refundable/pro-rated
Registration Deposit:	\$500.00	\$250/semester, non-refundable
Student Tuition Recovery Fund:	\$0.00	Non-refundable
Fees:	\$3,000.00*	\$1,500/semester, non-refundable*, cost of student association fee, disability insurance premium, and other fees. Laptop or tablet computer will be provided by CalMed-SOM and is included in the fees. All required textbooks are to be provided electronically through Vital Source Textbook System.
Total of Tuition, Deposit, and Fees	\$30,000.00	

* Note that these fees may be refundable if a student withdraws with the first 7 days of the semester of enrollment and returns all supplied equipment.

Health insurance (for the 1-year program)

Health Insurance Premium**:	\$0 - \$6,039.00#	Estimated, depending on student's age, zip code, household size, and income. May be non-refundable#
-----------------------------	-------------------	---

** CalMed does not currently offer health insurance. Note that a proof of health insurance coverage is mandatory. See the 'Student Health Insurance' section at the end of this document for minimal coverage requirements.

Estimated, if this option is chosen, payment may be non-refundable. Refer to the refund policy of the insurance company.

Tuition Payment

Students pay tuition and fees directly to the CalMed. Payment of all tuition and fees are due during each semester break. If full payment is not received by the stated deadline, students will not be allowed to participate in educational activities. Failure of payment by the end of the second week of the semester will result in withdrawal from CalMed.

Students are provided with a comprehensive list of charges. This list identifies the expected cost per semester for the length of the program. Additionally, at the completion of each semester, students are provided with an invoice for the subsequent semester.

Returned Check Fee

CalMed accepts personal checks for payment of tuition and fees. No counter checks, post-dated checks, or checks altered in any way are accepted. A collection fee of \$25 is assessed for any check returned for non-payment including any check in which payment is stopped. The check must be paid within 10 days or it will be turned over to a collection agency and the student will be liable for all collection costs and any other related costs.

Payment for Repeated Courses

Any student who is required to repeat a course or perform remedial work the following academic year will not be charged for the cost of the remediation if arranged through the Student Academic Standards and Promotion Committee.

Books and Fees

Students are provided with all required textbooks for the educational program, which will be loaded onto the electronic devices assigned to them at the Orientation week. Students will be able to keep the access to the textbooks after they have graduated from CalMed.

Late Payment of Tuition and Fees

A late payment fee of **\$200** is assessed to students who do not complete payment of tuition and fees by noon the last day prior to starting classes. Students who do not complete tuition and fee payment by the end of the second week of the semester will be withdrawn from CalMed.

Student Tuition Recovery Fund

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.

5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

Effective January 1, 2015, the Student Tuition Recovery Fund (STRF) assessment rate is zero (\$0) per \$1,000. Therefore, students are not required to pay the STRF fee, until the time that the State of California sets a new rate.

Process to Cancel Enrollment (Withdraw)

Students will be permitted to withdraw from their enrollment in the CalMed MBS program, without any penalty or obligation, within the first 7 days of the first semester. After this initial 7 days, tuition refunds may be applicable based on the Tuition Refund Policy in the CalMed Catalog.

Withdrawal

To withdraw from the CalMed MBS program, the student will be required to mail or deliver a signed and dated copy of a notice of their intent to withdraw to:

University Registrar
Office of Student Affairs and Admissions
California University of Science and Medicine
217 E. Club Dr. Suite A
San Bernardino, CA 92408

Note: All withdrawals must be in writing (an email notification is not acceptable). Students will be informed that they do not have the right to withdraw by telephoning the university or by not attending class. Refunds may be applicable based on the Tuition Refund Policy in the CalMed Catalog.

Return of Equipment

Students who withdraw and have received any equipment will be required to return the equipment within 10 days of the date they signed the notice of withdrawal. Failure to return the equipment within this 10-day period will serve as permission for CalMed to withhold from any refunded amount an amount equal to the cost of the equipment. The total amount charged for each item of equipment shall not exceed the equipment's replacement value including the University's overhead.

Tuition Refund Policy

Please see the University Catalog for information on the Tuition Refund/Schedule Policy.

Program of Study

Educational Program Description

Program title: Master of Biomedical Sciences Program

Degree title: Master in Biomedical Sciences (MBS)

Delivery mode: All instructions are on-campus. There is no distance education.

Total number of credits required to graduate the MBS program: 33 semester credits

MBS Program Description

The MBS is a two-semester program that requires a total of 33 semester credits. The MBS curriculum is delivered by a team of basic science faculty in the School of Medicine who collaborate with each other to teach the discipline-based courses. When the CalMed-SOM MD program is implemented, the MBS students will have their own dedicated classes although they will share the same educational environment as CalMed-SOM medical students.

The MBS curriculum is composed of four components designed to strengthen the student's candidacy for health and academic careers by enhancing: (1) the student's academic credentials, (2) communication and interview skills, (3) professional development skills, and (4) critical thinking and problem-solving skills. The student-centered curriculum, active learning experiences, and career advising services expose the graduates to a plethora of opportunities which should help them become strong candidates for a variety of academic, professional schools, including MD and DO medical schools, Ph.D. programs, dentistry, pharmacy, physician assistant, and many other health-related or biomedical research-oriented positions.

MBS Program Learning Outcomes (Objectives)

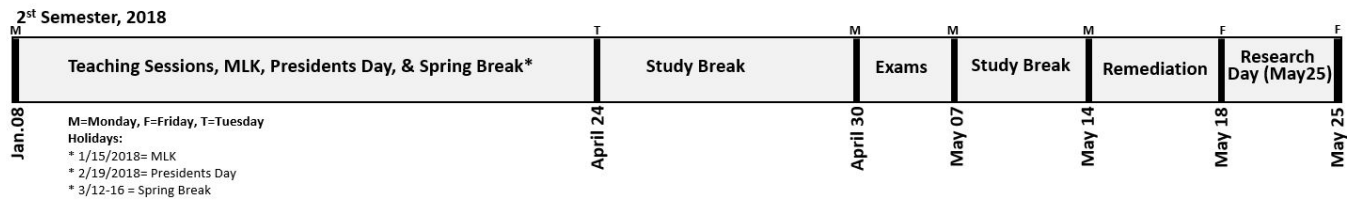
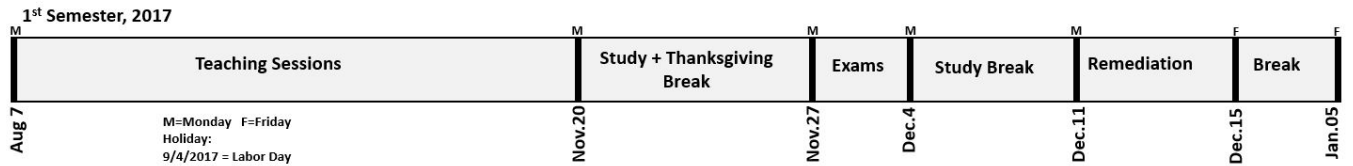
Upon completion of the program, the students are expected to:

1. Demonstrate a conceptual understanding of the core areas of the basic biomedical sciences.
2. Apply fundamental concepts of the biomedical sciences to public health issues, in particular, prevention, diagnosis, and treatment of disease.
3. Recognize the contribution of the basic biomedical sciences to advancing public health sciences.
4. Appraise the concepts of proper conduct as well as ethical standards that establish the quality of the outcome of the basic biomedical and healthcare sciences.
5. Develop the skills to remain current in the biomedical sciences and critically evaluate scientific literature.
6. Develop critical thinking skills for applying scientific knowledge in research and problem-solving skills.
7. Value the process of scientific discovery, research, and its contribution to the advancement of the healthcare sciences.
8. Demonstrate effective professional communication and presentation skills, both verbal and written.
9. Apply principles of group dynamics and collegiality to work effectively in teams.

Academic Calendar

Please note: Student Orientation will occur on Thursday and Friday the week prior to the first days of class.

Important Dates

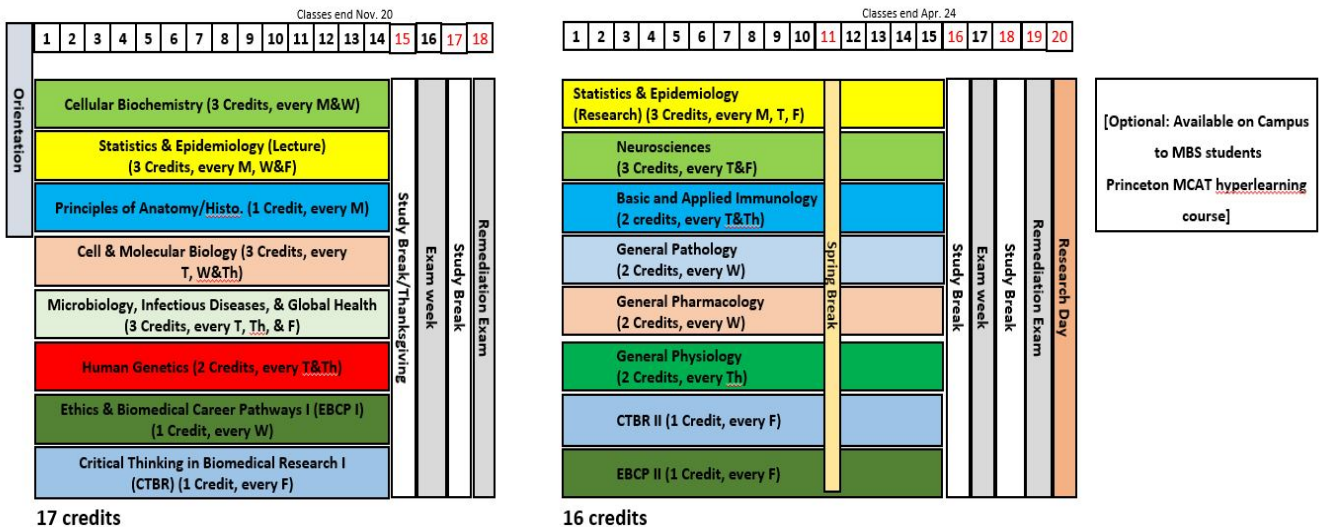


Academic Calendar – CalMed MBS Program: 2017/18 (Weeks)

Number of weeks

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52
---	---	---	---	---	---	---	---	---	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----

Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----



The 1-year MBS program requires students to earn 33 semester credits from 16 required courses (there are no elective courses), and most of the program's instructions cover fundamental biomedical

disciplines that will be instructed by faculty who have prior experience in teaching medical school and master-level classes.

Course Schedule

Semester 1

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 AM	Cellular Biochemistry	Cell And Molecular Biology	Cellular Biochemistry	Cell And Molecular Biology	Micro /Infectious/Global Health
9:00 AM	Cellular Biochemistry	Micro /Infectious/Global Health	Statistics/Epidemiology	Human Genetics	Statistics/Epidemiology
10:00 AM					
11:00 AM	Statistics/Epidemiology	Human Genetics	Ethics & Biomedical Career Pathways	Micro /Infectious/Global Health	Critical thinking in Biomedical research
12:00 PM	Lunch Break				
1:00 PM	Principles of Anatomy and Histology		Cell And Molecular Biology		
2:00 PM					
3:00 PM					
4:00 PM					
5:00 PM					

Semester 2

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 AM	Statistics/Epidemiology/Research	Neuroscience	General Pathology	General Physiology	Neuroscience
9:00 AM	Statistics/Epidemiology/Research	Neuroscience	General Pathology	General Physiology	Critical thinking in Biomedical research
10:00 AM	Statistics/Epidemiology/Research				
11:00 AM	Statistics/Epidemiology/Research	Basic and Applied Immunology	General Pharmacology	Basic and Applied Immunology	Ethics & Biomedical Career Pathways
12:00 PM	Lunch Break				
1:00 PM		Statistics/Epidemiology/Research	General Pharmacology		Statistics/Epidemiology/Research
2:00 PM		Statistics/Epidemiology/Research			Statistics/Epidemiology/Research
3:00 PM					Statistics/Epidemiology/Research
4:00 PM					
5:00 PM					

MBS Program Course Descriptions

Please see the University Catalog.

Graduation Requirements

To graduate, students must successfully complete the educational program leading to the MBS degree. In addition, all financial obligations to CalMed must be fulfilled before the diploma and transcripts are awarded to graduates.

The MBS degree is conferred upon students who satisfactorily complete the following requirements:

1. Satisfactory completion of the 33 credit hours of required coursework with an average GPA of 2.0 or above.
2. Satisfactory completion of the research projects and other assignments.
3. Recommendation of the MBS Program Director.
4. Discharge of all financial obligations to the School.

Degrees may be conferred in absentia upon prior approval obtained from the Office of Student Affairs and Admissions.

Academic Policies and Procedures

Attendance

CalMed requires all MBS students to attend and actively participate in all aspects of its curriculum including coursework, whether taught within the classroom, via electronic media, discussion sessions, individual-/team-readiness assurance test (i-RAT/t-RAT) sessions, as well as the research activities. These attendance requirements are in effect for the entire academic year. The cumulative days of absence should not exceed 10 days through the entire academic year.

Absence: A student's failure to be present in any classroom, assignment, or research activity during a regularly scheduled period. Absences may be planned or due to an emergency.

Planned Absence: A planned absence occurs when a student schedules, in advance, to be away from a course or activity. These absences may be considered "excused" absences.

It should be noted that regardless of the category of absence, the student remains responsible for completing all requirements of the course, and/or educational activities including making up all assignments, group projects, and exams. A student will be subject to withdrawal from CalMed MBS program if the student:

1. repeatedly violates CalMed Attendance Policy
2. is absent from assigned curricular responsibilities for more than 20 days without having received official permission or not providing evidence of extreme extenuating circumstances.

This policy provides a mechanism for the student to notify CalMed faculty in a timely manner when he or she has a valid reason to be absent from any curricular activities. This policy relies on the student's honesty and integrity in all communications regarding an absence from any curricular activity, whether planned or unplanned. Student attendance and active participation in both the classroom and research activities is an important component that all students must fulfill before they may be granted the MBS degree.

Procedures

Planned excused absence

The student must notify the Course Director or designee in person, by telephone or email of the planned absence for permission no later than 3 days prior to the planned absence. The student must meet with the Course Director or designee, preferably prior to the planned absence, but no later than 24 hours after return to arrange for the timely completion of all requirements of the missed course including making up all assignments and projects.

Unplanned absence

The student must notify the Course Director (or research mentor) or designee in person, by telephone or email within 24 hours of the unexpected absence. Upon their return, the student must complete an "Absence Notification Form" and submit the form to the Course Director. The unplanned absence may be considered to be an "excused" absence based on the documentation

provided. Failure on the part of the student to provide the necessary documents appropriately will result in an “unexcused” absence. On return, the student must meet with the Course Director or designee to arrange for the timely completion of all requirements for the missed course and/or research activities including making up all assignments.

When the limit is exceeded

Should the number of unplanned or planned absences exceeds the amounts as set forth above in this policy (10 days), the student must meet with the Program Director of the Master of Biomedical Sciences Program within 7 days from exceeding the limit for consultation and remediation. The Program Director will evaluate the appropriateness of the student absences and may take the following actions:

1. Approve the absences as appropriate and work with the student and Course Directors or designee to ensure that all requirements of the missed course(s) material are completed in a timely manner.
2. Deny a portion or the entire period of the absence.
3. If denied, the student will be required to present their case to the Student Academic Standards and Promotions (SASaP) Committee, who will determine if the student will be placed on probation for unprofessional conduct, or excuse the student for the additional days missed above the established limit.
4. Within 7 days of receipt of the decision by the SASaP Committee, the student may:
 - a. Accept the decision.
 - b. Submit a written appeal to the Dean of the medical school in 10 business days from notification. The student submits a written appeal to the Dean and requests a meeting with the Dean to present information that the student believes relevant to the deliberations of the appeal case. The Dean will inform the student of his/her decision within 7 days of receiving the request. The decision of the Dean is final.

Student Satisfactory Academic Progress (SSAP) for Financial Aid Recipients

Student Satisfactory Academic Progress (SSAP) is used to define successful completion of coursework to maintain eligibility for student financial aid. Federal regulations require the University to establish, publish and apply standards to monitor your progress toward completion of your degree program. If you fail to meet these standards, you will be placed on financial aid warning or suspension. Your academic performance must meet the SSAP standards below.

Quantitative Standard

As a graduate student pursuing an MBS degree, you must maintain a minimum cumulative GPA of 2.0 for your entire enrollment in the MBS program.

Once CalMed becomes eligible to receive federal financial aid, you will be able to receive financial aid for a maximum timeframe of 150 percent of the published degree credits required to complete

your program. For example, if your degree program requires 30 credits, you are eligible for aid up to 45 attempted credits.

Each semester, your cumulative completed credits percentage is determined to ensure that you have completed at least 67 percent of all credits you attempted. The total credits you have attempted to date (including any course in which you were enrolled past the drop/add period) will be compared to the total credits you actually earned.

Reviews and Warnings

The SSAP of students will be reviewed at the conclusion of each semester.

Students notified of “at risk” status will be placed on a “financial aid warning period.” When available, federal financial aid can be disbursed to the student during the warning period.

Financial Aid Probation

If you have not met the standards for Student Satisfactory Academic Progress (SSAP) during the “financial aid warning period,” you will be notified in writing by the Office of Financial Aid that you are ineligible to receive federal financial aid beginning with the term immediately following the term in which the standards were not met.

Appeal of Financial Aid Probation

If you have lost federal financial aid eligibility, but are permitted by the Student Academic Standards and Promotion (SASaP) Committee to remain enrolled in the MBS program, you may appeal to the Office of Financial Aid to have federal financial aid eligibility reinstated.

The appeal must be made in writing and submitted to the Office of Financial Aid within 10 business days of the notification of ineligibility.

Eligibility for federal financial aid will be restored if you subsequently meet the SSAP standards and advance to the next year of study.

Your appeal should include:

1. Brief statement outlining the reason for appeal
2. Steps you will take to ensure future academic success
3. Certification from SASaP Committee that documentation exists and is on file regarding mitigating circumstances that prevented you from meeting the SSAP standards (e.g., death in the family, illness or injury, or other personal circumstances)

What happens after you submit your appeal?

The Office of Financial Aid will review the appeal and render a decision within 10 business days of its receipt. You will be notified of the decision in writing.

If your appeal is approved:

1. You will be placed on financial aid probation.
2. You will collaborate with the Associate Dean of Student Affairs and Admissions and MBS Program Director to develop an academic plan that, if followed, will help you meet all SSAP standards by a specific point in time.
3. You will be eligible to receive federal financial aid during the timeframe stated in the academic plan.

If you do not meet all SSAP standards by the end of the probationary period:

1. You will be suspended from federal financial aid eligibility
2. You may be reinstated for federal financial aid eligibility when you complete sufficient coursework to meet SSAP standards.

Enforcement

The Offices of Student Affairs and Admissions, the Registrar, and Financial Aid are responsible for monitoring and enforcing SSAP.

Educational Materials

Intellectual Property

All lectures, presentations and associated educational materials utilized in any CalMed curriculum component are the intellectual property of CalMed. This material may not be copied, videotaped or recorded without the written consent of the CalMed administration. Students may download recordings of lectures for educational purposes only using password access granted from the medical school. Students are not to share copies of any educational materials as they are for single use only.

Class Discussion/Lecture Capture

Technology for large classroom lecture capture of multiple concurrent video feeds will be implemented. The same technology will also allow faculty to pre-record instructional sessions via a desktop recording station. All this content can be managed through a central application.

Student Academic Standards and Promotion (SASaP) Committee

The Student Academic Standards and Promotion (SASaP) Committee is responsible for the application of effective procedures for the evaluation of student performance, defined to include both academic achievement and professional competence. The Committee will evaluate the progress of all students in the program and certify whether or not students have met the stated criteria for academic advancement. It will also recommend appropriate actions when students do not maintain satisfactory academic progress. The Committee will formulate a remediation program, in consultation with the faculty, for the student based on his or her unique circumstances as necessary. In such cases, the student may be required to meet with the Associate Dean of Student Affairs and Admissions on a periodic basis; the Associate Dean of Student Affairs and Admissions will submit reports to the committee concerning the student's progress in these remediation efforts. Should it be necessary for a student in academic difficulty to meet with the SASaP

Committee, the Associate Dean of Student Affairs and Admissions will be available to help the student prepare for their scheduled appearance.

Grading Policy

A candidate for the degree of MBS must satisfy the academic requirements for achieving the Program Learning Outcomes in all required courses that contribute towards the award of the degree. Student performance in required courses is reported in terms of the grading system for the MBS degree program.

Pass and Fail Standards

Students can only earn one grade for a course following completion of the requirements for the course. Students cannot be re-assessed, or elect to be re-assessed, following completion of a course if they obtain a final passing grade in the course.

Passing grade

The passing final grade for all courses is 70%. A student must achieve a final grade of 70% or higher to pass.

Failing grade

Students who do not achieve a final grade of 70% or higher in a course will be deemed to have failed that course. These students will receive an “R” grade for the course until the performance in the course is successfully remediated. A student who fails to successfully remediate performance in a course will receive an “F” grade. All passing, failing and remediated grades will be reported to the registrar for recording in the official transcript of academic performance of the student.

Grading system

Numerical scores are assigned to and reported as letter grades by the Course Directors. Letter grades are assigned to grade points which are used to calculate the average grade points that a student accumulates during the MBS program.

Letter Grade	Grade Point Equivalent		Numerical Threshold	Performance Rating
A	4	The letter grade will appear on the transcript which will be a reflection of one of the marking systems indicated in the tables to the right	94 – 100	Excellent
A-	3.5		88 – <94	Very Good
B+	3		82 – <88	Good
B	2.5		76 – <82	Satisfactory
B-	2		70 – <76	Pass
C	1.5		60 – <70	Fail
Failure	0		< 60	Fail
IP				In progress

R			Provisional, requiring remediation
R-C			Remediated grade of C
W			Withdraw

IP

This grade indicates that satisfactory progress is being made by a student (a) in the first semester of a year-long course (b) whose attendance in a semester-long course has been interrupted by other circumstances. When the final grade is awarded, the IP is changed to reflect the grade and grade points are awarded accordingly.

Remediation

Students can only earn one grade for a course following completion of the requirements for the course. Students who achieve a grade of less than B- (less than 70%) must remedy the grade by repeating the assessment or the course as determined by the Student Academic Standards and Promotion (SASaP) Committee. The student must meet with the Course Director to discuss reasons for the failure and establish a plan for remediation. If the grade does not change after remediation, the students may choose to repeat the course in the semester in which it is next offered. The remediated grade will appear "R-C" where "R" indicates remediation. Students that elect to repeat a course or courses, would graduate at the next graduation following satisfactory completion of the course/courses under discussion.

Make-up assessments

The Course Director must be informed of an absence from an examination within 24 hours of its occurrence. Documentation of reasons for the absence may be required. Only excused absences as determined by the MBS Program Director will be allowed for a make-up examination. Within 48 hours of return to campus, the student must schedule the make-up examination with the Course Director. Failure to do so will result in a score of zero for the missed examination.

Grade Notification and Reporting as well as Grade Appeal Procedure

Find details in the CalMed-SOM Student Assessment Handbook.

Academic Progress

Policy on academic progress

A student must maintain a minimum average grade-point of 2.0 in the MBS degree program in order to satisfy the requirement for satisfactory academic progress. All courses must be completed with a passing grade as specified in the Grading Policy. The normal time frame for completion of required work for the MBS degree is one academic year. In no case, will a student be permitted to take more than three years to complete the program.

Academic Probation

1. A student may be placed on academic probation by the Student Academic Standards and Promotion (SASaP) Committee if his/her progress is unsatisfactory in any area related to graduation requirements. Academic probation serves as a warning that a student is in danger of suspension or dismissal.
2. A student may be placed on academic probation by the SASaP Committee if he/she fails a course or remediation assessment or is cited for unprofessional behavior. If a student receives a failing grade in one or more courses, the student will be considered for probation.

Appeal of the Academic Probation

The student has 10 business days from notification of probation to submit a written appeal to the Dean of the medical school. The student submits a written appeal to the Dean of CalMed-SOM and requests a meeting with the Dean to present information that the student believes relevant to the deliberations of the appeal case. The Dean will inform the student of his decision within 7 days of convening. The suspension for students who pose a threat to the community begins immediately.

Suspension

A student may be suspended, (i.e., precluded from participation in academic activities) when he/she:

1. Has been cited for unethical or unprofessional behavior as determined by the Program Director of the Master of Biomedical Sciences program and the Associate Dean of Student Affairs and Admissions; or
2. Poses an imminent risk of danger to self, others, or the institution as determined by the Program Director of the Master of Biomedical Sciences program and the Associate Dean of Student Affairs and Admissions. The suspension for students who pose a threat to the community begins immediately. The student is removed from the class list and from any remaining courses during the suspension period.

Appeal of the Suspension

The student has 10 business days from notification of suspension to appeal the decision to the Dean of the medical school. The student submits a written appeal to the Dean and requests a meeting with the Dean to present information that the student believes relevant to the deliberations of the appeal case. The Dean will inform the student of his decision within 7 days of convening. The decision of the Dean is final.

Removal from Academic Probation or Suspension

The Student Academic Standards and Promotion Committee may remove a student from academic probation/suspension after the issue that gave rise to probation/suspension has been satisfactorily addressed. A student will be recommended to be removed from academic probation if they receive no further failing grades in the following semester, as long as the student maintains a minimum grade point average of 2.0.

Grade Appeals

For a complete description of the grade appeal process, please see the MBS Program Student Assessment Handbook.

Code of Ethics

a. Exemplary behavior

Professionalism includes upholding honesty and integrity, courtesy and respect, and ethical standards of behavior. The processes which shape professional growth are complex and do not only include the scientific and academic knowledge acquired during the MBS program. This “professional” behavior is primarily acquired through interactions with peers, faculty, and administrative staff, all of whom play a significant part in exemplifying both positive and negative role models which students incorporate into their character. Exemplary professional behavior must be commended in order to promote a positive role model among students.

b. Infringements (unprofessional behavior and dishonesty):

Academic honesty is necessary for the free exchange of ideas. CalMed expects all students to abide by the University’s Code of Ethics, which includes the following:

1. Act with honesty and truthfulness.
2. Demonstrate integrity and firm adherence to moral principles, academic values, clinical and research integrity in all matters and in all professional relations.

The following examples include, but are not limited to, acts that violate the honesty and integrity principle of the Code of Ethics and are subject to academic disciplinary action:

1. Cheating: refers to both the giving and the receiving of unauthorized assistance in the taking of examinations or in the creation of assigned and/or graded class work.
2. Plagiarism
3. Falsely claiming authorship of written material
4. Falsely claiming credit for research not performed
5. Falsely claiming participation on a team project not participating
6. Any form of academic dishonesty

The acts described above and other acts in violation of the honesty and integrity principle are subject to disciplinary action regardless of whether they occur on or off campus. If you are uncertain if something is plagiarism, cite a reference or ask an instructor.

In other words, if you are assigned individual work, do it alone. If you have group work, keep it to your own group. An incidence of cheating may result in dismissal from the institution.

Consequences of Unsatisfactory Academic Achievement and/or Professional Standards

Academic Probation

1. A student may be placed on academic probation by the Student Academic Standards and Promotion (SASaP) Committee if his/her progress is unsatisfactory in any area related to graduation requirements. Academic probation serves as a warning that a student is in danger of suspension or dismissal.
2. A student may be placed on academic probation by the SASaP Committee if he/she fails a course or remediation assessment or is cited for unprofessional behavior. If a student receives a failing grade in one or more courses, the student will be considered for probation.

Appeal of the Academic Probation

The student has 10 business days from notification of probation to submit a written appeal to the Dean of the medical school. The student submits a written appeal to the Dean of CalMed-SOM and requests a meeting with the Dean to present information that the student believes relevant to the deliberations of the appeal case. The Dean will inform the student of his decision within 7 days of convening. The decision of the Dean is final.

Suspension

A student may be suspended, (i.e., precluded from participation in academic activities) when he/she:

1. Has been cited for unethical or unprofessional behavior as determined by the Program Director of the Master of Biomedical Sciences program and the Associate Dean of Student Affairs and Admissions; or
2. Poses an imminent risk of danger to self, others, or the institution as determined by the Program Director of the Master of Biomedical Sciences program and the Associate Dean of Student Affairs and Admissions. The suspension for students who pose a threat to the community begins immediately. The student is removed from the class list and from any remaining courses during the suspension period.

Appeal of the Suspension

The student has 10 business days from notification of suspension to appeal the decision to the Dean of the medical school. The student submits a written appeal to the Dean and requests a meeting with the Dean to present information that the student believes relevant to the deliberations of the appeal case. The Dean will inform the student of his decision within 7 days of convening. The decision of the Dean is final.

Removal from Academic Probation or Suspension

The Student Academic Standards and Promotion Committee may remove a student from academic probation/suspension after the issue that gave rise to probation/suspension has been satisfactorily addressed. A student will be recommended to be removed from academic probation if they receive

no further failing grades in the following semester, as long as the student maintains a minimum grade point average of 2.0.

Dismissal from the MBS Program

Students are expected to make satisfactory progress in all areas of their coursework and are expected to maintain the highest standards of personal conduct and professional behavior. A student may be dismissed from the MBS program if he/she does not meet the standards for graduation established by CalMed MBS. If the student's overall record does not meet the expected level of performance, the Student Academic Standards and Promotion Committee may recommend dismissal. A dismissal recommendation may be made at any time during the student's enrollment. The student does not need to have been placed on probation prior to being dismissed.

Dismissal Review and Appeal Process: If the Student Academic Standards and Promotion Committee recommends dismissal, the student has the right to request a meeting to review and appeal his/her pending dismissal. The request must be made in writing to the Associate Dean of Student Affairs and Admissions and the Program Director of the Master of Biomedical Sciences Program within 5 days after the decision is conferred to the student in writing. The Student Academic Standards and Promotion Committee will schedule a dismissal review meeting with the student. In preparation for the dismissal review meeting, the student must submit to the Office of Student Affairs and Admissions and the Program Director of the MBS Program, at least one week prior to the scheduled hearing, the following:

- i. A written statement addressing the issues of concern that were raised in the Committee's dismissal letter sent to the student.
- ii. Any letter or relevant documentation that the student may have requested in support of his case, along with a list of the names and qualifications of the individuals submitting the letters.
- iii. If applicable, the name of a faculty member who will act as the student's advocate, and who has been requested by the student to accompany him/her at the Student Academic Standards and Promotion Committee dismissal review meeting.
- iv. The letters and statement should be addressed to the Chair of the Student Academic Standards and Promotion Committee.

The Dismissal Review Meeting: As part of the dismissal review meeting, there will be time designated for the student to present his/her petition and to have a question and answer period with the Committee members. The student may be accompanied by a faculty who will act as his/her advocate. If present, the faculty advocate may also share information and respond to questions. If the decision of the Committee is to sustain the dismissal and the student does not withdraw from the CalMed-SOM MBS program, the Committee's dismissal recommendation will be forwarded to the Program Director of the MBS Program and the Associate Dean of Student Affairs and Admissions for a review of the process and then to the Dean of CalMed-SOM for a final decision. The Dean may or may not choose to meet with the student depending upon the presentation of new material relevant to the case.

During the dismissal review process, the student is usually permitted to continue in his/her curricular program pending a final dismissal decision or a decision by the student to withdraw from the MBS program. However, the Program Director of the Master of Biomedical Sciences Program

and Associate Dean of Student Affairs and Admissions, appropriate faculty members, and/or Student Academic Standards and Promotion Committee have the right to determine the appropriateness of the student's continuing in coursework during the dismissal review process, particularly if there are issues related to unprofessional conduct and behavior.

If the student is permitted to continue in coursework or in fulfilling other graduation requirements during the dismissal review process, the Committee will make a decision as to whether to permit the student to schedule additional coursework, e.g. exams or assignments.

If the dismissal recommendation is overturned by the Dean, the Student Academic Standards and Promotion Committee will determine the appropriate academic program and curricular schedule for the student's continuance in the MBS program. This may include requiring a student to retake a course(s) or exams which was/were previously passed. In addition, the Committee may place the student on probation for an extended period of time and elect to provide advance information to the course director.

If the dismissal is confirmed by the Dean, the decision is final and effective immediately. If the student has been the recipient of financial aid, s/he must meet with the Director of Financial Aid for a mandatory federally-required exit interview.

Leave of Absence

A student may be granted a personal or medical leave of absence (LOA) for a variety of reasons, among which include:

1. Personal and/or medical issues
2. Scholarly enrichment activities
3. Active military duty
4. Family Medical Leave Act (FMLA)

At the discretion of the Student Academic Standards and Promotion Committee, LOA may be granted for up to one continuous year for students in good academic standing.

The "Leave of Absence Request Form" is available from the Office of the Registrar. Students need to submit a completed form to the Student Academic Standards and Promotion Committee through the Office of Student Affairs and Admissions at least 3 months prior to the desired LOA start date for consideration. The period of LOA for which the student has been approved may be excluded from the maximum time frame in which an individual student will be expected to complete the program. However, under no circumstances will a student be allowed to take more than 3 years from the time of matriculation to complete the requirements for the MBS degree, including LOA.

Students must receive clearance from the Office of Financial Aid before receiving approval for a LOA. For financial aid recipients, federal guidelines consider a student on LOA as having withdrawn from the institution. Because students on LOA are not considered to be working toward their degree, the grace (deferral) period for loan repayment may lapse during the leave. For loans with the typical six or nine-month grace period, repayment will start after six or nine months of leave, respectively, and continue through the rest of the leave. For such students, loan repayment will begin immediately after graduation, rather than six or nine months into the first postgraduate year.

At the time of re-entry, the student must submit a written request at least 3 months prior to the desired re-entry date. A LOA guarantees re-enrollment upon the student's return. The student must reapply for financial aid upon his/her return. Students will be charged at the current tuition rate upon re-entry into CalMed-MBS.

Mandatory Leave of Absence

It is the purview of the Student Academic Standards and Promotion (SASaP) Committee to require a student to take a mandatory Leave of Absence under certain circumstances (for example, mental health and drug abuse). The SASaP Committee's decision may be appealed to the Dean of the School of Medicine whose decision is final. The student will not be permitted to attend class during the appeal process.

Mandatory Leave of Absence Appeal Process

If the student chooses to appeal the SASaP Committee's mandatory Leave of Absence, they must submit the rationale for their appeal in writing to the Dean within 10 business days of the SASaP Committee's decision. The Dean may or may not choose to meet with the student. The Dean will render a decision within 10 business days of receipt of the student's written appeal. The Dean's decision is final.

Immunization Requirements, Criminal Background Checks, and Drug Testing

Immunization Requirements

Purpose

Acceptance and continued enrollment for all students at CalMed is contingent on providing satisfactory proof of immunizations prior to matriculation and throughout the educational activities at CalMed.

Procedure

All CalMed students are required to meet immunization requirements set by the State of California and additional requirements established by CalMed. These requirements are based in part on current recommendations derived from the Centers for Disease Control and Prevention immunization rules for healthcare specialists and the California Department of Public Health.

Students must submit copies of all immunization records upon acceptance of admission to the program. Proof of immunization for the following communicable diseases is required for all CalMed students:

Measles, Mumps, and Rubella (MMR)

California Department of Public Health requires California College and University students to be immune to measles, mumps, and rubella. CalMed requires all students to demonstrate proof of immunity to measles, mumps, and rubella. Any student who is not shown to be immune by titer (e.g. negative, inconclusive or equivocal) will require a booster immunization. Neither documentation of being “immune” without actual lab reports nor a clinical history of the disease is sufficient proof of immunity.

Varicella (Chickenpox)

CalMed requires each student to demonstrate proof of positive titer indicating immunity to chicken pox, prior to matriculation. Students with negative titers will require 2 doses of vaccine at least 4 weeks apart with a follow-up titer. Clinical history of the disease is not sufficient proof of immunity.

Tetanus, Diphtheria, and Pertussis (Tdap)

Students must have documentation of a recent Tdap vaccination regardless of the date of the last Td injection. If the student has received Tdap vaccine greater than 2 years ago, CalMed recommends a new booster with Tdap vaccine to confer additional protection against pertussis.

Meningitis

The California Department of Public Health requires all California College and University students to have 1 dose of meningococcal vaccine on or after their sixteenth birthday (recommended for people age 21 and younger), and CalMed requires proof of the immunization. CalMed provides

information about meningococcal meningitis in the pre-matriculation information packet in lieu of Health and Safety Code, Sections 120392-120399.

Hepatitis

CalMed requires proof of 3 doses of hepatitis B (HepB) vaccine as well as evidence of immunity by serologic titer from every student.* CalMed requires first-year students who have not had the 3-dose series of HepB vaccine or who do not have serologic evidence of immunity to begin the 3-injection series upon matriculation at CalMed. The student will need to get an anti-HepB serologic test demonstrating a positive titer 1–2 months after the third dose.

- * CalMed admits qualified students with active hepatitis B virus (HBV), hepatitis C virus (HCV), or human immunodeficiency virus (HIV) infection. However, the students have a routine follow-up requirement by an appropriate personal physician.

As per the Centers for Disease Control and Prevention’s guideline for infection control in healthcare personnel, the following additional vaccines and screening are required.

Flu (Influenza)

CalMed requires every student to provide proof of an annual influenza vaccine unless medically contraindicated.

Tuberculosis (Tuberculin skin test; PPD)

CalMed requires students to provide proof that one of the accompanying tests has been performed within the 6-month period preceding the student's matriculation at CalMed:

- Tuberculosis blood (IGRA) test (Preferred)
- A two-step tuberculosis skin test (PPD)

Students who test negative for TB at the time of matriculation will require annual testing while in the CalMed program.

If the student already has a positive test result at the time of matriculation, s/he will be required to answer a TB screening questionnaire and submit an x-ray report interpreted by a radiologist and may need to produce evidence of past treatment for tuberculosis.

Extra testing may be required should the student be exposed to tuberculosis during his/her course of study.

Hypersensitivity and/or Allergy to Immunizations or Antibody Segments

In the event that a student is hypersensitive and/or allergic to any of the immunizations or antibody segments, s/he must provide written documentation from the treating physician.

Criminal Background Check

Applicants to the MBS program must provide consent to the following background checks, which are required before the matriculating year: National, state, and county criminal background checks. Details as to how to facilitate completion of these requirements are sent in the student's matriculation packet.

Drug Testing

Drug testing is required prior to matriculation. Additional drug testing may be necessary, with cause, or when required by affiliated institutions, during the course of the student's enrollment.

Academic and Personal Support Services for Students

Academic Support

The goals of the CalMed academic advising system are:

1. Early identification of students who need academic help.
2. Identification of the areas in which the students need help (e.g., time management, learning modalities, test taking, laboratory procedures, stress reduction).
3. Identification of the most appropriate methods for assisting students in academic difficulty.

Faculty are available to assist students with course content through office hours. The Associate Dean of Student Affairs and Admissions is available for help with study skills, test-taking strategies, and time management.

Student Assistance Program (SAP)

Guardian WorkLifeMatters, a Student Assistance Program (SAP) provides students and their family members with support services for a variety of issues associated with daily living. The following confidential services are available to Students:

1. Unlimited telephonic consultation with a SAP Counselor
2. Referrals to local counselors - up to 3 sessions free of charge
3. State of the art website featuring over 3,400 helpful articles on topics like wellness, training courses, a legal and financial center and more!

A referral to a local counselor can assist with topics such as:

1. Education
 - *Finding a preschool *College planning *Financial aid resources
2. Dependent Care
 - *Adoption assistance *Before/after school programs *Daycare *Special needs care
 - *In-home services *Senior housing options *Parenting classes/support groups
 - *Respite care *Eldercare
3. Lifestyle and Fitness Management
 - *Nutrition and fitness *Stress and overload *Relationship issues *Divorce and separation
 - *Health and wellbeing *Grief and loss *Relocation *Career planning
 - *Balancing work and home life
4. Legal & Financial
 - *Budgeting *Credit and collections *Saving and investing *Home buying
 - *Retirement planning *Basic tax planning *Immigration *Personal/family legal service
 - *Will-making *Legal forms *Receive referrals to an attorney for a free 30-

minute consultation and a 25% discount on legal fees if the attorney is retained to provide legal services.

5. Pet Care

*Choosing a veterinarian *Training and discipline *Boarding and in-home care.

Wellness Program

The MBS Wellness Program is designed to support the student both mentally and physically, through programming designed to facilitate students' ability to maintain good physical fitness and mental health. Student input will be solicited as to programming preferences and implemented accordingly, once the school begins. The following programs are currently available or under consideration for development.

1. Nutritional Boot Camp for Peak Mind/Body Performance
2. Membership discounts to Fitness Center(s)
3. Hiking, jogging, biking, walking, clubs
4. Yoga classes
5. Mindfulness training
6. Guided imagery and deep breathing exercises
7. Depression Screening
8. Anxiety Screening
9. Date night babysitting resources
10. Cognitive Behavioral Training: Stress without Distress
11. Staying focused on the solution; not the problem
12. Maintaining lifework/life balance
13. Referral to Student Assistance Program resources for additional counseling and evaluation as appropriate
14. Arts in Medicine Program
15. Concerned Student Program: Students letting others know if they have a concern regarding another student's well-being.
16. Help for students with alcohol and drug abuse issues.
17. Stress management skills and techniques
18. Onsite exercise equipment

Off-Campus Fitness Facilities

There are several fitness facilities within close proximity to the CalMed temporary site and permanent campus. Please see the list of those facilities offering discounts to students under the Wellness Program on the Student Affairs website. Both the temporary site and medical school building (under construction) will have a fitness room for student use.

Opportunities for Students to Volunteer

Students in the MBS Program are encouraged to participate in volunteer activities as a means to enrich their experiences in the field and enhance their portfolio. The Office of Student Affairs and Admissions website provides a list of organizations that have expressed interest in having our students participate in volunteer activities.

Student Health

Student Health Insurance

CalMed does not currently offer health insurance. All students are required to obtain and provide a copy of proof of health insurance coverage. The college requires that student health insurance coverage is continuous from the date of enrollment through graduation, regardless of whether the academic schedule includes classroom instruction or participation in clinical rotations.

Personal insurance must meet the minimum program requirements of the student health insurance plan selected by the University. The process to provide a proof of student's personal insurance coverage can be found on the University website at www.calmedu.org in the 'Students' section. The proofs are required every year regardless if one is already on file from the previous year.

Students provide evidence of health insurance coverage that meets the following minimum requirements:

- Major medical coverage of at least \$500,000 / policy year
- Maximum \$5,000 annual deductible
- Maximum 80/20 in-network and 60/40 out-of-network coinsurance
- Prescription coverage
- A provider network in the CalMed area for primary care, specialty, hospital, and diagnostic care
- Mental health coverage
- Coverage for the entire academic year, including summer and holidays
- Coverage for annual exam
- US based health plan
- Coverage for accidental exposure to environmental and biological hazards
- Coverage for immunizations

Students who lose their coverage must contact the Office of Student Affairs before the termination date and submit a termination letter within 31 days in order to prevent a lapse in coverage. Failure to notify Student Affairs could result in suspension and possible termination from the program.

Students, who return to a program for remediation purposes and after more than 31 days of enrollment, must also comply with the student health insurance requirements and maintain comparable health insurance coverage.