

2019-20

July 1, 2019 - June 30, 2020

CHSU STUDENT CATALOG AND HANDBOOK



Improving health
care outcomes of
people in the
Central Valley

CHSU
CALIFORNIA
HEALTH SCIENCES
UNIVERSITY

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Message from the President

We are honored and proud that you have selected California Health Sciences University to help you achieve your education and career goals!

At CHSU, we strive to inspire and prepare you and all others in our diverse campus community to continue advancing our mission - to improve the health care outcomes of people living in the Central Valley. To help you and your fellow student colleagues achieve your goals, we are committed to providing a quaint and supportive campus culture, developing a distinctive approach to education, and ensuring our programs are accessible to and affordable for all students – especially those from our region. Because only together, can we resolve the dire health provider shortages in the Central Valley and help to support the underserved communities in our region and beyond!

We hope you feel the CHSU pride in being part of our history in the making! We are accredited by the WASC Senior College and University Commission (WSCUC), we offer the first and only Doctor of Pharmacy and Doctor of Osteopathic Medicine programs in the Central Valley, and we are developing our new Alluvial Campus – designed to give you further interprofessional collaboration and learning opportunities. We are grateful for the opportunity to help you achieve your career and personal goals to help treat, heal, and serve the precious members of our community.

You will have an amazing impact on our world! From the founders and the board of trustees to the leadership, faculty and staff at CHSU, please know that you have the entire campus community and the local community here to support you. With dedication and compassion, together we can improve the health care outcomes of the great people in our region.



A handwritten signature in black ink, appearing to read 'Florence T. Dunn', written in a cursive style.

Florence T. Dunn

President

California Health Sciences University (CHSU)

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USING THE STUDENT CATALOG AND HANDBOOK

Welcome to the Academic Year 2019-2020 Student Catalog and Handbook (“Catalog”) to our new and returning students.

To our students returning to CHSU, thank you for your feedback on our processes over the past years, which along with evolving trends in health sciences education, have informed the content and structure of the Student Catalog.

To our new students, welcome to CHSU! You selected CHSU because our vision to improve the health care outcomes of people living in the Central Valley is what will motivate you to succeed every day.

Our purpose in assembling the catalog is to ensure that all students have a source of guidance to consult when you have questions about the various processes you will encounter. In some cases, the catalog will provide you with introductory content that will refer you to an additional area of the CHSU website; in other cases, the catalog will cover an issue in its entirety.

Our education programs demand much of our students: as CHSU graduates, you will be expected to do whatever it takes to expand your core competencies to ensure that all your patients get the very best care from you. Our curricula have been designed to provide the necessary challenges and experiences to make this expectation a reality. Our student support systems have been carefully designed to foster professional development and intellectual growth so that our graduates are equipped to master the trials and tribulations that such professional leadership entails.

We expect you will take the time to read and use this important resource assembled by your faculty and administration. The content is organized to allow you develop and live the CHSU values during your time here:

Integrity: We keep promises and fulfill just expectations. By aligning our beliefs, thoughts and actions, we adhere to the highest ethical and professional standards in education, research and healthcare.

Excellence: We strive to achieve the highest quality in all that we do by using evidence-based methods, teamwork, critical reasoning, and continuous reflection on performance.

Collaboration: We strive to contribute positively to each other, our students, patients, university and community, through a culture of trust, respect, transparent communication, cooperation, cheerfulness, gratitude, and shared victories.

Diversity: We respect, embrace and harness the strengths of the many cultural backgrounds, languages, experiences and viewpoints of our students, faculty, staff and the community which we serve.

Innovation: We offer opportunity and resources to explore and pursue courageous innovation that matters for our students, faculty, staff, patients, and community.

Stewardship: We conscientiously utilize our resources – human, material and financial – in a highly efficient, effective, forward-looking and sustainable manner.

Growth: We value and invest in an assessment-driven culture that prioritizes growth and self-development. We strive to realize the potential of every student, faculty, staff, and community member through our individual and collective learning opportunities, decisions, policies and priorities.



Catalog Disclosure: CHSU Student Responsibility and Conditions of Accuracy

The information within is accurate at the time of publication. Students are responsible for informing themselves of and satisfactorily meeting all requirements pertinent to their relationship with the University. Students and others who use this catalog should be aware that the information changes from time to time at the sole discretion of California Health Sciences University (CHSU) and that these changes might alter information contained in this publication. Any such changes may be obtained in the addendum to the catalog. CHSU reserves the right, at any time and without notice, to make any changes to all rules, policies, procedures and any other information that pertains to students or the institution including, but not limited to, admission, registration, tuition and fees, attendance, curriculum requirements, conduct, academic standing, candidacy and graduation. This catalog does not constitute a contract, or terms or conditions of contract between the student, faculty and/or staff at CHSU.

While CHSU strives to support the students enrolled in its academic programs, CHSU cannot guaranty the graduation of any student, eventual licensure of any student, that the student will pass required board exams or other government exams, admission to residency programs, or that the student will be successful in applications with employers following graduation. The CHSU graduate is solely responsible for meeting all graduation requirements, for obtaining licensure, and securing employment in the student's chosen profession. The employment rates of prior CHSU graduates are available from the Student Performance Fact Sheet (SPSF) available on chsu.edu and from the Bureau of Private Post-Secondary Education (BPPE) of the California Division of Consumer Affairs.

Text for the catalog was prepared and accurate as of July 2019. The information herein applies to the academic year 2019- 2020.

CHSU

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CHSU INFORMATION

CHSU Governing Statute 1 Mission, Vision and Values

CHSU Mission

We exist to improve the health care outcomes of people living in the Central Valley by:

- A. Inspiring diverse students from our region to commit to health care careers that serve our region;
- B. Developing compassionate, highly trained, intellectually curious, adaptive leaders capable of meeting the health care needs of the future through a performance-based education;
- C. Empowering people to teach, serve, research, innovate, and practice collaboratively in areas of skill and expertise.

CHSU Vision

Enhancing the wellness of our community by educating health care professionals dedicated to providing collaborative care for the Central Valley.

CHSU Values

Integrity

CHSU keeps promises and fulfills just expectations. By aligning our beliefs, thoughts and actions, we adhere to the highest ethical and professional standards in education, research and healthcare.

Acting with integrity means personal accountability for and commitment to ethical decision making, honesty, fairness and respect for others, while avoiding even the appearance of misconduct or impropriety.

Excellence

CHSU strives to achieve the highest quality in all that we do by using evidence-based methods, teamwork, critical reasoning and continuous reflection on performance.

Collaboration

CHSU strives to contribute positively to each other, students, patients, university and community, through a culture of trust, respect, transparent communication, cooperation, cheerfulness, gratitude, and shared victories.

Diversity

CHSU respects, embraces and harnesses the strengths of the many cultural backgrounds, languages, experiences and viewpoints of our students, faculty, staff and the community which we serve.

Innovation

CHSU offers opportunity and resources to explore and pursue courageous innovation that matters for our students, faculty, staff, patients and community.

Stewardship

CHSU conscientiously utilizes our resources – human, material and financial – in a highly efficient, effective, forward-looking and sustainable manner.

Growth

CHSU values and invests in an assessment-driven culture that prioritizes growth and self-development. We strive to realize the potential of every student, faculty, staff and community member through our individual and collective learning opportunities, decisions, policies and priorities.

Awards and Recognition Policy

The CHSU values are the inspiration for the awards and recognition that are given out towards the end of the academic year. During the year, students will have the opportunity to nominate student peers who have provided outstanding examples of living the CHSU values in community engagement, leadership, research and peer teaching.

The CHSU Awards and Recognition Committee shall be responsible for administering this process. This Committee will send communications to students at relevant times to seek nominations. Students are encouraged to respond to the communications and to promote this prestigious recognition.

Completion of Evaluations and Surveys

In order to provide students with opportunities to voice their opinion of the academic programs and services, evaluations of faculty and courses are periodically sent to students in electronic format. It is important for students to fill out the evaluations as part of their responsibilities in informing the improvement of the programs. Providing quality and actionable feedback will be an important component of the daily activities of health care professionals, and student can begin practicing the skill while attending CHSU.

In addition, surveys related to research or other topics may be occasionally sent: they also require student completion. University administration monitors the frequency and type of evaluation and surveys sent to student, to space them in time and keep the numbers reasonable as much as possible. However, students are asked to understand that as an academic institution, we have a duty to report to our accreditors: student feedback and response rates are specifically monitored.

Governing Statute 3 Confidentiality of Information Policy

CHSU is committed to preserving the integrity and security of confidential records and information created, received, maintained and/or stored by the University in the course of carrying out its educational mission. Confidential records include without limitation any personally identifiable student or employee records, financial records, health records, contracts, research data, alumni and donor records, personnel records, computer passwords, University proprietary information and data and any other records for which access, use or disclosure is not authorized by federal, state or local law, or by University policy. The confidentiality of all student and personnel information will be preserved in compliance with applicable state and federal laws, including but not limited to the federal Family Educational Rights and Privacy Act.

Disclosure of Information Policy

Student Rights Pertaining to Educational Records

The Family Educational Rights and Privacy Act (FERPA) give students at CHSU certain rights with respect to their educational records. These rights include:

The right to inspect and review educational records within 45 days of the day the Office of the Registrar receives a written request for access. The student should submit to the Registrar a written request that identifies the record(s) the student wishes to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.

A student has the right to request the amendment of the educational records if the student believes them to be inaccurate. The student may ask the University to amend a record that the student believes is inaccurate. The student should write to the Registrar, clearly identify the part of the record that is inaccurate and specify why the record is inaccurate. If the University decides not to amend the record as requested by the student, the Registrar (or an appropriate official, if the record is maintained by another office), will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when the student is notified of the right to a hearing.

A student has the right to consent to disclosures of personally identifiable information contained in the student's educational record, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A "school official" is a person employed by the University in an administrative, supervisory, academic, research, or support staff position (including law enforcement personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a "legitimate educational interest" if the official needs to review an educational record in order to fulfill his or her professional responsibility. Another exception which permits disclosure without student consent is disclosure to officials of another school, school system, or institution of post- secondary education where a student seeks or intends to enroll. Upon the request of an institution in which a student seeks or intends to enroll, the University will forward the student's education records to the requesting institution. Upon request, the student may obtain a copy of the record that was disclosed and have an opportunity for a hearing as provided above.

It is the right of a currently enrolled student to request that his/her "directory information" not be released by CHSU. Absent such a request, the University, at its discretion and without the written consent of the student, may release "directory information," which is determined by FERPA, and in accordance with University policies and procedures... A student request for non- disclosure of directory information must be filed with the Office of the Registrar. A student has the right to file a complaint with the Department of Education concerning alleged failures by CHSU to comply with the requirements of FERPA. The student may contact:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

Records Not Subject to Review

A student's record is open to the student, with the following exceptions:

- Instructors or administrators' notes
- Application materials

- Confidential letters of recommendation received by the University placed in files;
- Records of parents' financial status in support of applications for financial assistance;
- Employment records;
- Medical and psychological records;
- Some items of academic record under certain conditions;
- Other records pursuant to the policies and procedures of the Registrar.

Retention of Student Records

Student records are kept in the Office of Registrar. Confidentiality and safety of these records are a top priority. Dependent upon the type of record, they will be maintained for specified timeframes.

- Admissions records: 5 years
- Academic records: 5 years
- Transcripts, Degrees: Indefinitely

Student Personal and Emergency Contact Information Policy

CHSU has an obligation to be able to contact a student and/or a designated contact person in any case, including an emergency or other situation, affecting the welfare of the student. All students are always required to maintain accurate student and emergency contact information and update and/or review that information at least annually.

Student can update their address and emergency contact by following one of the options below:

1. Accessing and downloading the Registrar Forms for Emergency Contact Information and Change of Address located in BrightSpace, the student learning management system. These forms must be submitted to the Office of the Registrar in person or emailed to Registrar@CHSU.edu
2. Logging into their Student Portal

Secure Student Recordkeeping Policy

The policy defines how CHSU will ensure that all student records, including but not limited to admissions, advisement, academic and career counseling, evaluation, grading and credits, are secured and retained as required by regulatory agencies and accreditation standards.

1. All student records, whether the records are paper or electronic, will be stored within the Student Information System(s). If unable to scan certain paper records, they will be stored in locked, fireproof file cabinets in a secure storage room.
2. In compliance with the Family Federal Educational Rights and Privacy Act of 1974 (FERPA), students will be permitted to review their educational records within 45 days of written request to the Registrar's office. Also, students may restrict disclosure of directory information by completing a "Nondisclosure of Directory Information Form" available from the Registrar's office. The FERPA restriction will remain in effect until the Registrar's office is notified in writing to remove the restriction. The following items are designated as "Directory Information" at CHSU: name, address, telephone number, date and place of birth, academic program, dates of attendance, degrees and honors received, and most recent previous institution attended.
3. Complaints lodged by students through the different pathways will be maintained securely and according to all the provisions of FERPA in the Office of the Provost. The documentation will be maintained separately from the academic records of the student and be made available only for the purposes and to the individuals described in the CHSU Student Conflict Resolution and Complaints Policy.

4. To ensure employees are trained to apply FERPA, all employees of CHSU are required to attend annual FERPA training. The Office of Human Resources shall maintain records of such training. Periodically, CHSU will send FERPA reminders and information through a variety of distribution methods.

CHSU Governing Statute 5 Due Process

California Health Sciences University (“University”) is committed to providing fair disciplinary processes for all employees and students. The University shall disseminate policies and procedures which provide for fair treatment of employees and students. Such policies and related procedures for employees shall be developed and maintained by the Office of Human Resources, and shall be made available in the same manner as other personnel policies and procedures. Such policies and related procedures for students shall be developed and maintained by the Office of Student Affairs, and shall be contained in applicable student catalogs and handbooks. The University shall also disseminate policies which provide for the processing of complaints made against members of the University community, including students and employees. These policies shall provide a fair process for review of those complaints. Fair review of such complaints shall include a neutral fact-finder, which may or may not be an employee of the University. The fact-finder will make determinations of complaints based on a preponderance of the evidence standard. The preponderance of the evidence standard means that fact-finders must determine whether the allegations of a complaint are more likely than not to be true based on available evidence, including, but not limited to, witness statements, available documents and credibility determinations. An appeals process shall be provided in each complaint policy. All such complaints must be processed in accordance with applicable state and federal law.

The University shall also make available to employees and students information for the filing of complaints with appropriate state, federal and accrediting agencies, as required by state or federal law and/or by the University’s accrediting agencies’ rules, standards or regulations

CHSU Teach Out Policy

California Health Sciences University intends for all University programs to remain viable for long periods of time. Should a program fail to meet expectations, however, and the program is deemed not viable through the decision process described in this document, no new students will be admitted to the degree program. Nevertheless, the University will make every reasonable effort to honor the commitment to graduate all students remaining in the program.

Any plan for termination or action to implement the termination of a University degree program must comply fully with the WASC Senior College and University Commission (WSCUC) Teach-Out Policy (attached). The following guidelines govern the termination of University degree programs and teach-out plans:

- A. The academic unit in which the program is housed must first conduct a program review that carefully examines potential factors limiting the program’s viability, such as, but not limited to, demographic shifts, regional shifts, professional shifts, external agency requirements, enrollment trends, or financial considerations.
- B. If it is determined that termination of the program, rather than some other action to revise the program, is the best course of action, the academic unit will submit a proposal for termination to the Provost. Such a proposal should contain the appropriate evidence and rationale in support of the decision; a timeline and curriculum plan for the full teach-out; and a plan to notify stakeholders, including students, internal constituents, and external regulatory bodies (e.g., U.S. Department of Education, WSCUC).
- C. Upon approval of the proposal, the Provost will forward a recommendation to the President. The final decision to terminate the program will be made by the President and Board of Trustees.
- D. Of particular concern is that students be notified in writing of a date for program closure as early as possible or as required by state or federal law. The notice will also include the rationale for termination, as well as any additional costs, if any, related to the program closure.

- E. Faculty participating in the program will be notified in writing, as early as possible or as required by state or federal law, of a date for program closure, as well as the rationale for termination.
- F. Students are to be provided a clear listing of course offerings needed for program completion and a timeline in which such courses will be offered. The University will make every reasonable effort to offer the courses needed and to support students through program completion in a timely manner. As individual needs might require, independent study plans may be developed to assure that the students can meet the goals of their degree plans and be able to graduate in as timely a manner as possible.
- G. CHSU will also work with regional universities to negotiate transfer arrangements when feasible.



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PROFESSIONALISM AND CONDUCT

Governing Statute 2 University Code of Ethical Conduct

California Health Sciences University is committed to maintaining a campus environment that offers a wide range of professional, social and cultural opportunities and where the well-being of students and University personnel is the primary focus of all decision making and actions. In order to ensure that the highest ethical standards are maintained, the California Health Science University Board of Trustees adopts and enforces the following statements of ethics and conduct for all members of the University community, including but not limited to its Trustees, Officers, administration, faculty, staff, students, volunteers, vendors, agents, contractors, and third-parties associated with the University.



STATEMENT OF MISSION AND VALUES

CHSU exists to improve the health care outcomes of people living in the Central Valley by: (1) inspiring diverse students from our region to commit to health care careers that serve our region; (2) developing compassionate, highly trained, intellectually curious, adaptive leaders capable of meeting the health care needs of the future through a performance-based education; and (3) empowering people to teach, serve, research, innovate, and practice collaboratively in areas of skill and expertise.

In all decisions, members of the CHSU community are encouraged to and supported in relying upon the key values of CHSU as guiding principles. The University Code of Ethical Conduct (“Code”) does not address every possible situation. Instead, the Code sets forth the principles and values upon which all decisions should be made. The Code builds upon these key principles and values to establish policies and procedures designed to create an effective and supportive learning and working community that promotes the mission of developing compassionate, highly trained, intellectually curious, and adaptive leaders that are empowered to teach, serve, innovate, and practice collaboratively to make CHSU the health sciences educator of choice in Central California.

The Code rests on the foundation of core principles and values. By following these core principles and values, all members of the CHSU community will build a university of high moral, ethical and professional standards. All members of the CHSU community will uphold this Code by following these core principles and values:

INTEGRITY

CHSU keeps promises and fulfills just expectations. By aligning our beliefs, thoughts and actions, we adhere to the highest ethical and professional standards in education, research and healthcare.

Acting with integrity means personal accountability for and commitment to ethical decision making, honesty, fairness and respect for others, while avoiding even the appearance of misconduct or impropriety.

EXCELLENCE

CHSU strives to achieve the highest quality in all that we do by using evidence-based methods, teamwork, critical reasoning and continuous reflection on performance.

COLLABORATION

CHSU strives to contribute positively to each other, students, patients, university and community, through a culture of trust, respect, transparent communication, cooperation, cheerfulness, gratitude, and shared victories.

DIVERSITY

CHSU respects, embraces and harnesses the strengths of the many cultural backgrounds, languages, experiences and viewpoints of our students, faculty, staff and the community which we serve.

INNOVATION

CHSU offers opportunity and resources to explore and pursue courageous innovation that matters for our students, faculty, staff, patients and community.

STEWARDSHIP

CHSU conscientiously utilizes our resources – human, material and financial – in a highly efficient, effective, forward-looking and sustainable manner.

GROWTH

CHSU values and invests in an assessment-driven culture that prioritizes growth and self-development. We strive to realize the potential of every student, faculty, staff and community member through our individual and collective learning opportunities, decisions, policies and priorities.

GOVERNING STATUTES

The University's Board of Trustees has adopted governing statutes which include this Code of Ethical Conduct, a statement on Non-Discrimination and Equal Opportunity, a statement on Confidentiality of Information, a statement on Due Process, and a statement on Fiscal Management and Accountability. All members of the University community are bound by these governing statutes. These statutes form the foundation of the University's policies and procedures.

LAW AND POLICY COMPLIANCE

At CHSU we are committed to maintaining high professional and ethical standards and expect all community members to comply with all applicable laws, regulations, and institutional policies. Institutional policies and procedures are made available to members of the University community through the University website and through specific information portals.

University policies and procedures are designed to ensure compliance with legal and regulatory requirements with specific application to CHSU business. Supervisors are responsible for ensuring that all policies and procedures are followed within their department and all members of the University community are expected to abide by the policies and procedures of the institution, including this Code

The Office of General Counsel is responsible for assisting members of the University community with understanding, implementing, and following laws and regulations within the course of University business and designates specific staff members and committees with operational oversight of specific compliance functions. Question or concerns about the application or interpretation of University policies should be directed to the Office of the General Counsel.

PROFESSIONALISM

CHSU is committed to providing teaching, scholarly activity, research and service in a dedicated and professional manner. Accordingly, CHSU requires all community members to conduct themselves in a professional manner at all times. Our University's reputation is an asset that can make us successful. It is of paramount importance that each community member treats each other with the utmost of respect and consideration not only during working hours, but after hours as well.

All members of the University community are expected to demonstrate professionalism in their interactions and daily activities. At CHSU, faculty and staff pledge their best efforts to ensure high quality, future-directed educational programs for students by sustaining and increasing expertise and continuous improvement of their ability to facilitate learning. All members of the campus community are expected to hold themselves to the professional virtues of honesty, compassion, civility, integrity, fidelity, and dependability and to maintain high professional standards in all interactions. We celebrate exemplary behavior and will not tolerate unprofessional behavior.

USE OF UNIVERSITY RESOURCES

The University recognizes and supports advances in technology and provides an array of technology resources for employees to use to enhance student learning, facilitate resource sharing, encourage innovation, and to promote communication. While these technologies provide a valuable resource to the University, it is important that employees' use of technology be appropriate to support the University Mission.

University resources are reserved solely for activities conducted in the fulfillment of the University mission and may not be used for personal purposes or private gain except where otherwise permitted by University policy. Incidental personal use of Information Technology services and resources, within the guidelines of University policy, is considered appropriate. University resources include but are not limited to communication devices, funds, facilities, equipment, staff, campus mail system, public spaces, etc. In any use of University property and or resources, community members are expected to comply with all laws, policies, and procedures and to accurately document and report permitted use of University funds and resources in the course of professional duties per the guidelines of specific University policies and procedures.

CONFLICTS OF INTEREST

All employees shall recognize the potential for conflicts of interest and shall refrain from engaging in activities that may interfere with the University's mission. Employees shall not use their positions for personal gain through political, social, religious, economic, or other influences when those activities interfere with the University mission. Financial endeavors on the behalf of the individual or the University that create or appear to create a conflict between the interests of the University and an employee are unacceptable.

Areas where conflicts of interest may arise include outside employment, relationships with external or commercial entities, the acceptance of gifts and or favors, through the acceptance and review of bids and vendor services, access to trade secrets and confidential information, and through outside service with competitive entities. Information, projects, or opportunities on which staff and faculty work as part of their job duties with CHSU are property of CHSU and may not be used for personal gain for as information for another company. Staff and faculty who engage in outside employment or believe a conflict of interest may exist in any business performed on the behalf of the University should report the potential conflict and or details of outside employment to the Office of Human Resources who will evaluate the potential conflict of interest.

INTELLECTUAL HONESTY/ACADEMIC INTEGRITY

Academic and intellectual honesty and integrity is expected from all members of the CHSU community. Any staff, faculty, student, prospective student, or alumnus found to have committed the following misconduct is subject to the sanctions outlined in the Honor Council section of the University Catalog and in applicable staff and faculty personnel policies. Unacceptable conduct is defined in the University's policies applicable to students and employees.

RESEARCH MISCONDUCT

CHSU prides itself upon its support and enhancement of educational, medical and scientific research. As such, acts of research misconduct will be taken seriously. Members of the University community, including students, who engage in research are required to comply with all applicable policies, procedures, laws, and regulations and to conduct themselves with integrity at all times. The University recognizes that research and scholarly activities are a proper and common feature of academia, contributing to the professional and academic development of the individual and extending the University's triad mission of teaching, research, and service. Research must be conducted in a manner that shows appropriate respect for and protection of human subjects and in compliance with the United States Department of Health and Human Services Regulations, Protection of Human Subjects: title 45, Code of Federal Regulations, part 46 (45 CFR 46).

RESPECT FOR OTHERS AND FACULTY/STUDENT/STAFF INTERACTIONS

Interactions between members of the CHSU community should be conducted with respect for the Code and in support of the University's mission and values. Staff and faculty are expected to pledge their best efforts to ensuring a high quality, future-directed educational program for all students by sustaining and increasing expertise of the disciplines they teach and continually improving their ability to facilitate learning. All students, staff, administration and faculty are expected to hold themselves to the professional virtues of honesty, compassion, civility, integrity, fidelity, and dependability and to respect all individuals regardless of gender, race, national origin, religion, sexual orientation, disability or other protected class.

Faculty Responsibilities: All faculty are expected to engage in teaching, advising, scholarship, service to their College and university, community engagement and outreach, and, in the case of clinical faculty, practice. Faculty are expected to meet deadlines for submission of handouts, exam questions and answers, and other course materials; follow copyright law; adhere to course schedules; to be available for student conferences outside of class and to accommodate student requests for appointments outside of scheduled office hours whenever possible; and to provide ADA accommodations as required by the Americans with Disabilities Act (1991) including but not limited to extra time and private space for examinations for students who need such accommodations. Additional faculty requirements and responsibilities may be found in applicable faculty policies.

Student Responsibilities: Students are expected to exert their utmost effort to acquire the knowledge, skills, attitudes, and behaviors required to fulfill all educational objectives. The University has set forth academic regulations, which allow students to achieve their degree objectives, and policies, which dictate student conduct. Guidance regarding these matters may be found in University or college-specific policies and procedures. Students are expected to be familiar with all regulations that affect them and to abide by all University policies.

Romantic Relationships: Relationships of a romantic or sexual nature between faculty and the students they are responsible for the academic supervision, evaluation, or instruction of are prohibited regardless of whether or not the relationship is consensual. Additionally, staff and administration may not engage in relationships of a romantic or sexual nature with students for whom they mentor, advise, coach, evaluate, manage, or have direct responsibility for even if the relationship is consensual. Further, employees may not engage in romantic or sexual relationships with other employees which they supervise or manage. In rare circumstance, the Office of Human Resources, with approval of the President, may make an exception to this policy provided that appropriate conflict management and risk mitigation procedures are implemented and maintained. It is the responsibility of the faculty or staff member engaging in the romantic and or sexual relationship with a student to disclose the existence of the relationship to the Office of Human Resources. Failure to do so may result in corrective action.

COLLEGE SPECIFIC CODES OF CONDUCT AND PROFESSIONALISM

At times, specific colleges, programs, or constructive learning experiences may require certain University sponsored programs or activities to adopt and promulgate area specific codes of conduct and or professionalism. These codes of conduct and professionalism are intended to extend the value of the University Code to all learning endeavors and should be considered a continuation of this policy.

CHSU College of Osteopathic Medicine ("COM") has adopted the AOA Code of Ethics and all members of the COM community are expected to comply with the AOA Code of Ethics in addition to the CHSU Code.

CHSU College of Pharmacy ("COP") has adopted a Code of Ethics and Professionalism applicable to all members of the COP community.

CHSU Academic Freedom, Intellectual Honesty and Academic Integrity Policy

Academic freedom is indispensable to institutions of higher learning in order to educate students and advance knowledge. Academic freedom gives faculty and students the freedom to investigate and discuss topics without fear of reprisal for alternative opinions in order to gain the best possible understanding of an issue. All members of the University shall support and protect this fundamental principle and work collaboratively to provide an environment of tolerance and mutual respect.

Academic freedom is essential to both teaching and research for faculty, and to learning for students. Freedom in research is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental for the protection of the rights of the teacher in teaching and of the student to freedom in learning. It carries with it responsibilities correlative with rights.

CHSU expects that its members exercise academic freedom responsibly. As highly trained professionals, faculty have the responsibility to their students and community for the quality of their teaching, scholarship, and student learning. The faculty has primary responsibility for contributing their knowledge to such fundamental areas as curriculum, subject matter, methods of instruction and assessment, and research. Faculty input is sought for those aspects of student life which relate to the educational process.

Faculty are entitled to freedom in the classroom in discussing related subject matter. Faculty are free to pursue research and to publish their results. The exercise of these freedoms is not to impinge upon the full and adequate performance of their responsibilities, including, but not limited to, teaching, service, and research.

Academic Freedom has the following limitations:

1. Academic freedom does not give faculty or students the right to say anything they want. Abuse of academic freedom to say or behave in a way that causes physical or emotional harm to others, for example, is not acceptable.
2. Students do not have the right to interfere or interrupt the education of others in the name of academic freedom.
3. Students do not have the right to avoid teachings in which they do not agree.
4. No faculty members (full-time or part-time) of the University shall use or attempt to use their official authority or position in the University, directly or indirectly to:
 - a. Affect the nomination or election of any candidate for any political office,
 - b. Affect the voting or legal political affiliation of any other employee of the College or of any student, or
 - c. Cause any other employee of the College or any student to contribute any time or money (whether as payment, loan, or gift) to the support of any political organization or cause, or
 - d. Represent that any political party, political candidate, political issue, or partisan activity has the official or unofficial support of California Health Sciences University or any of its colleges.
5. The faculty member is a citizen as well as a member of a learned profession and an educational institution. While speaking or writing as a citizen, faculty are free from institutional censorship or discipline, but should realize they hold a special position in the community which imposes unique obligations. As a person of learning and an educational officer, the faculty member should remember the public may judge the teaching profession and this institution by his or her statements and behavior. Hence, at all times faculty should be accurate, exercise appropriate restraint, show respect for the opinions of others, and make every effort to indicate they do not speak for the institution.
6. Procedural safeguards for academic freedom and individual responsibility, including, but not limited to contracts of employment, are in place to ensure the maintenance of intellectual liberty and high standards in teaching and scholarship.

7. Administration, staff, and other stakeholders have important roles to play in order to protect the fundamental principles of academic freedom on campus, but the faculty and students have the primary responsibility to practice and uphold academic freedom.

Intellectual Honesty/Academic Integrity

As members of an academic community, faculty bear the responsibility to participate in scholarly discourse and research in a manner characterized by intellectual honesty and scholarly integrity. Collaborative scholarship requires the study of other scholars' work, the free discussion of such work, and the explicit acknowledgement of those ideas in any work that informs a faculty member's own work. This exchange of ideas relies upon a mutual trust that sources, opinions, facts, and insights of faculty members in their teaching, scholarship, and service will be properly noted and carefully credited.

Any breach of this intellectual responsibility is a breach of faith with the rest of CHSU's academic community. It undermines CHSU's shared intellectual culture, and it will not be tolerated. Unacceptable conduct includes, but is not limited to, the following:

- a. Knowingly furnishing false, falsified, or forged information to any member of the University community, such as falsification or misuse of documents, accounts, records, identification, or financial instruments;
- b. Acts of academic dishonesty, as defined in the University's General Catalog;
- c. Plagiarism defined as the copying of words, facts, or ideas, belonging to another individual, without proper acknowledgment. Failure to reference any such material used is both ethically and legally improper.

Governing Statute 4 Non-Discrimination and Equal Opportunity Statement

The University is committed to providing access to equal opportunities to all members of the University community in accordance with applicable federal, state, and local laws. The University prohibits unlawful discrimination, harassment or retaliation against employees, students, contractors, vendors, or any third party based on race; color, national origin (including possessing a driver's license issued under Vehicle Code § 12801.9), or ancestry; gender, sex, gender identity, transgender status, sex stereotyping or gender expression; age; physical or mental disability, perceived disability or perceived potential disability; pregnancy or perceived pregnancy, childbirth, breastfeeding or related medical conditions; religion (including religious dress and grooming practices) or creed; marital status; registered domestic partner status; medical condition (including HIV and AIDS); citizenship; military and veteran status; sexual orientation; genetic characteristics; genetic information (including information from the employee's genetic tests, family members' genetic tests, and the manifestation of a disease or disorder in the employee's family member); political affiliation; as well as any other classifications protected by federal, state, or local laws and ordinances. When requested to do so, CHSU will also make reasonable accommodations to assist prospective and/or active students and employees as required by law.

The University also prohibits harassment or discrimination based on the perception that a person has any of these characteristics or is associated with a person who has, or is perceived to have, any of these characteristics. The University is dedicated to ensuring fulfillment of this policy statement with respect to all areas impacting employees and students. Any violation of this policy statement will not be tolerated and will result in appropriate disciplinary action.

If a member of the University community believes someone has violated this policy statement, the University community member should utilize the University's complaint procedures to bring the matter to the attention of the University administration. The University will promptly investigate the facts and circumstances of any claim this policy statement has been violated and take appropriate corrective measures. No member of the University community will be subject to any form of discipline or retaliation for reporting perceived violations of this policy statement, pursuing any such claim or cooperating in any way in the investigation of such claims.

CHSU Policy and Procedures for Claims of Unlawful Discrimination, Harassment and Title IX Misconduct

CHSU is committed to creating and maintaining an inclusive environment, where all individuals can achieve their academic and professional aspirations free from sexual misconduct, and other forms of unlawful discrimination, harassment, or related retaliation. The purpose of this policy is to: (a) explain the prohibited conduct related to sexual misconduct, and other forms of unlawful discrimination, harassment and retaliation; and (b) outline the process by which CHSU processes complaints regarding sexual misconduct, unlawful discrimination, harassment and/or retaliation.

The intent of this policy is to provide for CHSU to act consistently with its legal obligations under Title IX of the Education Amendments of 1972 (“Title IX”), Title VI and Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act, Uniformed Services Employment and Reemployment Rights Act (“USERRA”) of 1994, the Equal Pay Act of 1963, the Age Discrimination Act of 1975, Title I and Title IV of the Americans with Disabilities Act (“ADA”) of 1990 and as amended by ADA amendments Act of 2008, the Immigration Reform and Control Act of 1986 (“IRCA”), the Rehabilitation Act of 1973, Genetic Non-Discrimination Act of 2008 (“GINA”), and other applicable federal and state anti-discrimination laws.

CHSU recognizes that the law in these areas, particularly regarding Title IX, are shifting frequently. To the extent this policy conflicts with federal or state law, CHSU will act in compliance with law.

This policy shall be reviewed annually to determine if modifications are appropriate.

All members of the CHSU community, including CHSU employees, students, third-party contractors and vendors, independent contractors, and any third party who enters CHSU facilities are governed by this policy. Voluntary disenrollment of a student or resignation of an employee during an investigation conducted under this policy will not affect the applicability of these procedures in resolving any complaint under this policy.

This policy applies to prohibited conduct alleged to have occurred: (a) on CHSU property; (b) in connection with CHSU activities, programs, or events; (c) online or off-campus where the conduct affects the CHSU learning or working environment, has a continuing adverse effect on campus, or would violate other University Policies had it occurred on campus.

Additionally, throughout this policy there will be some procedures that will be followed only in matters where the conduct alleged includes Title IX Prohibited Conduct (defined below). This is because the legal requirements applicable to Title IX Prohibited Conduct are significantly different than other laws. Where applicable, these differences in procedure will be identified in the policy as a “Title IX Procedure.”

Establishment of the Office of the Title IX, Equity and Diversity Coordinator

The President of the University shall appoint a University-level administrator to serve as CHSU’s Title IX, Equity and Diversity Coordinator (“Coordinator”). Notification of any complaint under this policy can be made directly to the Coordinator in person or via mail at 120 N. Clovis Avenue, Clovis, CA, 93612, or via email TitleIX@chsu.edu (for Title IX Prohibited Conduct) or Concerns@chsu.edu (for all other complaints). The Coordinator shall be responsible for overseeing the implementation and administration of this policy, as well as other equity and diversity initiatives on CHSU’s campuses.

Additionally, with respect to Title IX Prohibited Conduct, the Coordinator shall:

- A. Coordinate compliance with Title IX, including investigations, reports and remedies.
- B. Provide mandatory, annual sexual violence and sexual harassment prevention education and training programs to all members of the University campus, including as follows:

- i. Provide training regarding how such conduct can be reported, to all students, faculty, other academic appointees, and staff in accordance with applicable state and federal law, and University policies.
 - ii. Provide training for University employees who are responsible for reporting or responding to reports of prohibited conduct.
 - iii. Provide comprehensive, annual training with a trauma-informed perspective for any individual responsible for any part of the investigation or disciplinary process under this policy.
 - iv. Offer primary prevention programs and awareness campaigns to the University community to promote ongoing awareness of sexual violence, including preventing dating violence, domestic violence, sexual assault, and stalking. These campaigns may include, but are not limited to, education about the definition of consent, consensual relationships, options for bystander intervention, trauma-informed approaches, and risk reduction awareness information. These programs are to promote behaviors that foster healthy and respectful relationships while also encouraging a safe environment for bystanders to intervene in a potential case of dating violence, domestic violence, sexual assault, or stalking.
- C. Provide educational materials to promote compliance with the Policy and familiarity with reporting procedures, and post on the CHSU's website the names and contact information of the Title IX Coordinator and other information regarding Title IX and this policy.
 - D. Provide prompt and equitable response to reports of prohibited conduct according to the Policy.
 - E. Maintain records of reports of prohibited conduct, as well as any actions taken in response to reports, including records of investigations, resolutions, and disciplinary action, in accordance with University records management policies.
 - F. Identify and address any patterns or systemic problems that arise during the review of prohibited conduct reports.
 - G. Coordinate with the College Student Affairs Dean to provide support for both complainants and respondents during the Title IX process.

Conduct Prohibited by this Policy

This policy prohibits the conduct listed below. Further definitions applicable to such conduct are provided in section V, below.

- A. Unlawful Harassment & Discrimination Based on Actual or Perceived Protected Classes:** This policy prohibits any form of harassment or discrimination on the basis of race; color, national origin (including possessing a driver's license issued under Vehicle Code § 12801.9), or ancestry; gender/sex, gender identity, transgender status, sex stereotyping or gender expression; age; physical or mental disability, perceived disability or perceived potential disability; pregnancy or perceived pregnancy, childbirth, breastfeeding or medical conditions related to pregnancy, childbirth or breastfeeding; religion (including religious dress and grooming practices) or creed; marital status; registered domestic partner status; medical condition (including HIV and AIDS); citizenship; military and veteran status; sexual orientation; genetic characteristics; genetic information (including information from the employee's genetic tests, family members' genetic tests, and the manifestation of a disease or disorder in the employee's family member); political affiliation; as well as any other classifications protected by federal, state, or local laws and ordinances is a violation of this policy and will be treated as a disciplinary matter. This policy also prohibits harassment or discrimination based on the perception that a person has any of these characteristics or is associated with a person who has, or is perceived to have, any of these characteristics.
- B. Retaliation:** CHSU prohibits any and all retaliation against any person covered by this policy for submitting a report of unlawful harassment or discrimination or for cooperating in any such investigation. CHSU does not tolerate harassment, discrimination or retaliation and is committed to an environment free of it.
- C. Genetic Information (GINA):** CHSU will not request that employees disclose genetic information with respect to their employment. However, in responding to CHSU's request for medical certification for a leave of absence or an accommodation, an employee may inadvertently provide genetic information about themselves. With

this in mind, CHSU provides employees with the following information: The Genetic Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting, or requiring, genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, CHSU requests that employees not provide any genetic information when responding to CHSU requests for medical information. “Genetic information,” as defined by GINA, includes an individual’s family medical history, the results of an individual’s or family member’s genetic tests, the fact that an individual or an individual’s family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual’s family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

- D. Submission of False Complaint:** Additionally, it is a violation of this policy to knowingly submit a complaint under this policy based on false allegations or to knowingly provide false information in connection with an investigation of a complaint processed under this policy.
- E. No Exception for Academic Freedom:** CHSU recognizes and promotes its commitment to academic freedom and freedom of speech, as described in the Academic Freedom and Academic Dishonesty policy, and other applicable CHSU policies. The faculty and other academic appointees, staff, and students of CHSU enjoy significant free speech protections guaranteed by the First Amendment of the United States Constitution and Article I, Section I of the California Constitution. However, freedom of speech and academic freedom are not limitless and do not protect speech or expressive conduct that violates federal or state anti-discrimination laws, such as the conduct prohibited by this policy.

Applicable Definitions:

The following definitions are applicable to this policy:

- 1. Title IX Prohibited Conduct:** Title IX applies to all complaints of harassment or discrimination on the basis of sex. Conduct prohibited by Title IX includes sexual harassment, sexual discrimination, sexual assault, dating violence, domestic violence, stalking on the basis of sex, or other conduct prohibited under Section III of this policy which implicates sex or gender.
- 2. Complainant:** Any person who files a report of alleged conduct or retaliation prohibited by this policy. Additionally, CHSU may consider any alleged victim to be a Complainant, whether or not the alleged victim makes the report or chooses to participate in the investigation and/or resolution process.
- 3. Respondent:** A person alleged to have engaged in the prohibited conduct and about whom a report of such prohibited conduct is made. Additionally, when members of student group or organization or other individuals acting in concert violate these policies, they may be charged as a group or as individuals, and an investigation may proceed against the group as joint Respondents or against one or more involved individuals, as appropriate given available information and circumstances, in the sole discretion of CHSU.
- 4. Confidential Resources for Title IX Matters.** Licensed mental health counselors affiliated with or employed by CHSU are CHSU’s confidential resources under Title IX (“Title IX Confidential Resources”). Confidential Resources are exempt from reporting under Title IX and this policy. This exemption does not extend to other areas of mandated reporting obligations under state or federal law, or Cleary Act reporting requirement as a Campus Security Authority. No one other than a licensed mental health counselor is a confidential resource at CHSU for purposes of Title IX.
- 5. Title IX Responsible Employee:** Any University employee who is not a Confidential Resource and who receives, in the course of employment, information that a student has or may have suffered Title IX Prohibited Conduct shall promptly notify the Title IX Coordinator. This also includes all employees who are also students of the University when the disclosure is made to them in their capacity as an employee. In addition, the following who, in the course of employment, receive a report of prohibited conduct under this Policy from any other person affiliated with the University shall notify the Title IX Coordinator.

6. **Discrimination.** Discrimination means excluding from participation, denying the benefits of, or otherwise subjecting an individual or group of individuals to different treatment based on a protected class. For example, unlawful discrimination may consist of a decision, policy or practice.
7. **Harassment.** Harassment is unwelcome verbal, visual or physical conduct creating an intimidating, offensive, or hostile work or educational environment that interferes with a person's work or educational performance, or creates an environment such that a reasonable person would find the conduct intimidating, hostile or offensive. Harassment can be verbal (including slurs, jokes, insults, epithets, gestures or teasing), graphic (including offensive posters, symbols, cartoons, drawings, computer displays, or e-mails) or physical conduct (including physically threatening another, blocking someone's way, etc.) that denigrates or shows hostility or aversion towards an individual because of any protected characteristic.
8. **Preponderance of Evidence:** A standard of proof that requires that a fact be found when its occurrence, based on evidence, is more likely than not.
9. **Sexual Harassment.**
 - a. Sexual harassment is a form of gender discrimination, defined as unwelcome or unsolicited sexual advances, unwelcome requests for sexual favors, graphic or written statements, and other unwelcome verbal, nonverbal or physical conduct of a sexual nature when:
 - i. *Quid Pro Quo:* a person's submission to such conduct is implicitly or explicitly made the basis for employment decisions, academic evaluation, grades or advancement, or other decisions affecting participation in a University program; or
 - ii. *Hostile Environment:* such conduct is sufficiently severe or pervasive that it unreasonably denies, adversely limits, or interferes with a person's participation in or benefit from the education, employment or other programs and services of the University and creates an environment that a reasonable person would find to be intimidating or offensive.
 - b. Consideration is given to the totality of the circumstances in which the conduct occurred. Sexual harassment may include incidents: (i) between any members of the University community, including faculty or academic appointees, staff, student employees, students, residents, interns, preceptors or clerkship supervisors, non-student or non-employee participants in University programs; (ii) in hierarchical relationships and between peers; and (iii) between individuals of any gender or gender identity.
 - c. Sexual harassment need not be motivated by sexual desire. Examples of conduct that violates this policy include but is not limited to:
 - i. Obscene or vulgar gestures, posters, or comments;
 - ii. Sexual jokes or comments about a person's body, sexual prowess, or sexual deficiencies;
 - iii. Propositions, or suggestive or insulting comments of a sexual nature;
 - iv. Derogatory cartoons, posters, and drawings;
 - v. Sexually-explicit e-mails or voicemails;
 - vi. Uninvited touching of a sexual nature;
 - vii. Unwelcome sexually-related comments;
 - viii. Conversation about one's own or someone else's sex life;
 - ix. Conduct or comments consistently targeted at only one gender, even if the content is not sexual; or
 - x. Teasing or other conduct directed toward a person because of the person's gender.

10. Sexual Violence Definitions

- a. **Sexual Assault—Penetration:** Without the consent of the Complainant, penetration, no matter how slight, of the vagina, anus, or mouth by a penis; or the vagina or anus by any body part or object.

- b. Sexual Assault—Contact: Without the consent of the Complainant, touching, an intimate body part (mouth, genitals, anus, groin, breast, or buttocks), whether clothed or unclothed.
- c. Aggravated Sexual Assault: Sexual Assault – Penetration and/or Contact are aggravated when it includes any of the following conduct (this list is not exhaustive):
 - i. Intentionally taking advantage of the other person’s incapacitation (including voluntary intoxication).
 - ii. Recording, photographing, transmitting, or distributing intimate or sexual images without the prior knowledge and consent of the parties.
 - iii. Overcoming the will of the Complainant by:
 - a. Force (the use of physical force or inducing reasonable fear or immediate or future bodily injury);
 - b. Violence (the use of physical force to cause harm or injury);
 - c. Menace (a threat, statement, or act showing intent to injure);
 - d. Duress (a direct or implied threat of force, violence, danger, hardship, or retribution that is enough to cause a reasonable person of ordinary sensitivity, considering all circumstances including age and relationship, to do or submit to something they would not otherwise do);
 - e. Deliberately causing a person to be incapacitated (through drugs or alcohol);

11. Relationship Violence:

- a. Dating Violence: Conduct by a person who is or has been in a romantic or intimate relationship with the Complainant that intentionally, or recklessly, causes bodily injury to the Complainant or places the Complainant in reasonable fear of serious bodily injury.
- b. Domestic Violence: Conduct by a current or former spouse or intimate partner of the Complainant, or a person with whom the Complainant shares a child in common, that intentionally, or recklessly causes bodily injury to the Complainant or another, or places the Complainant or another in reasonable fear of serious bodily injury.

12. **Stalking:** Repeated conduct directed at a Complainant, which includes following, monitoring, observing, surveilling, threatening, communicating or interfering with property, of a sexual or romantic nature or motivation, that would cause a reasonable person to fear for their own safety, or the safety of others, or to suffer substantial emotional distress.

13. **Consent:** Consent is **affirmative, conscious, voluntary and revocable**. Consent to sexual activity requires of all persons involved an affirmative, conscious and voluntary agreement to engage in sexual activity. It is the responsibility of each person to ensure they have the affirmative consent of the other to engage in the sexual activity. Lack of protest, lack of resistance, or silence, does not alone constitute consent. Affirmative consent must be ongoing and can be revoked at any time during sexual activity, even after penetration occurs. If confusion or ambiguity arises as to the willingness of the other individual to proceed, then consent should be re-obtained. The existence of a dating relationship or past sexual relations between the persons involved should never by itself be assumed to be an indicator of consent (nor will subsequent sexual relations or dating relationship alone suffice as evidence of consent to prior conduct). The Respondent’s belief that the Complainant consented shall not provide a valid excuse where:

- a. The Respondent’s belief arose from the Respondent’s own intoxication or recklessness;
- b. The Respondent did not take reasonable steps, in the circumstances known to the Respondent at the time, to ascertain whether the Complainant affirmatively consented; or
- c. The Respondent knew or a reasonable person should have known that the Complainant was unable to consent because the Complainant was incapacitated, in that the Complainant was: asleep; unconscious; was unable to understand the fact, nature or extent of the sexual activity due to the influence of drugs, alcohol or medication; unable to communicate due to a mental or physical condition. Anyone engaging in sexual activity should be aware of the other person’s level of intoxication.

14. Other Prohibited Behaviors:

- a. Invasion of Sexual Privacy:
 - i. Without a person's consent, watching or enabling others to watch that person's nudity or sexual acts in a place where that person has a reasonable expectation of privacy;
 - ii. Without a person's consent, making photographs (including videos) or audio recordings, or posting, transmitting or distributing such recorded material depicting that person's nudity or sexual acts in a place where that person has a reasonable expectation of privacy; or
 - iii. Using depictions of nudity or sexual activity to extort something of value from a person.
- b. Sexual intercourse with a person under the age of 18.
- c. Exposing one's genitals in a public place for the purpose of sexual gratification.
- d. Failing to comply with the terms of a no-contact order, a suspension of any length, or any order of exclusion issued under this policy.
- e. Any person in a position of power or influence that intentionally deters or hinders another person from reporting allegations of misconduct under this policy.
- f. Instances of prohibited conduct under this Policy may occur within consensual romantic and sexual relationships. Accordingly, a report of prohibited conduct that occurs within the context of a consensual relationship will be treated as any other report.

15. **Retaliation:** Retaliation means any adverse treatment including threats, intimidation, adverse employment or educational actions, against a person based on their report of alleged misconduct under this policy, or participation in the investigation, report, remedial or disciplinary process arising from this policy. Retaliation against someone for reporting or participating in an investigation and related processes constitutes prohibited conduct.

Reporting to Police for Criminal Conduct Covered Under this Policy

In an emergency situation, CHSU community members should call 9-1-1. CHSU encourages all members of its community who believe they are the victim of criminal behavior (including, but not limited to, criminal sexual violence) to report the conduct to the police even if significant time has passed since the incident. All members of the CHSU community may seek assistance in reporting the crime to law enforcement by contacting the Title IX Coordinator.

Complainants under this policy also may choose not to notify law enforcement. Regardless of whether a Complainant chooses to make a report to law enforcement, the Complainant may still file a Complaint under this policy. Additionally, regardless of whether the alleged misconduct rises to the level of a criminal offense, CHSU encourages all community members to report alleged discrimination, harassment, retaliation or sexual violence to CHSU as described below.

Reporting Process and Procedures for Complaints Under this Policy

The below procedures are intended to allow CHSU to respond to complaints of alleged discrimination, harassment, retaliation, including but not limited to Title IX Prohibited Conduct. Where Title IX requires special or different procedures, it is noted below.

CHSU cannot remedy claimed discrimination, harassment or retaliation unless such complaints are brought to its attention. Failure to report these claims prevents CHSU from taking steps to address the problem. If a CHSU community member observes a violation of this policy or believes someone has violated this policy, the member is strongly encouraged to report the incident, irrespective of whether the alleged victim files a complaint themselves. Responsible Employees who learn of such a complaint are required to bring it to the University's attention as described below.

A. Filing a Complaint: Any complaint under this policy can be made directly to the Coordinator in person or via mail at 120 N. Clovis Avenue, Clovis, CA, 93612, or via email TitleIX@chsu.edu (for Title IX Prohibited Conduct) or Concerns@chsu.edu (for all other complaints). CHSU recognizes that complaints may be received by others within the CHSU community, such as ombudspersons, faculty advisors, co-workers, student affairs employees, etc. When complaints are received by such members of the CHSU community, that member has an obligation to report the complaint as described above.

1. Timeline for Submitting Complaints. While there is no time limit for submitting Complaints, reports of prohibited conduct should be brought forward as soon as possible because prompt reporting will better enable CHSU to respond, investigate, provide an appropriate remedy, and impose a sanction if appropriate. However, all incidents should be reported even if significant time has elapsed.
2. Content of Complaint. CHSU prefers the Complaint be made in writing and identify the person(s) involved, what occurred and the identity of any witnesses. The Complaint should be specific and should include the names of the individuals involved and the names of any witnesses. Complainants are encouraged to use the Complaint form which is available at on the CHSU website. However, if a Complaint is not filed in writing but CHSU receives notice of any allegation(s) that is subject to this policy, CHSU shall take affirmative steps to investigate and address the allegation(s) in a manner appropriate to the circumstances. Complaints alleging retaliatory conduct shall also be reported in the same manner.
3. Confidentiality of Complaints. The University will protect the privacy of individuals involved in a report of prohibited conduct to the extent permitted by law and University policy and procedures. However, an investigation may involve interviews with several people to inquire if they have relevant evidence, and extremely sensitive information may be gathered. While such information will be kept as confidential as possible, the University may also be required to disclose certain information during or following an investigation.

B. Pre-Investigation Considerations and Notice

1. Initial Review of Complaint. Upon receipt of the complaint, the Coordinator will conduct an initial review the Complainant's allegation(s) to determine whether the complaint, on its face, plausibly alleges misconduct prohibited by this policy. Following the initial review, if the Coordinator determines that the complaint does not allege prohibited conduct under this policy, the matter may be closed without further action or investigation, or it may be forwarded to the appropriate party for processing under the applicable policy; in such a case, the Coordinator shall provide notice to the Complainant.
2. Investigation Requirements. Typically, all complaints under this policy will be investigated. For students alleging Title IX Prohibited Conduct, the University will strive to honor the stated wishes of the Complainant concerning whether to move forward with an investigation; however, if the Complainant requests that no investigation occur, the Coordinator may determine that the allegations nonetheless require an investigation by law, policy or to mitigate a potential risk to the campus community.
3. Interim Measures. If the complaint alleges conduct prohibited by this policy, the Coordinator may consider and adopt interim measures. The Coordinator shall make an immediate assessment concerning the health and safety of individuals involved and the campus community, implement interim measures, and in Title IX cases provide to the Complainant a written explanation of rights and reporting options (including the right to make reports to the police) and available campus and community resources, including, but not limited to, options for seeking mental health counseling. The Coordinator will consider the need for additional or different interim measures throughout the process to ensure the safety, well-being, and equal access to University programs and activities of students and employees. Interim measures may serve to limit the effects of the alleged prohibited conduct and/or to protect the Complainant and other persons. Interim measures may include separating the parties, requiring the parties to abstain from communication with each other, or making alternative working or academic arrangements. Such interim measures shall remain in place until the Coordinator determines that they

are no longer necessary or until a final written decision is issued, whichever occurs first. A person's failure to comply with interim measures may be considered a separate violation of CHSU policy. A decision about interim measures does not, however, constitute evidence or a finding of fact or of a policy violation.

4. Assignment of Neutral Investigator; Notice to Complainant and Respondent. The Coordinator shall either directly investigate or assign a qualified neutral investigator to investigate the alleged misconduct ("Investigator"). The Coordinator shall have broad discretion in selection of a neutral investigator, provided that the assigned investigator has both the skills and resources necessary to conduct a complete investigation. All investigators will carry out their roles in an impartial manner. For allegations of Title IX Prohibited Conduct, the investigator shall execute their duties in keeping with trauma-informed practices. Before the investigation begins, the Coordinator will inform the Complainant and the Respondent that an investigation has commenced ("Notice"). Whenever practical, notice to the Complainant and Respondent shall be simultaneous. In cases involving an active law enforcement investigation, the Coordinator may determine that notice to the Respondent may interfere with the active criminal investigation. In this situation, the notice to the Respondent may be delayed for a reasonable period of time. Generally, the written notice will include the following if applicable:
 - a. The identity and contact information for the Investigator.
 - b. A summary of the reported conduct that potentially violated the University Policy and/or student conduct policy
 - c. Any interim measures that have been imposed;
 - d. The purpose of the investigation and a statement that the investigation is the part of the process where all known and/or available evidence and information must be introduced and considered;
 - e. The importance of preserving evidence that may assist in proving that a criminal offense occurred or in obtaining a protection order;
 - f. A statement that the investigation will make factual findings and a recommendation regarding whether there has been a violation of this University Policy and/or CHSU Student Professionalism and Conduct Policy;
 - g. A statement that the findings and recommendation will be based on a Preponderance of Evidence standard;
 - h. A summary of the process, including the expected timeline;
 - i. An admonition against Retaliation; and
 - j. A summary of rights and resources available to the Complainant and Respondent.

C. Investigation Process

1. Timeline and Standard of Proof. Generally, the entire investigation shall be complete within sixty (60) business days from the issuance of the Notice. The University will complete the entire process set forth in this policy, including all appeals, promptly, typically within one hundred and thirty-five (135) business days from the date of the Notice. This deadline and all deadlines contained herein may be extended consistent with this policy and for good cause shown and documented. The Complainant and Respondent will be notified in writing of any such extensions and the reasons for the extension and the projected new timeline.
2. Coordination with Law Enforcement. When a law enforcement agency is conducting its own investigation, the Investigator should coordinate their fact-finding efforts with the law enforcement investigation, consistent with this policy. A delay resulting from such coordination may be cause for extending the timelines to complete the process and if so, the delay will be communicated and documented in accordance with this policy.

3. Investigation Interviews. During the investigation, the Investigator shall provide the Complainant and Respondent an equal opportunity to meet with the Investigator, submit information, and identify witnesses who may have relevant information. The Investigator will meet separately with the Complainant, Respondent, and third party witnesses who may have relevant information, and will gather other available and relevant evidence and information. The Investigator may follow up with the Complainant, the Respondent and witnesses as needed to clarify any inconsistencies or to discuss new information gathered during the course of the investigation.
4. Title IX Procedure – Cross-Examination. In Title IX cases only, during the investigation the Complainant and Respondent will have the opportunity to propose questions for the investigator to ask each other and/or other witnesses. The Investigator retains discretion to determine what proposed questions to ask, and may decline to ask questions that are, for example, repetitive, harassing or not relevant to whether the reported violation(s) occurred.
5. Consideration of Evidence; Credibility. The Investigator may determine and weigh the relevance of any witness or other evidence to the findings and may exclude certain types of evidence or information that are irrelevant or immaterial. As part of this analysis, the Investigator shall make credibility assessments of the Complaint, Respondent and all witnesses involved. Prior or subsequent conduct of the Respondent may be considered in determining pattern, knowledge, intent, motive, or absence of mistake. For example, evidence of a pattern of prohibited conduct by the Respondent, either before or after the incident in question, regardless of whether there has been a prior finding of a University Policy violation, may be deemed relevant to the determination of responsibility for the allegations under investigation.
6. Title IX Procedure – Evidence of Sexual History. In Title IX cases only, as a general rule the sexual history of a Complainant or Respondent will not be considered. Sexual history evidence that is offered to prove a party’s reputation or character will never be considered for that purpose. However, in limited circumstances, sexual history may be directly relevant to the investigation. For example, while the Investigator will never assume that a past sexual relationship between the parties means the Complainant consented to the specific conduct under investigation, evidence of how the parties communicated consent in past consensual encounters may help the investigator understand whether consent was given, or reasonably believed to be given, during the encounter under investigation.
7. Title IX Procedure – Student’s Opportunity to Review and Respond. In a Title IX case where the Respondent is a student, the Complainant and Respondent shall have an equal opportunity to review and respond to the information that the Investigator has deemed relevant. Before the investigator concludes the fact finding and finalizes a written report, the Investigator will ensure that both Complainant and Respondent have had an opportunity to review and respond to the information that the Investigator has deemed relevant, including a draft of the Investigation report, a summary of relevant statements made by the parties (if there are any), and any relevant documentary evidence. The Investigator will ensure that this review occurs in a manner designed to protect the privacy of both parties as much as possible. The Investigator will designate a reasonable time for this review and response by the parties that, absent good cause found by the Investigator, will not exceed five (5) business days.
8. Investigation Report and Recommendations. The Investigator shall prepare a written report that includes a statement of the allegations and issues, the positions of the parties, a summary of the evidence, an explanation why any proffered evidence was not investigated, findings of fact, credibility determinations when appropriate, an analysis of whether a violation has occurred, and a recommendation regarding whether there are any policy violations. If the Complainant or Respondent offered witnesses or other evidence that was not considered by the investigator, the investigation report will include an explanation of why it was not considered.

9. Title IX Procedure – Student’s Opportunity to Respond to Final Report. Only in Title IX cases where the Respondent is a student, the Investigator shall provide the Complainant and Respondent five (5) calendar days to review the final investigation report. The Complainant and Respondent may submit a statement in writing no later than five (5) calendar days after receiving the report. Any such statement shall be attached to the final investigation report. The written statement is not an opportunity to present new evidence with respect to either the factual findings or a policy violation recommendation; rather, it is an opportunity to comment on whether the facts, as found, constitute a policy violation and, if applicable, to comment on the imposition of sanctions.
10. Investigation File. The full investigation file, including the final report and any documentary evidence relied upon by the Investigator, shall be maintained by the Coordinator.
11. Title IX Procedure – Investigation File Access. In Title IX matters only, the investigation file shall be made available to the Complainant and Respondent for inspection upon their request; however, it may be redacted to protect privacy rights.

D. Findings and Sanctions

1. Notice of Findings and Recommendation Regarding Policy Violation. Upon completion of the investigation, the Coordinator will send to the Complainant and the Respondent a written notice of the investigation findings and the investigator’s recommendations. The written notice of the findings and recommendations will include the following:
 - a. the findings of fact, including recommendations regarding whether any University policies have been violated;
 - b. an admonition against intimidation or retaliation;
 - c. an explanation of any interim measures that will remain in place; and
 - d. a statement regarding the process by which sanctions, if any, will be determined described below.
2. Process for Sanctions.
 - a. Respondent Employees: Employee discipline, if any, will be governed by applicable human resources policies, procedures and/or employee contract provisions. The investigation and determination of misconduct which took place under this policy, shall serve as the investigation and determination of misconduct required by any applicable employee policy or process.
 - b. Respondent Third-Parties: For Respondents who are third-parties, corrective action and remedial measures shall be handled by the Office of Human Resources, in consultation with appropriate members of the CHSU administration and legal counsel, as needed.
 - c. Title IX Procedure – Respondent Students: For matters involving Title IX Prohibited Conduct, student discipline, if any, will be determined by the Student Review Panel, as described in section VII.E, below. This section shall apply to cases where the matters involved both Title IX Prohibited Conduct and other types of conduct prohibited under this policy.
 - d. Non-Title IX Matters – Respondent Students: For matters other than those involving Title IX Prohibited Conduct, student discipline, if any, will be determined by the Assistant/Associate Dean for Student Affairs (“College Student Affairs Dean”) in the student’s college. The College Student Affairs Dean may determine sanctions directly, may refer the student to the Student Review Panel, or may refer the student to the college-specific professionalism review committee. In cases referred to the Student Review Panel, the procedures set forth below in section VII.E shall apply. In cases referred to the college-specific professionalism review committee, such committee shall receive a copy of the investigation file and shall process the matter according to its own procedures.

E. Student Review Panel.

1. **Student Review Panel Members and Purpose.** The Provost shall appoint a standing Student Review Panel comprised of three (3) administrators and shall appoint one such member to serve as Panel Chair. The Student Review Panel shall review the investigation findings and recommendation of policy violation. Following this review, the Student Review Panel will determine whether the charged violation(s) of this Policy and/or other relevant student conduct policies occurred, and determine an appropriate sanction, if applicable.
2. **Pre-Hearing Procedures; Notice of Hearing to Respondent and Complainant.** Upon receiving a case, the Panel Chair will send a written notice to the Complainant and the Respondent informing them of the hearing date, time, location and procedures at least fifteen (15) calendar days before the hearing. At least ten (10) calendar days prior to the hearing, the Complainant and the Respondent will submit to the Student Review Panel the information they intend to present at the hearing, including all documents to be presented, the names of all requested witnesses, and a brief summary of such witnesses' expected testimony. At least three (3) calendar days prior to the hearing, the Complainant and the Respondent will receive copies of all the information that will be considered at the panel hearing, including: (a) the investigation file (if permitted VII.C., above); (b) any other documents to be considered by the Student Review Panel; (c) the names of potential witnesses; (d) and a summary of the information they are expected to provide at the hearing. Such documents will also be provided to the Coordinator.
3. **Student Review Panel Guidelines.** Prior to the hearing and/or during the appeal hearing, the panel hearing may:
 - a. Approach each case without any preconceived ideas of the responsibility of the parties involved prior to reading the investigative report;
 - b. Thoroughly review all case materials prior to the hearing by the panel;
 - c. Exclude information and/or witness testimony that is irrelevant in light of the grounds for appeal, not in dispute, or unduly repetitive;
 - d. Decide any procedural issues;
 - e. Make any other determinations necessary to ensure an orderly, productive, and procedurally proper appeal hearing;
 - f. During deliberations allow all panel members to be heard and consider differing views before a decision is reached;
 - g. Impose clear and proportionate outcomes for those found to be responsible for violations of this policy;
 - h. Corrective action, remedial measures and/or discipline imposed by the Student Review Panel shall emphasize education, personal growth, accountability and ethical behavior—upholding standards of responsible conduct to protect the welfare of the University Community. These standards are intended to ensure the consistent and proportionate application of disciplinary sanctions by the University in responding to conduct that violates the University's policies. When a student is found responsible for violating this policy the University will assign disciplinary sanctions that are proportionate and appropriate to the violation, taking into consideration the context and seriousness of the violation. Disciplinary sanctions should be designed to hold a student accountable for violating University standards of conduct and to promote personal growth and development. Disciplinary sanctions also serve the purpose of stopping prohibited conduct under this policy, and preventing its recurrence.

4. **Student Review Panel Hearing Procedures.** The Investigator shall be available to appear as a witness at the hearing. The Student Review Panel has discretion regarding whether to call the Investigator or other witnesses at the hearing, and to either grant or to deny requests from the Complainant or Respondent to have witnesses appear. The Student Review Panel may question the investigator or any other witness, as well as the Complainant, and/or the Respondent. The investigation file will be entered as evidence at the hearing. The panel may allow the Complainant, Respondent, and/or witnesses to be visually or physically separated during the panel hearing. This may include, but is not limited to, the use of a physical partition, a separate physical location, videoconference and/or any other appropriate technology. To assess credibility, the Student Review Panel must be able to have sufficient access to the Complainant, Respondent, and any witnesses presenting information. The Complainant and Respondent will have the opportunity to present the information they submitted (unless excluded by the Student Review Panel). The Student Review Panel has discretion to accept or exclude additional information presented at the appeal hearing. The Complainant and Respondent have the right to be present to hear (or, if deaf or hard of hearing, to access through auxiliary aids) testimony of all individuals who testify at the hearing and to propose questions to be asked of all individuals who testify at the hearing. The Complainant and Respondent shall propose questions by submitting them to the Panel Chair. The Panel Chair will determine the order of questioning. Whenever possible, the Chair of the panel will ask the questions as they are submitted by the Complainant and Respondent and will not rephrase or change them. The Panel Chair may, however, exclude or modify questions that are unduly repetitive, not relevant, harassing, or unduly time consuming. The panel hearing will not be audio or video recorded. Formal rules of evidence will not apply. The Student Review Panel may consider the form in which information is presented, as well as the credibility of any party or witness at the hearing, in weighing the information and reaching its decision.
5. **Panel Deliberations.** The Student Review Panel will deliberate in private and reach a decision based on a Preponderance of Evidence standard. The Student Review Panel may continue the deliberations to a subsequent meeting if needed. The Student Review Panel shall attempt to reach consensus on a decision, but the majority shall make the decision if consensus cannot be reached. The Student Review Panel may make its own findings and credibility determinations based on all of the evidence before it. In reaching its decision, it shall consider the record developed by the Investigator and the evidence presented at the hearing to assess the appropriate discipline in each individual case. Additionally, the Student Review Panel may:
 - a. Remand for further investigation or consideration by the Investigator;
 - b. Uphold the investigation findings of fact and impose disciplinary sanctions on the Respondent and/or groups of individuals such as student organizations;
 - c. Overturn the findings and impose or not impose disciplinary sanctions;
 - d. Modify the findings and impose disciplinary sanctions; or
 - e. Set aside the findings and remand to the Title IX office for further investigation.
6. **Possible Sanctions.** The Student Review Panel may impose one or more of the following sanctions, or other appropriate sanctions (this list is not exhaustive): (i) dismissal from the University; (ii) suspension from the University; (iii) mandated counseling and/or training; (iv) exclusion from areas of the campus or from official University functions or activities; (v) loss of privileges and exclusion from activities; (vi) restitution; (vii) probation; (viii) warning; (ix) and/or, other actions as set forth in University policy and campus regulations or under the procedures of the student's college.
7. **Written Decision of Student Review Panel.** The Student Review Panel will summarize its decision in a written decision ("Decision") provided to the Respondent and the Coordinator within ten (10) calendar days of the final deliberation. that includes the following:
 - a. A summary of the process undertaken by the panel;
 - b. A summary of the information considered by the panel;

- c. A determination regarding the finding of a policy violation and the rationale for such finding;
 - d. Where the findings are overturned or modified, an explanation of why the findings were not reasonable, how the procedural error or new information materially affected the findings, either at the time they were made or in light of the evidence considered by the panel;
 - e. The sanction to be imposed (if any);
 - f. Appeal rights and a statement that both the Complainant and Respondent will receive notice of any appeal granted.
8. Notice to Complainant of Final Outcome. In all cases, the Complainant shall receive notice of the Student Review Panel's final decision regarding whether a policy violation occurred and notice of appeal rights. Additionally, the Complainant shall receive information regarding any sanction imposed that directly relates to the Complainant (e.g., no contact sanctions, etc.). Further, in cases involving sexual assault, domestic violence, dating violence, stalking or other sexual violence, the Complainant shall be notified of all sanctions imposed, as required by federal law.
9. Appeal Rights. An appeal must be submitted in writing to the Office of the Provost within five (5) calendar days following issuance of the Decision. The Complainant and Respondent shall have an equal opportunity to appeal the panel findings and/or sanctions decision for any reason in writing to the Provost. Any case may be appealed where the Complainant or Respondent seek to change the findings of policy violation or sanctions, for any reason. If a request for an appeal is submitted, any disciplinary sanctions ordinarily will not be imposed until the appeal, and review process is completed. Interim measures, such as no contact orders, academic accommodations, etc. will ordinarily remain in effect during the appeal process but may be modified as appropriate. If an appeal is requested, the non-appealing party will receive a copy of the written request for appeal and may submit a written response within five (5) calendar days after receiving the written request. Following review of all available evidence and any written statements submitted by both Parties, the Provost will issue a written decision, including an explanation of their rationale, to the Complainant and Respondent, normally within ten (10) business days after the request for appeal is received. The Provost's decision shall be final and non-appealable. In the event the Provost has a conflict, the President shall issue the decision on the request for appeal.

Students and Employees – Filing Complaints with Outside Agencies

CHSU encourages all students and employees who believe they have been subjected to unlawful discrimination or harassment to bring their concerns to the University so that appropriate action can be taken.

The U.S. Equal Employment Opportunity Commission ("EEOC") and the California Department of Fair Employment and Housing ("DFEH") investigate reports of unlawful harassment, and sexual violence in employment. The U.S. Department of Education Office for Civil Rights ("OCR") investigates reports of unlawful harassment and sexual violence by students in educational programs or activities. These agencies may serve as fact finders and attempt to facilitate the voluntary resolution of disputes. For more information students/employee may contact these agencies as described below:

Students may file complaints regarding protected-class discrimination or harassment to the Office for Civil Rights (OCR) with the U.S. Department of Education at 800-421-3481 or as otherwise provided at ocr@ed.gov.

An employee of CHSU may file a complaint with the Department of Fair Employment and Housing (1-800-884-1684; <http://www.dfeh.ca.gov>) or the U.S. Equal Employment Opportunity Commission (1-800-669-4000; <http://www.eeoc.gov>).

While it is not required that you exhaust the CHSU's internal investigation process before contacting a governmental agency, CHSU encourages all members of the CHSU community to take advantage of the CHSU's process for resolving harassment, discrimination and retaliation concerns and complaints.

CHSU Student Conduct and Professionalism Policy

The University requires all students to be responsible individuals who possess the highest standards of integrity, honesty and personal conduct. These traits are prerequisites to independent learning, professional development, the successful performance of academic and clinical assignments, and one's professional conduct. Accordingly, all CHSU students are expected to adhere to a standard of behavior consistent with the University's high standards at all times off and on campus. Compliance with institutional rules and policies and procedures, in addition to city, state and federal laws, is required of all students. The purpose of this policy is to provide guidance on CHSU's expectations for the conduct and professionalism of CHSU students. This policy covers both current and former CHSU students, including CHSU alumni. Students may be disciplined under this policy for conduct that occurs off-campus as well as the University's sole discretion.

This policy does not apply to allegations of unlawful harassment, discrimination or retaliation. While such behavior is also unprofessional and falls short of CHSU's standards for student behavior, such conduct is subject to separate CHSU policies and procedures.

Code of Professional Conduct

It is not possible to enumerate all forms of inappropriate or unprofessional behavior. The following, however, are examples of behavior that constitute a violation of University policy. Accordingly, CHSU has established the following Code of Professional Conduct. The University reserves the right to address inappropriate behavior that does not clearly fall within the identified Code of Professional Conduct.

Behavior that is subject to disciplinary action includes, but is not necessarily limited to, the following:

1. Harm, abuse, bullying, hazing, damage, or theft to or of any individual or property;
2. Physical or verbal bullying or the threat of such abuse to any individual;
3. All forms of dishonesty: cheating, omissions, fraud, plagiarism (including self-plagiarism), unauthorized use or distribution of exams or exam content, knowingly furnishing false information to the University, forgery, alteration or unapproved use of records, or violation of CHSU Academic Freedom, Intellectual Honesty and Academic Integrity Policy, or aiding another in such dishonesty;
4. Entering or using CHSU-operated or affiliate-operated hospital/clinic/research facilities without authorization;
5. Disrupting teaching, research, administrative or student functions of the University;
6. Convictions for violation of federal, state or local laws, felonies or misdemeanors, excluding minor traffic violations;
7. Failure to report to CHSU administration within 48 hours personal violations of this policy, or personal actions which violate, result in a charge of or arrest for a violation of federal, state or local laws;
8. Violations of CHSU's Alcohol, Drug and Tobacco Use Policy;*
9. Placing a patient's health and/or safety in jeopardy;
10. Unethical disclosure of private or other confidential information. This includes but is not necessarily limited to, disclosure in violation of the law (e.g. HIPAA), CHSU policy or the policies and procedures of any CHSU affiliate;
11. Behavior that demonstrates abusive or disrespectful conduct toward members of the faculty, administrative or professional staff, employees, students, patients or community members of the University;
12. Violation of any established rules, policies or procedures of CHSU, CHSU-endorsed organizations, CHSU departments or affiliated institutions;
13. Failure to report an observed violation of this policy.

14. Failure to participate in a University-conducted investigation as well as mandated reporting requirements imposed by law or policy of CHSU or any of its affiliates;
15. Conspiring, planning or attempting to achieve any of the above acts;
16. Any other conduct which calls into question the student's fitness to practice in the student's area of study.

*For any offenses involving marijuana, CHSU applies federal law when determining illegal conduct, not California state law.

During scheduled classes, the following behaviors are also violations of this policy:

17. Any disruptive behaviors that detract from learning by other students (e.g., talking, making excessive noise, playing games at inappropriate times);
18. Any disrespectful behaviors toward a faculty member or other campus community member including students (e.g., back-talking, inappropriate or excessively distracting questions, inattentive behaviors);
19. Poor attendance, poor punctuality or consistent failure to meet required deadlines.

UNIVERSITY-WIDE STUDENT DISCIPLINE PROCEDURES

CHSU has established a multi-dimensional approach to adjudicating student misconduct and/or disciplinary issues. Complaints by students, CHSU employees or members of the public involving alleged misconduct by students in violation of this policy will be handled as follows:

1. All communication concerning notice of a student's alleged unprofessionalism will take place via the student's CHSU email. Students are responsible for regularly checking their CHSU email account and responding to timely emails from the University.
2. All reports of conduct violations ("Complaints") shall be reported to the Assistant/Associate Dean for Student Affairs and Enrollment within the student's college ("College Student Affairs Dean").
3. Upon receipt of a Complaint, the College Student Affairs Dean will review the initial report of alleged misconduct and determine if the charge is of the nature to merit an investigation of the allegation(s).
4. If the Complaint is of a nature to merit an investigation, the College Student Affairs Dean shall investigate the Complaint, or the College Student Affairs Dean may designate another qualified administrator to do so. The student shall have the opportunity to be interviewed and present relevant information (i.e., documents, names of witnesses, etc.) as part of the investigation. In most cases, the investigation shall not exceed 30 business days. If more time is needed, the College Student Affairs Dean will notify the student.
5. After the investigation is complete, the administrator responsible for conducting the investigation will apply a preponderance-of-the-evidence standard (i.e., more likely than not) in making a written finding about the validity of the Complaint. If the Complaint is true, the College Student Affairs Dean will decide how the Complaint should be adjudicated depending on how severe or pervasive the misconduct is. The multidimensional nature of CHSU's disciplinary system allows for cases to be heard either by the appropriate college-level committee (e.g., Student Progress Committee ("SPC") for CHSU COM or Academic Progression and Standards Committee ("APSC") for CHSU COP), or an administrator(s) designated by the College Student Affairs Dean (other than the administrator responsible for conducting the investigation). However, all cases involving potential suspension or dismissal shall be referred to the appropriate college-level committee. In all cases, the College Student Affairs Dean shall notify the student in writing regarding the findings of the investigation and information regarding how the matter will be adjudicated.
6. Each college-specific level committee responsible for adjudication of Complaints under this policy shall develop policies which shall govern such adjudication, providing required due process to students appearing before the committee. Such policies are in the CHSU Student Catalog and Handbook under the appropriate college section.

Research Misconduct Policy

APPLICABILITY

This policy applies to all individuals who are engaged in the design, conduct or reporting of research whether or not the research is funded. The policy also applies to anyone engaged in the design, conduct or reporting of research through a sponsored program administered through CHSU either in whole or in collaboration with other institutions.

DEFINITIONS

The following definitions apply:

Fabrication is making up data or results and recording or reporting them.

Falsification is manipulating research materials, equipment or processes, or changing or omitting data or results such that the research is not accurately represented in the research record. The research record is the record of data or results that embody the facts resulting from scientific inquiry, and includes, but is not limited to, research proposals, laboratory records, both physical and electronic, progress reports, abstracts, theses, oral presentations, internal reports and journal articles.

Plagiarism is defined by the University's policy on Academic Freedom and Integrity, or as otherwise required by law.

FINDINGS OF RESEARCH MISCONDUCT

A finding of research misconduct requires that there be a significant departure from accepted practices of the relevant research community, and that the misconduct be committed intentionally or knowingly or recklessly, and the allegation be proven by a preponderance of evidence.

PROCEDURES

A. Reporting

Any accusation of research misconduct from any source should be reported to the Provost's Office either verbally or in writing. The Provost shall make a determination as to whether the accusations constitute good faith allegations of research misconduct and warrant further investigation. The Provost should also notify the accused party(s) in writing that an accusation has been made and whether or not an investigation will be initiated. Any person bringing an accusation of research misconduct is protected from retaliation by University policy; the University prohibits any such retaliation. Any person who knowingly brings a fraudulent accusation of research misconduct may be subject to discipline, up to and including dismissal or termination of employment.

B. Investigation

Should the Provost determine that further investigation is warranted, the Provost will select a single neutral investigator external to the University. This investigator will make findings of fact regarding the allegations based on a preponderance of the evidence.

Generally, the investigator will conduct the necessary business and issue a report to the Provost within thirty (30) calendar days of their appointment, unless more time is required to complete a thorough investigation. Both the accused and the accuser will receive copies of the investigator's findings, but the full investigation report is confidential and neither party has a right to that document. Following the investigation, the Provost may appoint an internal adjudicating panel to review the findings and make recommendations to the Provost as to an appropriate outcome. If an internal adjudicating panel is used, the Provost will make the final determination after reviewing the panel's recommendations. If no internal adjudicating panel is used, the Provost alone will be responsible for making a final determination based on the investigator's findings.

C. Reporting to Federal Agencies

The University will notify the funding agency (or agencies in some cases) of an allegation of research misconduct if (1) the allegation involves Federally funded research (or an application for Federal funding) and meets the Federal definition of research misconduct given above, or (2) as otherwise required by law or requirements of the grant funding such research. The University will provide any such documentation and information to the funding agency(ies) as required by law.

Notwithstanding the above, at any time during an investigation, the institution will immediately notify the appropriate Federal agency if public health or safety is at risk; if agency resources or interests are threatened; if research activities should be suspended; if there is reasonable indication of possible violations of civil or criminal law; if Federal action is required to protect the interests of those involved in the investigation; if the research institution believes the inquiry or investigation may be made public prematurely so that appropriate steps can be taken to safeguard evidence and protect the rights of those involved; or if the research community or public should be informed.

D. Investigation Outcome and Disciplinary Procedures

The accused and complaining party will be notified by the Provost of the outcome of the complaint. If research misconduct is found to occur, the accused may be subject to discipline up to and including dismissal or termination of employment. The Provost's decision shall be final.

Student Conflict Resolution and Complaints Policy

OVERVIEW OF POLICY

CHSU is committed to fostering a supportive environment where students are listened to, understood and appreciated. It is important to CHSU that all members of the CHSU community are treated fairly and that they receive prompt responses to problems and concerns. CHSU understands that concerns may arise in the educational environment and encourages students and employees to communicate these concerns to CHSU so that it can continue to foster a supportive environment for all. CHSU desires a fair resolution of all such concerns. Whenever possible, the concerns should be resolved informally; however, CHSU recognizes that this may not be possible or appropriate in all cases. For this reason, CHSU provides a complaint and grievance procedure to promote prompt and responsible resolution of issues covered by this policy. The purpose of this policy is to provide a transparent and consistent process for resolving such complaints.

APPLICATION

This policy applies to general complaints regarding the learning environment made by students or made regarding students except for: (a) complaints regarding student misconduct governed by the CHSU Student Professionalism and Conduct Policy; (b) complaints governed by the CHSU Unlawful Discrimination, Harassment or Sexual Violence Policy; or (c) complaints governed by the CHSU Complaints Concerning Approval to Operate or Accreditation Policy. This policy also does not apply to workplace complaints made by employees of CHSU, which are governed by the CHSU Employee Conflict Resolution and Complaints Policy.

CHSU, in its sole discretion, determines which process or policy applies to each complaint.

DEFINITIONS

Complaint: Any unresolved grievance, dissatisfaction, wrong, concern or hardship regarding the learning environment, except as described above. This may include any issue regarding the application of a CHSU policy, practice or procedure. This list is not exhaustive.

Complainant: The person with a Complaint.

Respondent: The person or entity against whom a Complaint has been made. The Respondent may be a student or employee of CHSU, CHSU itself, or one of its component colleges.

ANTI-RETALIATION STATEMENT

CHSU will not tolerate any retaliation against a Complainant or other CHSU employee or student for filing a Complaint under this policy or for participating in any investigation or other process as a result of a Complaint filed under this policy. Any such retaliation should be reported according to the same procedures outlined below for filing a complaint.

COMPLAINT FILING AND RESOLUTION PROCESS

1. **Step 1: Initial Verbal Discussion:** A Complainant is generally expected to raise any Complaint verbally with the Respondent in an attempt to resolve the conflict as informally as possible. This should be done as soon as possible following any alleged incident. If the Complainant feels it would be inappropriate to raise the matter with the Respondent, the Complainant may proceed directly to Step 2.
2. **Step 2: Written Complaint:** If a Complainant feels the matter has not been resolved satisfactorily through informal means or is not appropriate for informal resolution under Step 1 in light of the facts alleged, the Complainant may file a written complaint by completing the appropriate forms with the Office of the Provost. If a written complaint is received by another CHSU department, it shall be forwarded to the Provost (or designee). The Provost (or designee) shall be responsible for overseeing the processing of written complaints under this policy; however, the Provost (or designee) may determine that a complaint is more appropriately handled by college-level administration and, if so, may forward the complaint to the appropriate college. Complaints will be treated with the greatest degree of confidentiality possible. However, limitations on confidentiality may include CHSU's obligation to investigate Complaint allegations or fulfill other duties required by law or policy. Not all complaints will require an investigation. If CHSU conducts an investigation, the Provost (or designee) shall select an appropriate CHSU administrator or external party to conduct the investigation ("Investigator"). The Investigator may, in some cases, be from the Office of the Provost and/or subsequently serve as Mediator, as described in Step 3 below. However, in all cases, the Investigator must be a neutral party.
3. **Step 3: Optional Mediation:** Mediation is a problem-solving approach which requires a willingness of all those involved with the Complaint to work together to resolve the issues raised by the Complaint. CHSU encourages, but does not require, mediation of Complaints under this policy. CHSU acknowledges that some situations will not be appropriate to be handled through mediation. If the Complaint is appropriate for mediation and all those involved elect to participate in mediation, then a neutral party will be selected to facilitate mediation of the dispute ("Mediator"). The Mediator shall be a member of the CHSU administration, faculty, staff or student body, or an external party free from bias regarding the parties or matters addressed in the Complaint. The Mediator will set ground rules for the mediation and will help facilitate the discussions but ultimately it will be up to the parties to agree to a resolution of the Complaint. If agreement cannot be reached, the Complaint will move on to Step 4.
4. **Step 4: Formal Decision.** If mediation of a written Complaint does not resolve the Complaint or the Complaint has not been mediated, a determination will be made regarding what the next steps will be based on the type and severity of allegations made in the Complaint. Generally, a CHSU administrator designated by the Office of the Provost will communicate a written resolution to the Complainant and other parties, as appropriate, within thirty (30) business days of receipt of the Complaint by the Provost's Office or the end of mediation, whichever is later. In making a determination, the CHSU administrator may consult the Investigator or Mediator, if applicable, as well as the Complainant and/or Respondent.

5. Step 5: Appeal. Either the Complainant or Respondent may appeal the formal decision to the Provost or, if the Provost directly handled processing of the complaint then the appeal shall be to the President. Any such appeal must be filed in writing within five (5) business days following the date of the formal decision. The appropriate administrator shall review the formal decision and shall provide a response to the appeal within ten (10) business days following the receipt of the appeal. The appeal decision shall be final.

RECORDS OF COMPLAINTS

Records of Complaints under this policy shall be maintained by the Office of the Provost in accordance with CHSU's Secure Student Recordkeeping Policy.

CHSU Acceptable Use of Technology Policy for Students

It is not possible to enumerate all forms of inappropriate or unprofessional behavior. The following, however, are examples of behavior that constitute a violation of University policy. Accordingly, CHSU has established the following Code of Professional Conduct. The University reserves the right to address inappropriate behavior that does not clearly fall within the identified Code of Professional Conduct.



PURPOSE

The purpose of this policy is to ensure a safe and appropriate environment for all students. This policy identifies the acceptable ways in which University Technology may be used. The University recognizes and supports advances in technology and provides an array of technology resources for students to use to enhance student learning, facilitate resource sharing, encourage innovation, and to promote communication. While these technologies provide a valuable resource to the University, it is important that students' use of technology be appropriate to support the University Mission.

UNIVERSITY TECHNOLOGY

The University provides Information Technology resources and resources to the members of the CHSU community solely for the purposes of supporting teaching, learning, scholarship, service and administration within the context of the University's mission.

University Technology include all electronic technology used to store, copy, transmit, or disseminate visual, auditory, and electronic information as well as the information contained therein. This includes, but is not limited to, computers, tablets, networks, phones, fax machines, copiers, PDAs, cell phones, postage machines and the information contained in them.

ACCEPTABLE USE

University students are only permitted to use University Technology for purposes which are safe (pose no risk to students, students or assets), legal, ethical, do not conflict with their duties or the mission of the University, and are compliant with all other University policies. Usage that meets these requirements is deemed "proper" and "acceptable" unless specifically excluded by this policy or other University policies. The University reserves the right to restrict online destinations through software or other means.

Additionally, the University expressly prohibits:

1. Using University Technology for commercial gain;
2. Accessing University Technology for the purpose of gaming or engaging in any illegal activity;
3. Transmission of confidential information to unauthorized recipients;

4. Inappropriate and unprofessional behavior online such as use of threat, intimidation, bullying, or “flaming”;
5. Viewing, downloading, or transmission of pornographic material;
6. Using University Technology for the creation or distribution of chain emails, any disruptive or offensive messages, offensive comments about race, gender, disabilities, age, sexual orientation, religious beliefs/practices, political beliefs, or material that is in violation of harassment, discrimination, retaliation or violence laws or University policies;
7. Engage in unlawful use of University Technology for political lobbying;
8. Significant consumption of University Technology for non-business related activities (such as video, audio or downloading large files) or excessive time spent using University Technology for non-business purposes (e.g. shopping, personal social networking, or sport related site);
9. Knowingly or carelessly performing an act that will interfere with or disrupt the normal operation of computers, terminals, peripherals, or networks, whether within or outside the University Technology (e.g., deleting programs or changing icon names) is prohibited;
10. Infringe on copyright, licenses, trademarks patent, or other intellectual property rights;
11. Disabling any and all antivirus software running on University technology or “hacking” with University Technology.

Incidental personal use of Information Technology services and resources, within the guidelines of this policy, is considered appropriate. Such permissible incidental personal use does not include hosting, ASP (Application Service Provider), ISP (Internet Service Provider), WSP (Wireless Service Provider) or other services for third parties. Incidental personal use does not include activities for financial gain unless such activities are authorized under University Policy. Incidental personal use does not include the use of institutional data which may be contained in or extracted from institutional computing and communications systems. Personal use is not incidental if it incurs a direct cost to the University.

Use of Information Technology services and resources by students, in support of approved experiential learning and/or in support of their duties as compensated students is explicitly authorized, so long as such usage does not violate any part of this policy.

SECURE USE

Users of Information Technology services and resources are responsible for taking appropriate steps to safeguard University and personal information, as well as University facilities and services. Users are prohibited from anonymous usage of University Technology. In practice, this means users must sign in with their uniquely assigned University users ID before accessing/using University Technology. Similarly, “spoofing” or otherwise modifying or obscuring a user’s IP Address, or any other user’s IP Address, is prohibited. Circumventing user authentication or security of any host, network, or account is also prohibited.

Passwords used with University Technology must follow the following standards:

1. Passwords and other authentication and authorization codes, cards or tokens assigned to individuals must not be shared with others. Authorized Users must not provide access to unauthorized users. Passwords should be chosen carefully to lessen the possibility of compromise. Users are responsible for all activity that takes place under their User ID(s).
2. Passwords must be at least 8 characters long and contain at least one upper case and one lower case letter as well as a numeric value or a special character (!,\$,#,%).
3. Passwords will be changed according to IT Department guidelines.
4. All University-owned computer systems connected to the University network will be configured to lock the screen after a period of 15 minutes of inactivity. All students, faculty, and staff must lock their screen whenever stepping away from their computer.

5. Activity that may compromise the system integrity or security of any on or off- campus system is prohibited. This includes any type of unauthorized access or hacking.
6. Unauthorized monitoring of individual User activity, information and communications is prohibited. See the University IT Confidentiality Policy.
7. Users must ensure the security of restricted, confidential, proprietary, licensed, copyrighted or sensitive information entrusted to their care or that may come into their possession. Security includes, as appropriate, protection from unauthorized disclosure, modification, copying, destruction or prolonged unavailability. Unless approved by the IT Systems Administrator, users must not store non-university personal identification numbers including, but not limited to, Social Security Numbers, Credit Card Numbers, or Driver's License Numbers on unsecured devices or media, for any period of time.

SOCIAL MEDIA USE

CHSU understands that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. It is now easier than ever to publish and deliver content electronically, while making it practically impossible to permanently erase that content. This means that any content can be published without the filter of time for thoughtful reflection, and can be done so in anger, in sadness, in joy, and perhaps just in error. As health care students and professionals, employees and staff of a center of higher education, we will often be held to a higher standard than the community at large. Therefore, any negative content associated with us could be amplified in the eyes of the public. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media. This policy applies to all CHSU employees, students, vendors, and third parties.

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with CHSU, as well as any other form of electronic communication.

The same principles and guidelines found in the CHSU's policies and three basic beliefs apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow employees or otherwise adversely affects students, customers, suppliers, people who work on behalf of CHSU or its legitimate business interests may result in disciplinary action up to and including termination. If you have questions or need further guidance, please contact the Office of Student Affairs for your College.

Be Aware: Carefully read these guidelines and CHSU's other policies, including but not limited to, anti-harassment and anti-discrimination policies to ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination of employment.

Be Respectful: Always be fair and courteous to fellow employees, students, customers, suppliers or others that you interact with. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers or supervisor rather than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage customers, students, employees or suppliers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or CHSU policy.

Be Honest and Accurate: Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about CHSU, a co-worker, a student, customers, suppliers, other people working on behalf of CHSU or CHSU's competitors.

Be Appropriate: Being appropriate when using social media means the following:

1. Maintain the confidentiality of CHSU's trade secrets and private or confidential information. Trades secrets may include information regarding the development of systems, processes, products, know-how and technology. Do not post internal reports, policies, procedures or other internal business-related confidential communications.
2. Respect financial disclosure laws. It is illegal to communicate or give a "tip" on inside information to others so that they may buy or sell stocks or securities. Such online conduct may also violate Federal insider trading laws.
3. Do not create a link from your blog, website or other social networking site to CHSU's website without identifying yourself.
4. Express only your personal opinions. Never represent yourself as a spokesperson for CHSU or its affiliates. If CHSU is a subject of the content you are creating, be clear and open about the fact that you are a student/employee and make it clear that your views do not represent those of CHSU, fellow employees, students, customers, suppliers or people working on behalf of CHSU. If you do publish a blog or post online related to the work you do or subjects associated with CHSU, make it clear that you are not speaking on behalf of CHSU. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of CHSU."
5. Dispensing of medical advice or expression of professional opinions on social media is prohibited. For dissemination of relevant and appropriate health information through the University's communication platforms, please submit all requests to the CHSU Marketing and Communications Department.
6. Interaction with patients on social media sites is prohibited.

Using Social Media in class or at Clinical/Experiential sites is prohibited unless expressly a component of an assignment and authorized by the instructor and/or preceptor. During work hours or in clinical areas, the policy of that organization should be followed.

Using Social Media at Work: Refrain from using social media while on work time or on equipment provided by CHSU, unless it is work-related as authorized by your manager. Do not use your work email addresses to register on social networks, blogs or other online tools utilized for personal use.

Because the student to faculty and staff relationship has the potential to be power-based, faculty and staff are strongly discouraged from "friending" or otherwise connecting with current or prospective students on social media. Professional networking platforms (such as "LinkedIn") are permissible.

Retaliation Prohibited: CHSU prohibits taking negative action against any student or employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any student or employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination of employment and/or dismissal from the university.

Media Contacts: Students and employees should not speak to the media on the CHSU's behalf without prior approval of a supervisor. All media inquiries should be directed to the Vice President of Marketing and Communications.

RESPONSIBILITY

Users are responsible for their own use of University Technology and are advised to exercise common sense and follow this Agreement in regard to what constitutes appropriate use of University Technology in the absence of specific guidance.

RESTRICTION OF USE

The University reserves the right, at any time, for any reason or no reason, to limit the manner in which a User may use University Technology in addition to the terms and restrictions already contained in this Agreement.

PERSONALLY OWNED DEVICES

Student using a personally owned device to access University Technology or conduct University business, he/she shall abide by all applicable University policies, administrative regulations, and this Agreement. Any such use of a personally owned device may subject the contents of the device and any communications sent received on the device to disclosure pursuant to a lawful subpoena.

UNIVERSITY BRANDING

Users are prohibited from using the logos, word marks or other official symbols of the University without authorization from the Office of Marketing & Communications. This specifically includes any such usage in connection with electronic systems, services and communications, both internal and external. This does not include the usage on physical or electronic letterhead when used for official University business.

REPORTING

If a student becomes aware of any security problem (such as any compromise of the confidentiality of any login or account information) or misuse of University Technology, he/she shall immediately report such information to the Office of Student Affairs of their respective college.

CONSEQUENCES FOR VIOLATION

Violations of the law, University policy, or this Agreement may result in revocation of a student's access to University Technology and/or restriction of his/her use of University Technology and/or discipline, up to and including expulsion. In addition, violations of the law University policy, or the Agreement may be reported to law enforcement or other agencies as deemed appropriate.

RECORD OF ACTIVITY

User activity with University Technology may be logged by System Administrators. Usage may be monitored or researched in the event of suspected improper University Technology usage or policy violations.

BLOCKED OR RESTRICTED ACCESS

User access to specific Internet resources, or categories or Internet resources, deemed inappropriate or non-compliant with the policy may be blocked or restricted. A particular website that is deemed "Acceptable" for use may still be judged a risk to the University (e.g. it could be hosting malware), in which case it may also be subject to blocking or restriction.

NO EXPECTATION OF PRIVACY

Users have any expectation of privacy in their use of University Technology. Log files, audit trail and other data about user's activities with University Technology may be used for forensic training or research purposes, or as evidence in a legal or disciplinary facilitate maintenance, inspection, updates, upgrades, and audits, all of which necessarily occur both frequently and without notice so that the University can maintain the integrity of University Technology. All data viewed or stored is subject to audit, review, disclosure and discovery.

Pursuant to the Electronic Communications Privacy act of 1986 (18 USC 2510 et seq.), notice is hereby given that there are no facilities provided by University Technology for sending or receiving private or confidential electronic communications. System Administrators have access to all email and will monitor messages. Messages relating to or in support of illegal or inappropriate activities will be reported to the appropriate authorities and/or University personnel.

The University reserves the right to monitor and record all use of University Technology, including, but not limited to, access to the Internet or social media, communications sent or received from University Technology, or other uses within the jurisdiction of the University. Such monitoring/recording may occur at any time without prior notice for any legal purposes including, but not limited to, record retention and distribution and/or investigation of improper, illegal, or prohibited activity. Students should be aware that in most instances, their use of University Technology (such as web searches or emails) cannot be erased or deleted. The University reserves the right to review any usage and make a case-by-case determination whether the User's duties require access to and/or use of University Technology which may not conform to the terms of this policy.

Student E-mail and Distribution Lists

CHSU assigns email accounts to students. The primary means of official communication with students will be through their CHSU email accounts unless otherwise prohibited by law. Course announcements, assignments and other information will be provided through the BrightSpace learning management system linked to student email. Staff and administrators will also send information to students through CHSU email. It is expected that students will frequently and regularly check their CHSU email accounts, including University holidays and breaks. For convenience, the CHSU email account can be configured to forward to another external email account. It is the responsibility of the student to ensure that the forwarding system has been correctly setup and working properly. Students should remember that the Internet does not guarantee the privacy and confidentiality of information. Sensitive material transferred over the Internet (including FTP and E-mail) may be at risk of detection by a third party. Caution must be exercised when transferring material in any form. For further information, refer to the CHSU Information Privacy and Data Security Policy.

Official University email accounts and class-specific distribution lists may be provided to students through the learning management system in order to facilitate their education and communication with faculty and fellow students. Official distribution lists are for the express use of university-related business and are not to be used as a joke list, invitation list for private parties, business, or political endeavors. Such use of a distribution list will be considered a violation of this policy. Students should report problems with their CHSU email address to the IT Service Desk via support@chsu.edu.

Mobile Devices

All CHSU students are required to have a laptop or equivalent. The University recognizes that students will possess mobile devices including laptops, tablets, and smartphones with video, camera, and/or voice recording capabilities. In support of each individual's reasonable expectation of privacy and the copyright and intellectual property laws, the use of these mobile device features must be in conjunction with express consent. Students are expressly forbidden to video, photograph or make voice recordings without the express consent of the subject(s) being photographed or recorded. Any student whose use of their mobile device violates another's reasonable expectation of privacy, or produces any media as a result of the mobile device capabilities without express consent, may be found in violation of this policy. Violations of this policy may lead to disciplinary action.

In order to not disturb the work of others in the classroom, mobile devices are to be set to a non-audible mode (vibrate or flashing light) during all educational activities and meetings.

Mobile devices are to be set to a non-audible mode while a student is on an experiential education rotation, to minimize disruption of the educational activity at the site. However, a preceptor will have the final decision regarding mobile device use at the rotation site. Laptop computer in class should only be used for course-related purposes. No other computing activities will be permitted. Unauthorized computer use during class may result in loss of computing privileges and/or wireless network access. The laptop computer will be needed for taking examinations and students will be expected to have already downloaded the appropriate software from the Exam Soft website.

CHSU

CALIFORNIA
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STUDENT HEALTH AND WELLNESS

CHSU Campus Wellness Policy



CHSU highly values the physical and mental health and well-being of every student, faculty, and staff member and will plan and implement activities and policies that support personal efforts by students, faculty, and staff to maintain healthy lifestyles and mental wellness. The members of the CHSU community are committed to developing and implementing strategies and policies that promote physical and mental wellness to ensure our relevance to the general population, as well as strengthening the overall population health.

The CHSU campus Wellness Program will be overseen by a Wellness Committee that consists of students, faculty, and staff representatives from all professional programs on campus. The CHSU Wellness Program will be based on input solicited from campus students, faculty, and staff, and wellness activities will be planned accordingly to promote and encourage healthy diet, physical activity, stress management, resilience, life balance, sleep and time management, and other elements of a healthy lifestyle among the campus community. Some resources and events will be specifically aimed at empowering medical students and pharmacy students to help them cultivate physical, emotional, and interpersonal/community wellness habits as part of their professional development. The CHSU Wellness Program will provide student life advising, wellness programming and learning environment initiatives to enable students to thrive academically and personally throughout their professional school experience and beyond.

CHSU's Wellness Program has created several avenues to promote wellness in students, faculty, and staff:

- A. A Wellness Committee of diverse students, faculty, and staff formed to address mental and physical health and wellness on our campus
- B. Individual counseling and therapy from a private behavioral health care provider
- C. Employee Assistance Program led by the Human Resources Department
- D. An annual wellness workshop for students, faculty, and staff
- E. Training of students, faculty, and staff to recognize warning signs in mental health and substance abuse (i.e. QPR, eCPR)
- F. Campus wellness facilities which may include a meditation room, adequate indoor and outdoor student lounge areas, food vending with healthy options, and a campus gym and walking path
- G. Periodic symposia and presentations on wellness topics such as diet, exercise, sleep hygiene, time and stress management techniques, burnout, resilience, relaxation, etc.
- H. Recurring events such as "Wellness Wednesdays", "Fuel Up For Finals" and the "Wellness Wagon" to support students, faculty, and staff throughout the semester

CHSU Student Attendance and Leaves of Absences Policy

PURPOSE

This policy outlines requirements for students to attend, or be excused from, classes. Further, occasionally students decide to take an extended period of time off away from their studies at California Health Sciences University ("University"). Students may take either a Short-Term Leave of Absence (STLOA) or a Long-Term Leave of Absence (LTLOA) for many reasons including but not limited to work, recovering from illness, attending to personal business, military service, to find their true academic direction etc. Because a leave affects a student's status with the University, as well as the student's access to various student services, this policy provides information on what students need to know to ensure they are following the official leave process for each type.

DEFINITIONS

Excused Absence is an absence from a single class/day that is approved by student's Office of Academic Affairs. Excused absences are only granted for high-stakes circumstances such as examinations, OSCEs, and lab days. Absences for regular class days are classified as unexcused absences, which students should notify their course director.

Unexcused Absence is an absence from one (1) to three (3) classes/days that is not approved by the student's Office of Academic Affairs.. Unexcused absences include absences of any type that involve a student missing assignments not designated with high stakes category (typically normal course days without a significant assessment due). For unexcused absences, students should notify their course director.

Short-Term Leave of Absence is a temporary absence during the didactic portion of the curriculum when a student will exceed the three (3) day excused absences per course, per semester, as defined in the Duration of Absence Policy in the Student Catalog and Handbook. Students are allowed to take a standard STLOA up to two (2) weeks off during the didactic curriculum with approval once in a twelve- (12-) month cycle. Any additional leaves during the twelve- (12-) month time period from the date the initial STLOA began will be treated as a LTLOA, as discussed below. Due to the nature of the experiential/clinical curriculum students seeking to take an STLOA during any rotation should consult with the Office of Student Affairs and the office handling rotations at their respective college, prior to taking the leave.

Long-Term Leave of Absence is an extended absence during the didactic curriculum lasting longer than two (2) weeks. Due to the nature of the experiential/clinical curriculum students seeking to take an LTLOA during any rotation should consult with the Office of Student Affairs and the office handling experiential rotations at their respective college, prior to taking the leave.

Unapproved Leave of Absence: Any student absence exceeding the three (3) day excused absences per course, per semester, as defined in the Duration of Absence Policy in the Student Catalog and Handbook, without appropriate approval for a STLOA or LTLOA as defined under this policy.

REQUIREMENTS APPLICABLE TO ALL ABSENCES

Students are required to provide reasonable advanced written notice of the need for an excuse absence, STLOA or LTLOA. All requests must be submitted through the appropriate online portal (e.g., Brightspace) or in-person with the student's office of Academic Affairs (for excused absences), the student's office of Student Affairs office for (STLOA or LTLOA). The office may require the student to provide documentation before taking leave or upon return from leave, including but not limited to doctor's notes or other documentation evidencing the need for an absence. If required, an explanation of the type of documentation required will be given to the student and a reasonable time to provide the requested documentation will be given before approving or denying a request.

Out of professional courtesy, students should notify their teammates of their absence prior to class when possible (a reason need not be provided).

Abuse of the absence or leave request process is unprofessional and violates the University's student conduct policy. Abuse of such process includes but is not limited to: (1) dishonesty regarding the need for or use of leave; (2) submission of fraudulent documentation supporting the need for leave.

ATTENDANCE

Students are expected to attend and participate in all class sessions, all clinical and anatomical teaching sessions, all clinical/experiential sessions, and complete all exams and assessments as scheduled (together defined as "coursework"). Missed coursework has the potential to disrupt individual and team learning, create unfair advantages, and divert faculty and student resources away from teaching and learning. However, occasionally an absence from coursework will be unavoidable.

A student may request an excused absence for personal, emergency, professional, or health-related reasons, as listed below. Consideration of the nature of an absence not defined in the list below is at the discretion of the student's college.

Excused Absence Request Procedure

To request an excused absence be approved, a student must submit the excused absence request form online via BrightSpace or CHSU.EDU (or the form may be requested from the Academic Affairs office). Following receipt of the form, Academic Affairs office shall review the form and either approve or deny the request and communicate the decision to the student and course director(s) of the missed course(s). In all cases, students must submit an excused absence request with as much notice as possible.

Regarding weddings or similar significant events, students are encouraged to consult with their student affair's office and the academic calendar before planning such events.

Duration of Absence

In general, a student may receive up to three academic days of excused absences per course per semester. In total, absences shall not exceed five (5) calendar days per course per semester. Absences exceeding five (5) calendar days may require a student to take a STLOA, LTLOA, or withdrawal. The Student Affairs and Academic Affairs offices for the student's program can provide additional information on the impact of excused and unexcused absences on progression and grading.

Makeup Expectations

Students are responsible for contacting their team for arranging review of missed materials or coursework. Students who do not follow the Excused Absence Policy or the Course Directors instructions for makeup assignments will receive a zero for the missed coursework. If the absence is determined to be unexcused by the Academic Affairs office, the student will receive a zero for the missed coursework.

High Stakes Excused Absence Categories and Criteria

Excused absences are only granted for high-stakes circumstances such as examinations, OSCEs, clinical/anatomical teaching sessions, and lab days. Following the submission of the High Stakes Absence Request Form to via the online portal, it will be determined if an absence will be excused or unexcused for the course based upon the categories and criteria below.

May Request	May Not Request
Medical (self or immediate family)	Car breakdown (please call for alternative transportation if urgent)
Military duty	Work scheduling
Professional leave (requires 14 day advanced notice)	Professional leave without required 14 day Notification.
Immigration & Naturalization	
Jury duty (Students are required to immediately report if summoned to Jury Duty to their College's Office of Student Affairs)	
Legal	
Bereavement (up to five days for parent, spouse/partner, or child; up to three days for all other others at the discretion of College)	
Traffic Accident (law enforcement report required)	

SHORT-TERM LEAVE OF ABSENCE PROCESS

Students may begin the STLOA process by speaking with the Office of Student Affairs and complete a STLOA form. Part of this meeting with the Office of Student Affairs will include discussion of the student's ability to graduate within the maximum timeframe within the student's respective college.

The STLOA Request Form is available to students by visiting the website or by reaching out to the University Registrar. If extenuating circumstances prevent a student from providing a prior written request, as required by this policy, before the leave begins, the Dean may, but is not required to, make exceptions to this process on a case by case basis. Non-attendance in classes does not constitute notification of intent to apply for a leave of absence.

Students must then obtain all required signatures and submit the form to the Office of the Registrar. Generally, a letter will be emailed and mailed to the student within five (5) calendar days after the Office of the Registrar's receipt of the request to state whether the leave is approved and to provide information regarding the student's leave and subsequent return to the University. CHSU reserves the right to impose conditions upon the student's return that will be communicated either in this initial letter or in subsequent correspondence to the student approving the leave to the student.

Students needing to take a leave longer than an approved STLOA must seek such approval from their college Dean. These will be reviewed on a case-by-case basis and students may be required to instead take a LTLOA and/or withdrawal from the University.

LONG-TERM LEAVE OF ABSENCE PROCESS

A student seeking to take a LTLOA will first meet with the Student Affairs office of their respective college. During this meeting students should discuss their ability to graduate within the maximum timeframe required by the college the student attends. All LTLOAs should be requested in writing - the LTLOA Request Form is available to students by visiting the website or by reaching out to the University Registrar. If extenuating circumstances prevent a student from providing a prior written request, their college Dean may, but is not required, make exceptions to this process. Whenever practical, a student should submit their written request for a LTLOA at least thirty (30) calendar days in advance of the start of the upcoming semester or thirty (30) calendar days before the end of the current semester. Non-attendance in classes does not constitute notification of intent to apply for a leave of absence.

Students who take a LTLOA that, at a minimum, extends through the end of the semester shall be considered withdrawn for the purposes of grading and tuition refund only, but not withdrawn from the University. The student's final grades will be processed as outlined in the Student Withdrawal Policy. As LTLOAs have a significant impact on a student's student loans and scholarships, students should contact the Financial Aid Office about the implications related to their LTLOA. Student should also refer to the CHSU Tuition Refund Policy regarding the student's potential eligibility for a tuition refund.

Students will receive a letter via email and mail once a decision has been made regarding the LOA within five (5) calendar days, or in rare or extraordinary circumstances, not to exceed ten (10) calendar days. CHSU reserves the right to impose conditions upon the student's return that will be communicated either in the initial letter to the student approving the leave or in subsequent correspondence to the student. For example, students granted a LOA for health-related purposes must have a health care professional certify in writing that they are approved to return to the University prior to the student's anticipated return date.

The completed Leave of Absence form must be submitted to the Office of the Registrar before the leave of absence is granted. The date of leave of absence status is the date that the Registrar receives the signed Leave of Absence form, except in case of extenuating circumstances.

Should a student wish to take a leave longer than initial LTLOA granted to the student must re-apply for an additional new LTLOA following the same LTLOA process.

UNAPPROVED LEAVE OF ABSENCE

Any student on an Unapproved Leave of Absence is a violation of this policy and may result in consequences for the student, up to and including dismissal from the University.

RETURNING FROM A LEAVE OF ABSENCE

Students approved for a leave of absence can return to their college and to classes without reapplying to the University if the return is within the approved time frame as recorded in the Leave of Absence Approval letter and any relevant University approved extensions of such leave. Prior to returning to the University students are required to comply with all conditions for the student's return as stated in correspondence to the student by the University. A student granted a LOA with conditions may be required to meet with a student affairs staff member before returning to the University. For LTLOA, students must submit their intent to return in writing to the University Registrar within ninety (90) calendar days of the anticipated return to the didactic portion of the curriculum and thirty (30) calendar days for the experiential/clinical curriculum. While CHSU will make efforts to stay connected with the student on their return, it is the student's ultimate responsibility to duly inform the administration of any delays to their return or needs for further extensions.

Students failing to return to the University following the approved timeframe for the LOA will be considered to be on an Unapproved Leave of Absence and may be dismissed from the University.

Student Withdrawal Policy

PURPOSE

Occasionally students decide to discontinue their studies at California Health Sciences University (“University”). All leaves where the student plans to return to the University before the end of the semester in which the student is currently enrolled will be governed by the Student Leaves of Absence Policy.

Students withdraw for many reasons including but not limited to work, recovering from illness, attending to personal business, to find their true academic direction etc. Because withdrawal affects a student’s status with the University, as well as the student’s access to various student services, this policy provides information on what students need to know to ensure they are following the official withdrawal process.

DEFINITIONS

Withdrawal: A discontinuation of studies at the University at some time after the first-class session, or the seventh day after enrollment, whichever is later. Withdrawal must be from all courses in which the student is enrolled in at the time the student requests a withdrawal. A withdrawal must last, at a minimum, through the end of the semester in which the student is enrolled at the time the student seeks withdrawal. Students withdrawing from some but not all of their courses, as may be permitted by the college specific Academic Progression Policy, will not be considered “withdrawn” from the University for purposes of this policy.

WITHDRAWAL PROCESS

Below are the steps students must follow to officially withdraw from the University:

Step 1: Prior to withdrawing, students are encouraged to meet with the Office of Student Affairs to seek individual guidance regarding all their options for a leave or including a possible withdrawal. Students should seek such guidance as far in advance of the planned withdrawal as possible. This step is important because a student’s withdrawal from the program may impact the student’s loans/grants/scholarships, tuition and fees, visa status, readmission, academic progression and health insurance. The Office of Student Affairs will be able to help the student prepare an individualized checklist such that the student can gather all the necessary information regarding these topics prior to making any final withdrawal decisions. At this meeting the Office of Student Affairs will provide the student with the official Withdrawal Form. Alternatively, students may also obtain the Withdrawal Form from the Office of the Registrar or the CHSU website.

Step 2: Students must complete the Withdrawal Form in its entirety and submit it to the Office of the Registrar. Any incomplete Withdrawal Forms will be returned to the student for additional information. The withdrawal will be effective on the date the Office of the Registrar approves the form or the last day the student stops attending all classes, whichever is earlier.

After a withdrawal is approved by the Office of the Registrar, the Office of the Registrar will send a letter to the student confirming the withdrawal. The letter also will include any information relevant to the student regarding the student’s future attendance at the University, which may be determined on a case by case basis.

Withdrawal may be effectuated by the students written notice, or the student’s conduct including, but not necessarily limited to, a student’s lack of attendance or verbal notice. Students not completing the Withdrawal Form who stop attending all courses will be considered withdrawn for purposes of any tuition refund calculations under the Tuition Refund Policy. As soon as the University learns of the student’s lack of attendance at the University, the Office of the Registrar will send a confirming letter to the student explaining that the student will be considered withdrawn by the University unless the student contacts the Office of Student Affairs and indicates that the student did not intend to withdraw from the University, within ten (10) calendar days following the University’s sending of the letter vial email and mail.

Step 3: Any refunds that the student is entitled to following a withdrawal will be governed by the Tuition Refund Policy.

IMPACT OF WITHDRAWAL ON GRADES DURING DIDACTIC CURRICULUM

Students withdrawing prior to the week of final examinations (i.e., the week of final examinations will be defined each year in the academic calendar contained in the University Academic Catalog). will receive a Withdrawal (“W”) grade in all their didactic courses. These grades will remain final and the student will be required to retake the courses and receive a letter grade prior to graduation.

Students withdrawing during the week of final examinations: will receive a Withdrawal Pass (“WP”) or Withdrawal Fail (“WF”) depending on whether the student was passing or failing the didactic course at the time of their withdrawal. These grades will remain final and the student will be required to retake the courses and receive a letter grade prior to graduation.

Students withdrawing after final examinations: If a student withdraws following all final exams, only withdrawal for the upcoming semester is possible and shall not impact the student’s final grades in the semester which the student took final exams.

IMPACT OF WITHDRAWAL ON GRADES DURING EXPERIENTIAL/CLINICAL CURRICULUM

Students withdrawing from CHSU will receive a WP or WF on their transcripts depending on whether they were passing or failing a clinical clerkship at the time of their withdrawal. These grades will remain final and the student will be required to repeat any incomplete rotations prior to graduation.



CHSU Accessibility Services Policy

Consistent with the University’s mission, vision and values, the goal of Accessibility Services is to coordinate support services that provide equal opportunity for students with disabilities to participate in all aspects of the educational environment at the California Health Sciences University (“CHSU”). This policy describes the various procedures that are in place to ensure that students with disabilities to receive appropriate accommodations in their instructional activities, as mandated by Federal and State law and by CHSU policy.

The fundamental principles of nondiscrimination and accommodation in academic programs set forth in Section 504 of the federal Rehabilitation Act of 1973 (“Section 504”) and the Americans with Disabilities Act of 1990 (“ADA”). These laws establish that students with disabilities may not, on the basis of their disabilities, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any CHSU program or activity. In accordance with these laws and CHSU policy, CHSU is accountable for providing reasonable and appropriate accommodation to eligible students. Should Section 504 or the ADA be modified in the future, those required changes shall be deemed incorporated into this policy.

CHSU will foster equal opportunities to student success through accessible educational programs, disability-related advocacy, faculty and staff education and an enhanced awareness of individual abilities and contributions. Reasonable accommodations will be provide in the most integrated setting according to that person’s needs.

DEFINITIONS FOR PURPOSES OF THIS POLICY ONLY

Applicants – individuals who desire to be considered for admissions to CHSU, including those who have and have not yet submitted a formal application

Students – those who are matriculating into or enrolled in courses of study at CHSU.

Disability – a physical or mental impairment that substantially limits one or more major life activities.

Major Life Activities include, but are not necessarily limited to, functions such as seeing, hearing, speaking, walking, breathing, performing manual tasks, learning, caring for oneself and working.

Didactic Accommodation – an accommodation intended for classroom purposes.

Experiential/Clinical Accommodation – an accommodation intended for laboratory settings, externships, and rotations (offsite and onsite). Each experiential modality will require a separate request for accommodation.

ACCOMMODATION REQUEST PROCESS

It is the responsibility of individual students to identify themselves as persons with a disability when requesting an accommodation. Students are not obligated to self-disclose their disability to Student Affairs Office of their college. However, students with disabilities who wish to obtain accommodations, auxiliary aids and/or services must self-disclose their disability and direct their request in accordance with this policy. Students need to submit an individual accommodation request for didactic curricular content delivery, and separately, for each experiential/clinical learning modality.

In order to be eligible to receive a reasonable accommodation the student must provide supporting documentation verifying the disability as described below. All supporting disability documentation will be kept confidential in accordance with applicable law. Students are encouraged to utilize the services available through the Student Affairs Office of their college as soon as a student becomes eligible to apply for a reasonable accommodation under this policy. Specifically, students new to CHSU are encouraged to apply for these services at least one month prior to the beginning of Fall Semester in order to facilitate a seamless transition for the student. CHSU encourages everyone to submit such requests early because time is required for documentation review and arrangement of accommodation(s). However, students may apply for a reasonable accommodation(s) at any time.

1. **Accommodation Request:** Students must first submit a written request for an accommodation by completing a Disability Verification Form and an Application for Services and Accommodations to identify essential information that can help CHSU with the process of determining whether a reasonable accommodation for the student is appropriate. Both of these forms may be found at the Student Affairs Office or online via the student intranet/portal. Students may request assistance with completing these forms at the Student Affairs Office. These forms must be fully and completely filled out. Requests should specify if the accommodation is for didactic or experiential/clinical curricular material. The Disability Verification Form must be completed by a qualified healthcare professional who has knowledge of the disability and of the specific student. The healthcare professional must be trained, licensed and qualified to render a diagnosis and to determine the practical limitations of that diagnosis. Students may submit medical documentation from more than one healthcare professional if necessary (e.g., one physician who made the initial diagnosis and another who discusses the long-term limitations of such diagnosis). All completed forms must be turned into the Student Affairs office of the student's college. If such documentation is insufficient or incomplete, CHSU reserves the right to require additional documentation. CHSU reserves the right to deny accommodation until all of the necessary documentation is received.
2. **Eligibility Review and Meeting with Accessibility Services:** Once CHSU receives all necessary documentation described above, the Office of Student Affairs in the student's college will review the materials in order to determine whether an accommodation(s) would be appropriate. During the review of all student accommodation requests, an interactive dialogue with the student will be conducted via in-person meetings. Requests for accommodation will be reviewed on a case-by-case basis.

3. **Decision/Accommodation Plan:** After all complete paperwork is received, the Student Affairs Office of the relevant college will make a decision regarding eligibility for the requested accommodation or other reasonable accommodation. Generally, the intention is to provide a written accommodation plan within five (5) business days following the in-person meeting, if all paperwork is complete. The accommodation plan may be revised at any point during the student's course of study at CHSU. Necessary changes to the accommodation plan may relate to the nature of the student's disability and/or as a result of additional medical documentation that may be provided. It is the student's responsibility to keep the Office of Student Affairs in the student's college informed of any additional information and/or changes relating to the student's disability that will impact the accommodations the student requires. Students receiving short-term accommodations will need to provide additional medical paperwork in order to continue to receive the same (or altered) accommodations.
4. **Ensuring Accommodation is Provided to Eligible Students:** If a student is found to be eligible for a reasonable accommodation, the Office of Student Affairs in the student's college will notify all of the student's professors, course directors and others who need to know about the accommodation in order to ensure the faculty implement the accommodation. Students experiencing difficulty in receiving accommodations that have been established in the student's accommodation plan should contact the Office of Student Affairs in the student's college for resolution of such a situation.

APPEAL OF ACCOMMODATION REQUEST

Students with disabilities who have requested an accommodation(s) which was partially or fully denied in accordance with this policy, may submit a written appeal to the Assistant/Associate Dean of Student Affairs and Enrollment of their college. The written appeal must be submitted within ten (10) business days of the denial, must explain the basis for the appeal, and must include all paperwork originally submitted to the Office of Student Affairs, although additional documentation may also be included for review.

During any appeal process, the student will continue to receive any reasonable accommodation that has previously been granted. A decision regarding an appeal will be issued within thirty (30) calendar days of receipt of the appeal paperwork. All decisions made by the Assistant/Associate Dean of Student Affairs and Enrollment of the College regarding a student's disability determination will be final.

Student Health Insurance Policy

CHSU requires all students maintain personal health insurance throughout their entire enrollment. Students must provide proof of basic health insurance coverage prior to matriculation in order to be eligible to participate in any and all on- and off-campus activities and events.

Only Students having health insurance will be allowed to participate in all aspects of the curriculum including: clinical clerkships, service learning projects, program activities, and events. Students with a lapse in health insurance will not be allowed to participate until coverage is reinstated.

CHSU Student Physical Health Policy

A wide range of health services are available to CHSU students in the local community. All services are provided in accordance with the Health Insurance Portability and Affordability Act (HIPAA) and are strictly confidential. Students may access these services independently of CHSU.

While CHSU does not have an on-campus health facility, routine physical health services are accessible for CHSU students at many local health care provider offices and facilities. A list of some of these health care options will be maintained on the CHSU website.

CHSU Student Supplemental Medical Insurance Policy

CHSU has partnered with a supplemental insurance carrier to provide student supplemental medical insurance coverage for all students. The student supplemental medical insurance policy attempts to help students cover medical expenses that are incurred during CHSU academic-related activities, which are not covered by the student's personal medical insurance, such as:

- Injury or illness while participating in CHSU course(s), labs or clinical training that take place on CHSU campus or at an offsite location approved by CHSU.
- Injury or illness while participating in supervised CHSU activities.

The student supplemental medical insurance policy does not replace a student's personal medical insurance policy and students are still required to carry their own personal medical insurance. In accordance with every insurance policy, exclusions apply. If a medical injury, including a needle stick, occurs, please contact college specific Student Services for information as to whether your injury qualifies for this coverage and directions for filling out a medical claim form. The college specific Student Services is responsible for following college level procedures regarding such injuries.

CHSU Drug, Alcohol and Tobacco Policy

The University is committed to the health, safety, and well-being of each member of the University community. It is the policy of the University to maintain a campus community that is free from the unlawful use, possession, or distribution of alcohol and Controlled Substances (as defined below).

Students' unlawful use of alcohol or controlled substances is especially concerning to the University because students are training to become healthcare professionals. Healthcare professionals are entrusted with the health, safety, and welfare of patients; have access to controlled substances and confidential information and operate in settings that require the exercise of good judgment. The unlawful use of alcohol or controlled substances can result in serious injury or death, or damage to the health of not only the student themselves but also the community as a whole, including patients with whom student may interact with and adversely affect the educational mission of the University.

DEFINITIONS

Alcohol: Includes alcohol, spirits, liquor, wine, beer, and every liquid or solid containing alcohol, spirits, wine, or beer, and which contains one-half of one percent or more of alcohol by volume and which is fit for beverage purposes either alone or when diluted, mixed, or combined with other substances.

Controlled Substance: Includes drugs or chemicals whose manufacture, possession, or use is regulated by a government, such as illicitly used drugs or prescription medications that are designated by law. Controlled substance categories I-V in the Controlled Substances Act, 21 United States Code, § 812 also includes illegal street drugs and marijuana.

Student Organization Event: Any event, meeting, conference, party, or gathering that is conducted on University Property or that is conducted or sponsored off campus by a student organization, or by a component thereof, or by an official, employee, or agent thereof, acting in his/her capacity as such, or by any club, team, or organization that is permitted to use the name of the University or that is officially affiliated with the University. Student Organization Events typically include events funded by the University directly, or through funds allocated to the Registered Student Organization, or make use of the University name. Whether an event is classified as a Student Organization Event will be up to the sole determination of the University.

Sale: Sale includes exchanging of any money or tickets, tokens or chips which have been issued in exchange for

money, or anything else of value, either directly or indirectly, for an alcoholic beverage. The term “sale” also includes the imposition of any admission charge to, or any other charge for the event at which alcoholic beverages will be served exclusively to those who pay such charge.

University Property: Any real property, land, facility, or annex property thereof, which is owned, leased, licensed, rented, used, or otherwise controlled by the University.

PROHIBITED CONDUCT

Students are required to comply with all state, federal, and local law regarding alcohol, unlawful drugs, and tobacco use. Furthermore, the University is opposed to substance abuse and unequivocally prohibits the unlawful manufacture, distribution, dispensing, possession, use, or sale of alcohol or of unlawful controlled substances by University students. In addition, students shall not use controlled substances or abuse legal substances in a manner that impairs school performance, scholarly activities or student life.

The University also requires that students consent to and take all alcohol or drug tests required by the University or other facilities where students complete their rotations. A student’s refusal to take such test or tampering with such test is a violation of this policy.

HEALTH RISKS ASSOCIATED WITH THE USE OF ALCOHOL AND OTHER DRUGS

Excessive drinking and drug use will lead to a wide variety of health problems and professional difficulties. The use of any amount of illicit or legal (including alcohol) drugs may alter the chemical balance of the body. Misuse or compulsive use of alcohol and other drugs can often cause serious damage to major body organs such as the brain, stomach, lungs, liver, kidneys, heart, as well as, the immune and reproductive systems. Pregnant women put the fetus at risk for serious birth defects and complications at birth, as well as the possibility of delivering a baby with a drug dependency who may exhibit withdrawal signs. Other health problems include sleep disturbances, malnutrition, convulsions, delirium and greater risk for life threatening accidents and events such as traffic deaths and suicides. Use and/or withdrawal from a substance can also create mental problems including, but not limited to depression, anxiety, paranoia, and delusions. The use of drugs and alcohol can cause physical and psychological dependence and can interfere with memory, sensation and perception. Drugs impair the brain’s ability to synthesize information. Regular users of drugs develop tolerance and physical dependence often experienced by withdrawal symptoms.

ALCOHOL AND DRUG TESTING

Testing for Alcohol and Drugs at Experiential Sites

A critical part of healthcare education involves experiential experiences for students in hospitals and other health care facilities. These rotations provide critical hands-on learning experiences for students and as such students must be able to complete their assigned rotations. Many hospitals and health care facilities have policies requiring drug testing for employees, students and volunteers. Many of these facilities mandate that students who test positive for unlawful use of alcohol or controlled substances are ineligible to complete rotations in the facility.

Students are required to follow the processes and procedures of the experiential site with regard to alcohol or unlawful drug testing. Students are entitled to refuse to be tested, but such refusal will amount to a violation of this Policy, and adverse consequences will be drawn from such information (i.e., this will be treated the same as a positive test). Students who cannot participate in these experiential experiences due to revealed unlawful use of alcohol or controlled substances may be unable to fulfill the requirements of their program within the University. If a student tests positive for unlawful use of alcohol or controlled substances, the student must immediately inform the Office of Student Affairs regarding the student’s positive drug test. The Office of Student Affairs will thereafter inform the Office of the Dean regarding the student’s positive drug test.

Testing for Alcohol and Drugs at the University and Process

i. Random Drug Testing

University students may be selected for a random drug screening at any time throughout their enrollment. The practice of random drug testing was established at the University to encourage student engagement in responsible lifestyle choices for not only their personal wellbeing but for the public which they serve. Students will be selected at random for drug testing. The frequency, percentage of students and intervals will be determined by the University.

ii. For Cause Testing

To promote a safe and healthy learning and work environment, the University may require students to submit to drug and/or alcohol testing based upon a reasonable suspicion of unlawful use of alcohol or controlled substances. Students may be asked to submit to a drug testing if there is suspicion that a student may be under the influence of drugs or alcohol. To ensure compliance with University policies and to promote a safe and healthy University for all students, the University may require students to submit to drug and/or alcohol testing “for cause” based upon:

1. Reasonable suspicion of substance abuse (as described below); or
2. The unauthorized use or possession of alcohol or drugs on campus or at a health care setting; or
3. The use of or possession of unlawful controlled substances at any time.

Reasonable suspicion of substance abuse may be based upon, but is not limited to the following criteria:

1. Direct observation of unauthorized use or possession of alcohol or drugs and/or demonstration of the physical symptoms of the influence of drugs or alcohol;
2. A pattern of erratic behavior, consistent with alcohol or drug use; or
3. Arrest or conviction for a drug or alcohol related offense; or
4. Evidence that a student has tampered with a previous drug test; or
5. Possession of drug paraphernalia.

When a determination to test a student for cause has been made, the student will be given specific instructions on how to obtain the drug screening, but the general process is described below.

iii. Process for Drug Testing at the Direction of the University

Step 1: The student will receive a notification from the Dean (or designee) of the student’s selection for drug testing and will need to report to a collection/laboratory site designated by the University. Students are required to report to the designated laboratory within 24 hours of the date of the notification, unless the University determines that based on the situation more expedient testing is required.

Step 2: To ensure the integrity of the process, students must comply with all collection procedures of the designated laboratory (i.e. provide identification, completion of forms, no items permitted in testing area). Failure to comply with the directives, policies, and procedures of the designated laboratory will result in disciplinary action.

Step 3: A copy of the results from the designated laboratory will be sent to the University and the University will notify the student of their result and communicate next steps to the student. Expenses: University will be responsible for any and all lab cost related with the random and probable cause drug testing. Students are responsible for any and all cost related to compliance drug testing and participation in any rehabilitation programs as recommended.

SEEKING HELP FOR ALCOHOL AND CONTROLLED SUBSTANCE USE

The University recognizes that healthcare students may have or develop problems with the use of unlawful drugs or with the abuse of alcohol. The University is committed to providing a program that will assist impaired students in regaining their health while protecting society at large from the harm that may result from the actions of a chemically impaired health care professional student. As a result of such potential for harm, students who are aware of or suspect another student of abusing alcohol or drugs are required to report the matter to the Office of Student Affairs.

The University will facilitate alcohol and substance abuse prevention through general promotion of a substance-free educational environment. Using science and evaluation-based prevention models, the Office of Student Affairs shall make recommendations for all program, policy, and enforcement issues related to alcohol and other drugs. This comprehensive effort works to reduce high-risk drinking by:

- Educating students about responsible alcohol use.
- Providing early intervention and confidential counseling for those who need help.
- Altering the environment to limit access to alcohol by underage students and providing alcohol-free social functions.
- Ensuring compliance with substance abuse policies and laws, and consequences for policy violation.

The University will also create an atmosphere wherein individuals with alcohol and/or drug problems are encouraged to seek help. The University works in partnership with University students and the community to promote a healthy and safe campus environment. The University helps connect students to services that are geared toward ensuring the personal health of students by providing support and avoiding punitive measures.

All information regarding any contact or counseling is confidential and will be treated in accordance with University policies and state and federal laws. A student's decision to seek assistance will not be used in connection with any academic determination or as a basis for disciplinary action. The University offers various drug and alcohol use prevention, education, and intervention programs. These services are made available to students. Below is a list and brief description of the programs that are offered to students throughout the year.

Pharmacists Recovery Program (California)
MAXIMUS Diversion Program
www.maximus.com
800-522-9198
FAX 916-669-3660
PO Box 989012, West Sacramento, CA 95798-9012

Narcotics Anonymous
(Central California)
12 step program focusing on narcotics
centralcana.org

Valley Recovery Center
(877) 406-9379
Valleyrecoveryfresno.com

Westcare California
559-237-3420
Westcare.com/california

Young People in AA
Opportunity for young AA's
to regularly come together and share
fcypaa.com

Unum—for students employed by the University only
Employee Assistant Program
Offers Counseling for Drug Addiction
Contact at: 1-800-854-1446

Students are encouraged to seek guidance from these programs at the earliest sign of need. For additional information or assistance with substance and/or alcohol abuse matters, or for information on programs please contact the Student Affairs Office. Students are encouraged by the University to identify themselves and are seek assistance for a substance abuse problem proactively and not as a result of an identified violation or random screening.

STANDARDS ON USE OF ALCOHOLIC BEVERAGES ON AND OFF UNIVERSITY PROPERTY

The intent of the Standards on Use of Alcoholic Beverages is to describe the permitted and prohibited use of alcoholic beverages on and off University Property. The University is committed to maintaining a safe and healthy environment that is free from the use of alcoholic beverages and is in full compliance with federal and state laws and University standards.

Use of Alcoholic Beverages on University Property

- Alcohol may not be possessed, served and or consumed on University Property by any student.
- Students must not have consumed any alcohol while on University Property, irrespective of whether they consumed the alcohol prior to coming onto campus.

Guidelines for Off-Campus Events that Include the Serving of Alcoholic Beverages

- In addition to complying with state laws that regulate the sale or provision of alcoholic beverages, the conduct of events or off-campus programs, including Registered Student Organization Events, should be conducted in accordance with the following:
- Advertisements that reference alcoholic beverages in any form may not portray alcohol as the dominant theme or primary purpose of the event or program or promote alcohol consumption as an expectation during the event or activity.
- Valid age determinations will be made to assure compliance with minimum age requirements, including efforts to determine if a person is using a false ID.
- Sale of alcoholic beverages by a Registered Student Organization is prohibited. No portion of any charge levied for attendance at an event shall be used to pay for any alcoholic beverages.
- No portion of University allocated funds are to be used for the purchase of alcohol.
- The serving and/or consumption of alcoholic beverages shall be carried out only by individuals 21 years of age or older.
- Registered Student Organizations are responsible for ensuring that moderation is encouraged during the lawful consumption of alcoholic beverages.
- Registered Student Organizations are responsible for assigning a reasonable number of designated drivers for any event where alcohol will be served. The Registered Student Organization also must explain to all such designated driver's that: 1) their role is to transport other students home from the event in a safe manner; and 2) these drivers must remain completely sober and thus are prohibited from consuming any alcohol before driving anyone to or from the event.

- A person's decision not to consume alcohol is to be respected.
- Food or snacks as well as non-alcoholic beverages will be readily available at any event in which alcoholic beverages are served.
- Professional security personnel will be employed at events held by Registered Student Organizations which include alcohol, irrespective of whether students bring their own alcohol to the event or whether alcohol may be purchased at the venue. Any such event held in an acceptable public facility that provides its own security is exempted from this requirement.

PENALTIES AND SANCTIONS

All students are expected to be familiar with and to adhere to federal, state, and local laws and University policies with regard to the use and possession of drugs or alcohol. The University will impose sanctions for violation of the standards of behavior (on and off campus) consistent with local and federal laws, and University policies. Students who violate this policy will be subject to discipline under the Student Professionalism Policy, independent of any action which may be taken by other authorities (e.g., licensing boards, law enforcement, accreditor etc.). Violations will result in disciplinary action, up to and including dismissal, and referral for possible prosecution. Sanctions imposed will depend upon the severity and frequency of the violation. Depending on the nature of the violation, university sanctions may include educational intervention, mandated community reparations, probation, probation and referral for treatment and rehabilitation, suspension, or dismissal.

In addition to, or in lieu of discipline, violators may be required to complete an appropriate rehabilitation program. Specifically, the University's goal is to provide students, whenever possible, with options for assessment, recommendations, counseling, referrals and/or treatment. Thus, self-referral and early detection and referral are critical to the rehabilitation of students.

The University sanctions imposed for violation of this policy neither diminish nor replace the penalties available under generally applicable civil or criminal laws. Violations of University standards may also violate federal, state and local laws, or other appropriate governance body. Violators will be subject to all appropriate penalties within the jurisdiction of the offense. Below

is a list of federal, state and municipal laws regarding the unlawful use of alcohol and unlawful drugs. Note, this list is not a complete summary of relevant laws and ordinances.

State and Municipal Laws and Ordinances:

1. The purchase, possession, or consumption of alcoholic beverages (including beer and wine) by any person under the age of 21 is prohibited.
2. The selling, either directly or indirectly, of alcoholic beverages (including beer and wine) except under the authority of a California Alcoholic Beverage Control Board license is prohibited. This includes selling glasses, mixes, ice, tickets for admission, etc.
3. The serving of alcohol to an intoxicated person is prohibited.
4. The serving of alcohol to someone to the point of intoxication is prohibited.
5. The manufacture, use or provision of a false state identification card, driver's license, or certification of birth or baptism is prohibited.
6. The act(s) of being drunk and disorderly in public view, including on public sidewalks and walkways, is prohibited.
7. The consumption of alcoholic beverages in a public place (unless licensed for consumption of alcohol on the premises) is prohibited. This includes a prohibition of alcoholic beverages in public areas of academic facilities, recreation fields, university housing corridors and lounges.

8. The act of driving a motor vehicle or a bicycle while under the influence of alcohol is prohibited.
9. The possession of an alcoholic beverage in an open container in a motor vehicle or on a bicycle is prohibited regardless of who is driving or whether one is intoxicated.

State and Federal Criminal Sanctions:

The following is a brief summary of the state and federal criminal sanctions that may be imposed upon someone who violates the alcohol and other drug laws in the state of California:

- A violation of California law for the unlawful sale of alcohol may include imprisonment in the county jail for six months, plus fines and penalties.
- A violation of California law for the use of alcohol by obviously intoxicated individuals will vary with the particular circumstances but may include imprisonment in the county jail and substantial fines and penalties.
- A violation of California law for the possession, use and/or sale of narcotics, marijuana and/or other illicit drugs includes imprisonment in the county jail or state prison for one to nine years, plus fines up to \$100,000 for each count.
- A violation of federal law for the possession, use and/or sale of narcotics, marijuana and/or other illicit drugs may include imprisonment in the federal penitentiary for one to fifteen years plus substantial financial penalties.
- A violation of the law involving an individual being under the influence of a combination of alcohol and other drugs (itself potentially deadly), may result in an increase in criminal sanctions and penalties.

SMOKE AND TOBACCO-FREE ENVIRONMENT

Members of the University community, including academic and staff employees, students, student organizations, and volunteers, are responsible for observing and adhering to the Smoke & Tobacco-Free Environment policy. Smoke & Tobacco-Free means that smoking, smokeless tobacco products, the use of nicotine products, and the use of e-cigarettes is strictly prohibited on all University buildings and grounds, parking lots (even when inside vehicles parked in the parking lot), University-affiliated off-campus locations and clinics and any buildings owned, leased, or rented by the University. Therefore, the University has designated itself as a Tobacco-Free Campus, with smoking and all other tobacco usage prohibited. This Tobacco-Free policy is in effect 24 hours a day year-round.

Policy on Non-Academic Health Professionals

California Health Sciences University recognizes the sacred nature of the health care provider-patient relationship. Furthermore, the University also recognizes the special and unique nature of the learner-educator relationship.

Therefore, to maintain the integrity of both types of relationships, it is the policy of California Health Sciences University that any health professional providing health services, via a therapeutic relationship, must recuse him/herself from the academic assessment or promotion of the student receiving those services. This would include but is not limited to educators involved in the assessment of students on campus, as well as preceptors who would be involved in the assessment of students on clinical clerkship rotations.

One possible exception to this situation could involve sessions that have an educational component but where a formal therapeutic relationship does not exist (e.g. clinical skills practice being overseen by faculty whose purpose is educational and not therapeutic in nature).

In the event of an extreme situation where the formation of a therapeutic relationship is unavoidable (such as in an emergency or very rural clinical location), the health of the student is the first priority. If care is needed to be delivered to a student and no other health care professional is available to render said care, the health professional delivering care must recuse themselves from assessing or promoting the student. Generally speaking, students are discouraged from seeking health care from their preceptor. If no alternate educator or preceptor is readily available for assessing or promoting the student, the educator/preceptor must contact following administrator for further guidance:

1. College of Osteopathic Medicine Students: The Associate Dean for Clinical Affairs in the COM or the Dean of the COM.
2. College of Pharmacy Students: The Dean of the College.

Off-Campus Housing

California Health Sciences University (CHSU) does not provide on-campus housing for students, nor does it have any dormitory facilities under its control. CHSU has no responsibility to find or assist a student in finding housing.

Local off-campus housing is the sole responsibility of the student. Local information can be accessed through the Internet and various publications available through the Fresno and Clovis areas. CHSU does not endorse or recommend any rental or real estate companies.

At the time of publication, approximately 88% of rentals in the Fresno area were in the range of \$701-\$1,500 per month (<https://www.rentcafe.com/average-rent-market-trends/us/ca/fresno/>, retrieved June 2019).

CHSU

CALIFORNIA
HEALTH SCIENCES
UNIVERSITY

CAMPUS SAFETY

Campus Facilities Policy

For academic year 2019-2020, classes for students enrolled in the College of Pharmacy are held at 120 N. Clovis Ave, Clovis, CA and 45 N. Clovis Ave, Clovis, CA. To ensure the safety of all members of the CHSU community, the following guidelines are to be followed:

- Wearing ID badges at all times
- Keeping locked hallway doors closed, and not propped open
- Respecting business hours and after business hour rules
- Refusing access to the building to individuals who cannot justify their presence
- Respecting all emergency warnings and warnings
- Collaborating with safety requests made by the security staff patrolling the buildings
- Calling 911 immediately for any emergency

CHSU College of Pharmacy occupies a 32,000 square foot building located at 120 North Clovis Avenue in Clovis, CA. This facility includes two 2,200 square foot classrooms which are large enough to accommodate 84 students using an active learning paradigm. A 1,168 square foot library and learning resource center equipped with computers, printers and copiers is available to the students for study and conducting searches of primary and secondary literature for class and research projects. The librarian's office is included in the library and learning resource center space which allows the librarian to be readily accessible to students requiring assistance. A 1,330 square foot student lounge is available to students to use as a place to meet for lunch and preparation of food for special occasions sponsored by student clubs and groups. This building also houses offices for COP faculty and University staff, so as to be accessible to students during office hours or by appointment.

The building contains a 2,139 square foot research lab for use by faculty and students. The research laboratory contains a laminar flow hood, biological safety cabinet, tabletop centrifuge, ultra-low temperature freezer, refrigerators, water purification station, CO2 incubator and other equipment for use in studies involving medicinal chemistry and cell/tissue cultures.

The campus includes a 2,686 square foot pharmacy practice laboratory learning center including a clinic consisting of five examination rooms equipped with examination table, blood pressure cuffs, oto/ophthalmoscopes, peak flow meters, glucose monitors and additional instruments. This laboratory also contains a designated area for the counseling of patients. The pharmacy practice laboratory learning center will give students the opportunity to learn and become comfortable with patient assessment techniques. The pharmacy practice lab also contains three air flow hoods in which students can learn aseptic techniques required for preparing parenteral solutions. In addition, the pharmacy practice lab contains equipment for compounding including mortar and pharmacy balances.

At 45 N. Clovis Avenue, CHSU also has a 17,000 square foot building which is located across from 120 N. Clovis Avenue. This facility includes a third large classroom, two smaller classrooms for electives, two collaboration rooms, seven group study rooms, two large quiet study rooms with individual cubicles, flexible study spaces, student lounge, and faculty offices.

GUEST AND VISITORS

CHSU is a welcoming and inclusive community. CHSU is committed to preserving a safe and academically focused environment. It calls for a campus access and security policy that balances ease of access with practical and common-sense procedures to help protect students, faculty, employees, and guests. This policy is intended to expedite campus access for authorized individuals and to enhance the personal safety of all members of the CHSU community. As such, it is critical that all visitors of CHSU conduct themselves in such a way as to not interfere with the educational process or learning environment.

The policy applies to all faculty, staff, guests/visitors and students. The policy is in effect in all CHSU buildings, 24 hours a day, 7 days a week.

Faculty, Staff & Students with their valid CHSU ID cards are permitted to bring guests and visitors on the CHSU Campus as long as the visit purpose of the visit or the conduct of the visitor/guest does not conflict with the mission, vision or values of CHSU. Guests and visitors are required to sign in the Reception Desk and be given guest passes. CHSU reserves the right to limit the number of guests permitted at one time on any CHSU campus for safety reasons. For large events groups more than 10 guests will require a guest list and should be submitted to Operations Department with 24-hours' prior notice.

DEFINITIONS

Guest & Visitor – any individual, not a student, faculty, staff member or affiliate of California Health Sciences University, who is hosted (i.e., overseen by a student, faculty member, or staff member).

Affiliate – non-employee, non-student member of the CHSU community that includes, but is not limited to: vendors, retirees, alumni, summer camps and summer conference attendees etc.

Acceptable Forms of Identification – defined as a valid photo Identification (ID) with the individual's name on it. The following types of ID are generally deemed to be acceptable: Driver's License, Passport, Military ID, and ID card.

PROCEDURES FOR GUESTS/VISITORS

Faculty, Staff & Students with their valid CHSU ID cards are permitted to bring visitors or guests on the CHSU Campus. Guests and visitors are required to sign in at the reception desk and be given guest passes. Guests are required to wear their guest passes such that they are easily visible at all times during the visit and return the guest passes to the reception desk once the visit is over.

Guests and visitors of students may only be granted access if:

- ◇ The student is present at the reception desk to sign the guest/visitor in.
- ◇ The student escorts the guest/visitor at all times.

Guests and visitors of faculty or staff may only be granted access if:

- ◇ A faculty or staff member is present at the Reception Desk to sign them in; thereafter, the faculty or staff member must escort the visitor at all times; or
- ◇ The visitor is announced by CHSU to the faculty or staff member who they are visiting and is approved for access; thereafter, the visitor must wait until a CHSU representative escorts them to the location of the faculty or staff member that approved their access and remain with them at all times. The representative or the host must remain with the visitor at all times.

Students and groups are responsible for notifying their guests or visitors of College rules and regulations and may be held accountable for the conduct of their guests/visitors. CHSU faculty members have the authority to decide if guests may be allowed in the classroom. When making such a determination, the faculty member will consider issues of safety, the impact on other students, and the appropriateness of course content in making such decisions. It is always the responsibility of the guest/visitor's host to make sure the guest/visitor does not disrupt the educational environment. If the guest/visitor does causes a disruption, CHSU will require the guest leave or be removed from campus. Failure of the guest/visitor to follow instructions to leave campus when instructed to do so by CHSU may result in disciplinary action for the student host in accordance with the University student professionalism and conduct policy. Additionally, any visitors/guests that remain on campus after being asked to leave may be escorted off campus by either security or law enforcement.

In situations where tours involving large outside groups (i.e. prospective students) are being conducted on campus, the department overseeing these tours will be responsible for distributing, and accounting for, the guest passes that their department has been issued for this purpose. A guest list is needed and should be submitted to Operations department at least 24 hours in advance of the visit.

PROCEDURES FOR AFFILIATES

All Affiliates will be required check in at the reception desk and to fill out the CHSU guest sign-in.

Deliveries and messengers will be required to present an Acceptable Form of Identification to access a building for the purposes of making a delivery. They will be required to fill out the CHSU guest sign-in log after which they will be allowed to complete their delivery. Delivery persons making bulk deliveries will utilize the loading docks at 120 N Clovis Ave. Clovis, Ca 93612 or 2500 Alluvial Ave. Clovis, CA 93611 Operations department staff will be responsible for ensuring the identity of those persons entering CHSU facilities via this method.

ID Cards

All students admitted to CHSU will be issued a Student ID Card doubling as the CHSU name badge. The Student ID card must be worn on the issued burgundy lanyard and visible at all times on campus and at all clinical sites. Use by anyone other than its original holder is prohibited.

The Office of Student Affairs will arrange for the taking of photos and the issuance of cards during Orientation. Student ID Cards include CHSU-issued student identification numbers that are different from social security numbers. Student ID Cards also function as library cards for utilizing CHSU Library resources. There is no charge for the initial Student ID Card. However, lost, stolen, misplaced or abused cards must be reported immediately and replaced after paying a replacement fee to the Business Office. The Student ID Card is necessary for full access to all university facilities and services.

Bicycles

CHSU encourages the use of bicycles as a convenient and sustainable form of transportation on campus.

CHSU encourages safe and responsible riding at all times. Riders are encouraged to wear a helmet and to follow all California state and local laws. Please familiarize yourself with these laws as cyclists are granted the same rights and subject to all duties of motor vehicle drivers. Bicycles are to be secured only to the provided bicycle racks. CHSU is not responsible for lost or stolen bikes.

Skateboards and Skates

Skateboarding and skating can be viewed as legitimate modes of individual alternative transportation and recreation, and as such are allowed at CHSU. However, reckless use can: 1) cause damage to University property; 2) generate public safety hazards that place pedestrians at increased personal risk; 3) disrupt faculty, staff, and students working on campus; and 4) create an untenable insurance/liability exposure for the University.

CHSU advocates responsible use of skateboards and all types of skate devices.

Food and Drink in the Classroom

The consumption of food and drink is not allowed in the libraries, research laboratories, Clinical Skills/Osteopathic Principles and Practice Labs, and the Simulation Center. Students are permitted to have food in the classroom. The only drinks that are allowed are those in a container with a tight-fitting lid. Students must keep in mind that professional behavior includes having respect for building furnishings and maintaining a clean learning environment.

Parking

Vehicles must be registered for parking in the campus parking lot. Entering students will have time to complete registration of their vehicle during Orientation to obtain a valid parking tag.

Parking tags need to be prominently displayed in the rear window of the vehicle. Every person operating a vehicle on campus is held responsible for acquainting themselves with and obeying all traffic and parking regulations. Vehicles owned or driven by students must be parked in spaces designated for students. Reserved spaces are restricted 24 hours a day. Overnight parking (midnight to 7 am) is NOT allowed on the campus and where otherwise posted.

If a vehicle must be left overnight due to an emergency, please notify the Office of Student Affairs. Parking is prohibited for vehicles in the following areas: all areas not distinctly designated as parking areas, service lane zones and roads, traffic lanes within parking lots, on the grass or sidewalks, and on a pedestrian crossing.

Weapons

CHSU has a zero-tolerance policy for weapons and violence. Weapons include, but are not limited to: knives, razors, broken bottles, brass knuckles, chains, locks, all guns, firecrackers, or any other object that could be used to threaten or cause injury to another individual.

Violence includes, but is not limited to, uncontrollable physical or verbal abuse and/or gang-related activities toward any student, faculty, staff, administrator, or visitor on property owned or controlled by CHSU. Behavior of this type may result in immediate expulsion from the University.

Pets on Campus

No pets of any kind (which includes, but is not limited to all mammals, reptiles, insects, amphibians, birds, etc.) are permitted on the campus or in campus facilities. The exception to this is a properly registered Service Animal.

CRIME REPORTING AND CRIME STATISTICS

The University encourages reporting all crimes committed on or around campus to Campus Safety. In case of an emergency call 911. Some employees of the University are designated as Campus Security Authorities under the Clery Act and are required to report all crimes they learn of that occurred on or around campus. See separate policy related to Campus Security Authorities and the Clery Act. All reported crimes are recorded in a crime log, and an annual summary of campus crime statistics is published in compliance with the Clery Act. The annual security report and the crime log is available to view upon request at the office of the Campus Safety Director (or the President's designee). The crime log contains a list of crimes reported, and basic information about the crime such as the date, location and general description.

LABORATORY SAFETY PROCEDURES

CHSU is equipped with laboratories to further the academic and scientific achievements of students. CHSU is committed to providing a safe lab environment for learning and working. The risks associated with laboratory hazards are greatly reduced or eliminated if proper precautions are observed. The guidelines below provide a summary of general laboratory safety procedures. See separate applicable policies for more information. All work in laboratories is to be completed under the supervision of the Laboratory Manager, responsible faculty member, or principal investigator, who are ultimately responsible for the safety of laboratories.

Students and those working in labs may be required to complete prerequisite lab safety training as directed by a responsible faculty member or the Laboratory Manager.

Students wishing to bring visitors to a lab must obtain express permission from the Laboratory Manager or appropriate faculty member before allowing the guest to enter the laboratory. Laboratory visitors must always be accompanied by a CHSU employee or the Laboratory Manager's designee.

General Safety Guidelines

It is the responsibility of each person that enters a laboratory to understand the safety requirements and health hazards associated with the materials and equipment in the laboratory. If unsure about the safety of laboratory conditions or practices, please seek guidance from the Laboratory Manager or responsible faculty member before proceeding. Promptly report any potentially hazardous conditions or operations to the Laboratory Manager or responsible faculty member.

1. Always wear proper eye protection in chemical work, handling and storage areas.
2. Know the hazards associated with the materials in the lab, including the safety precautions to use.

3. Always wear appropriate protective clothing, including clothing that covers the arms and legs, shoes that are closed toed and a suitable lab coat or apron. Confine long hair and loose clothing. Do not wear high-heeled shoes, open-toed shoes, sandals, “flip-flops” or shoes made of woven material.
4. Always wash hands, wrists and arms with soap and water before leaving the work area. This applies after wearing gloves and a lab coat
5. Never perform any hazardous work when alone in the laboratory. At least two people should be present.
6. Only perform work, preparations or experiments that are authorized by the supervisor, the principle investigator or the Laboratory Manager.
7. Never engage in horseplay, pranks or other acts of mischief in chemical or laboratory biological work areas.
8. Never remove chemicals, biological agents, or radioactive materials from the facility without proper authorization.
9. Be familiar with the location of emergency equipment – fire alarm, fire extinguisher, emergency eye wash and safety shower. Know the appropriate emergency response procedures.
10. Use equipment and hazardous materials only for their intended purposes.
11. Never mouth pipette chemicals when transferring solutions. Instead, always use a pipette bulb to transfer solutions.
12. Always lubricate glass thermometers or thistle tubes before inserting them into a stopper. Always wrap toweling around them while inserting into the stopper in the event they should break.
13. Use a vented fume hood whenever there is a possibility of poisonous or irritating fumes being emitted.
14. Never leave an experiment unattended while it is being heated or is rapidly reacting.
15. Keep equipment back from the edge of the lab bench to prevent spillage.
16. Support all beakers and flasks with clamps. Do not use cracked or chipped glassware.
17. Report any accident, however minor immediately to the principle investigator or Laboratory Manager.
18. Eating, drinking, smoking, gum chewing, applying cosmetics, and taking medicine in laboratories is strictly prohibited.

Spills and Accident Reporting

All accidents should be reported to the principal investigator and the laboratory Manager. It is the responsibility of each individual using hazardous materials to become familiar with the emergency response procedures dictated by the manufacturer of such materials. Information about this can be found on the Safety Data Sheet (SDS) for the chemical(s) involved in the spill.

Laboratory users should make themselves aware of safety showers and eye wash stations. When possible, all laboratory users should practice activating the eyewash stations.

Major Spill or Life Threatening Injuries

The primary concern in the event of an emergency is to protect life and health of others. In case of emergency call 911. Only give first aid treatment to the level at which one is trained. If safe to do so, remove/evacuate all personnel in the immediate area away from the laboratory. Ensure door to laboratory is closed prior to leaving the area. If the spill/incident could threaten the health of individuals in the building, activate the fire alarm. If unsure whether everyone has been evacuated, inform security. Be available to guide emergency responders to the scene if requested and safe to do so.

Reporting Criminal Activity and Other Emergencies

To report a crime or criminal activity on or around the CHSU campus, contact the Clovis Police Department at 559-324-2800. In an emergency situation call 9-1-1. For non-emergency responses call 559-324-2800. To reach the Crime Line (for nonemergency tips) call 559-324-2459. After reporting emergent crimes, students need to immediately notify the Office of the Dean.

CHSU Safety, Security and Emergency Response Policy

California Health Sciences University (“CHSU”) is committed to the safety of its students, faculty, staff, administrators, visitors, and neighbors. CHSU understands its responsibility to take steps to preserve the safety and security of members of the campus community and to respond to emergencies in a way that minimizes the impact on life, safety of the campus community, and campus mission.

This policy outlines general safety and security measures for this campus. Additionally, in preparation for emergencies, CHSU has developed the Emergency Response Plan (“Emergency Plan”) contained in this policy to enhance its capability to prepare for, respond to, and recover from all types of emergencies.

The Emergency Plan describes the organizational framework, guidance and authority for responding to and recovering from an emergency. It provides for the coordination of campus services and the use of available resources to minimize the effects of an emergency on life, property and the environment. This plan is not all-inclusive but is intended to provide a systematic approach for responding to emergencies.

CHSU recognizes the need for ongoing safety, security and emergency planning and this policy will be reviewed and revised on an annual basis. As of the effective date noted at the end of this document, this policy supersedes all prior policies governing general safety, security and emergency response. All prior policies are revoked.

FOUNDATIONAL BASIS FOR EMERGENCY RESPONSE PLANNING

In the event of an emergency, the definitions and information in this section shall form the foundational basis for CHSU’s Emergency Plan.

Emergency Incidents Defined

An emergency incident is defined as an occurrence or event, natural or human-caused, which requires a response to protect life or property. An incident may evolve into an emergency when the event overwhelms or nearly overwhelms day-to-day resources, plans, and personnel in place to manage them, while causing a significant disruption of normal business in all or a portion of the campus. Incidents and emergencies can range from a small utility failure or criminal act that can be handled locally to a major flood, earthquake or chemical/biological release that may exceed internal capabilities and require external response support.

Planning Assumptions

The following assumptions provide the basis for emergency planning at CHSU:

1. Major roads, overpasses, bridges and local streets may be damaged or littered with debris; thus, vehicular traffic may be congested causing a delay in response or resource deployment;
2. Critical infrastructure (e.g., electricity, sewer, gas and public transportation) may be interrupted and/or inoperable, causing a delay in response or resource deployment.
3. Communication lines will be impacted and contact with families and households of the campus community may be interrupted.
4. Buildings and structures, may be damaged, causing injuries and displacement of people.

5. Due to unsafe travel conditions, individuals may be unable to leave the campus.
6. Normal food service operations may be inadequate to meet campus needs during an emergency.
7. Resource availability may become strained or depleted. Regional and local supplies may not be available to deliver materials. As a result, the response operations and duration of the recovery may be affected.
8. Emergency conditions that affect the campus will likely affect the surrounding community, including the cities of Clovis and Fresno.
9. Emergencies may result in the appearance of spontaneous volunteers and/or donations. Depending on the complexity of the incident and areas at risk, the decision may be made to suspend classes and campus activities, as well as evacuate some or all areas of the campus.
10. Many faculty members, staff, administrators may be incapacitated or otherwise unavailable to provide support.

Phases of Emergency Management

The Emergency Plan relies on the following phases of emergency management, each described below:



1. Preparedness is the process of planning how to respond when an emergency occurs and coordinating the physical and human resources to respond effectively. Preparedness includes establishing procedures, protocol, plans, and agreements; training and acquiring and maintaining resources.
2. Response is the actual real-world emergency deployment of personnel and equipment to save lives, protect property and contain and stabilize the incident. Response involves alert and warning, search and rescue, emergency medical care, firefighting, security, providing shelter, removing debris and restoring critical services/functions.
3. Recovery entails the short- and long-term actions necessary to return all systems to normal conditions. This includes repairing/rebuilding infrastructure, applying for disaster reimbursement, and restoring the administrative, instructional and research environment.
4. Mitigation includes activities that eliminate or reduce the occurrence or effects of an emergency (e.g., hazard identification, floodplain mapping, land use planning).

Institutional Priorities

For every emergency incident, campus leaders and response personnel shall collaborate to make decisions and implement operational plans based on the specific needs of the incident. To guide these decisions and to provide the basis for determining the allocation of limited resources, the University has established the following institutional response priorities in the following order of importance:

1. Protection of life safety — reduce the risk of death or injury to members of the CHSU community and emergency responders
2. Incident Stabilization — contain the incident to keep it from expanding or getting worse
3. Property and Environmental Preservation — minimize damage to property and the environment
4. Mission Continuity/Resumption — re-establish instruction, research, student rotations and other mission critical activities with minimal disruption

Campus Procedures for Specific Emergencies

CHSU's Operations Department will maintain specific procedures regarding the following emergencies:

- Power Outage
- Earthquake
- Fire
- Bomb Threat or Suspicious Object
- Active Shooter
- Hazardous Materials Release
- Medical Emergency

The specific procedures shall be included as Appendix A to this policy and shall be communicated to the campus community by posters throughout campus, on the CHSU website, and annual reminders sent by the Operations Department via campus-wide email. The college-specific Student Affairs offices shall ensure all students are trained in such procedures, and the Office of Human Resources shall ensure all employees receive the same training.

Individuals with Disabilities or Others with Functional or Access Needs

CHSU is committed to insuring access, integration, and inclusion of individuals with functional needs into all phases of the emergency management process — mitigation, preparedness, response, and recovery.

Individuals with functional or access needs are defined as campus community members who may have additional needs before, during and after an incident in functional areas, including but not limited to maintaining independence, communication, transportation, supervision, and medical care. Individuals in need of additional response assistance may include those who are disabled, elderly, minors, from diverse cultures, transportation disadvantaged, non-English speaking, or those with limited English proficiency.

Individuals with functional or access needs who are unable to evacuate during an emergency should be instructed as follows:

1. Stay calm and take steps to protect yourself.
2. Call 911 and explain where you are.
3. If you must move, then:
 - a. Move to an exterior enclosed stairwell
 - b. Request persons exiting by way of the stairway to notify the Fire Department of your location
 - c. Do not use elevators during an emergency
 - d. Once outside, move away from the building to allow others to exit
 - e. Do not return to an evacuated building until given clearance by emergency personnel

GOVERNANCE AND AUTHORITY REGARDING EMERGENCIES

This section provides an overview of the governance and authority upon which the Emergency Plan is based, including various levels of emergencies, disaster response authority, and declaration of a campus emergency.

Levels of Emergency

Given the potential day-to-day hazards that may affect CHSU, a tiered approach has been established to define the appropriate response to any campus emergency. Each of the response levels is relative to the magnitude of the emergency. This approach is flexible enough to be used in any emergency response situation regardless of the size, type or complexity.

Routine Emergency Incidents

Routine incidents occur on campus with some frequency (i.e., a broken beaker, etc.) and are often handled by appropriate members of the CHSU administration, such as the deans, a department chair or facilities management. These incidents are handled through normal campus response procedures and do not require additional resources outside of the campus. For routine incidents, the scope of the incident is well-defined, and it can be resolved within a short time period. Specific procedures relating to routine responses are developed and maintained by appropriate members of the CHSU administration, including the deans, department chairs and/or Operations Department.

Limited Emergency

Limited emergencies are those incidents that significantly impact the campus, are complex or require interaction with outside response organizations (e.g., fire, police, ambulance) or require a more prolonged and/or serious response than CHSU can manage alone. These incidents include extended power outages affecting single or multiple buildings, regionalized flooding and hazardous material releases. Limited emergencies are handled by the President or the President's designee.

Major Emergency

Major emergencies include incidents where many, if not all, of the campus is impacted, normal campus operations are interrupted, response and recovery activities will continue for an extended period, and routine response procedures and resources are overwhelmed. Procedures for responding to a major emergency are contained within the Emergency Plan, below.

Delegation of Authority & CHSU's Emergency Response Team

The overall authority for implementing safeguards, security and emergency response for major emergencies rests with the President. Members of the administration designated by the President to assist with the emergency response are part of the CHSU Emergency Response Team ("CHSU ERT"). The CHSU ERT shall be made of the following persons:

1. The President;
2. The Provost;
3. The Deans of each component college;
4. The heads of all University-level administration departments, including, but not limited to, operations, communications, business, and legal counsel;
5. Other members of the administration designated by the President.

The CHSU ERT is responsible for executive level oversight and internal decision-making during a major emergency.

The President, with consultation with the Governing Board, has the authority to direct and coordinate emergency operations and may delegate this authority to members of CHSU ERT. If the President is not available or is not reachable when an incident occurs, the line of succession for ultimate authority over emergency matters is as follows: (1) Provost; (2) Dean of the College of Osteopathic Medicine.

Declaration of Campus Emergency

The President, in consultation with members of the CHSU ERT, may declare a campus state of emergency when the following occurs:

1. Emergent conditions exist on or within the vicinity of the campus as a result of a natural or human-caused disaster, a civil disorder which poses the threat of serious injury to persons or damage to property or damage to property, or other seriously disruptive events; and
2. Extraordinary measures are required immediately to avert, alleviate, or repair damage to CHSU property or to maintain the orderly operations of the campus.

Once a declaration of a state of emergency has been issued, authority for further execution of the Emergency Plan described in section V, below, transfers to the CHSU ERT.

GENERAL SAFETY, SECURITY AND EMERGENCY PREPAREDNESS

California Health Sciences University is located in a suburban area. CHSU has instituted certain security measures for faculty, staff and student safety. All are encouraged to remain alert and cautious when on campus, keep personal items out of sight and to keep their vehicles locked. Below are general descriptions of the safety and security measures CHSU has implemented.

Identification and Building Access Cards

CHSU utilizes a card access system on all building entrances. Access cards are issued by CHSU administration to all employees upon hire and first-year students free of charge during orientation week. Access cards also serve as employee and student identification badges and are always required to be prominently displayed by employees and students above the waist, preferably in the upper torso region, and visible from the front. ID badges/access cards must be presented when requested by any member of CHSU administration, staff or faculty.

Employees and students are prohibited from transferring access cards to other individuals, allowing others to use their access cards or granting access to individuals who are not members of the CHSU community. Employees/students are expected to keep their ID badges/access cards during their entire employment/educational career at the University but must return it to CHSU administration when their employment/enrollment ends. Employees must report lost, stolen or misplaced badges to the Office of Human Resources and students must be report lost, stolen or misplaced badges to their college-specific Student Affairs office.

Campus Security Guards

CHSU contracts with a third-party security company to provide security guards on campus as needed for special events and overnight.

Emergency Evacuation Maps

CHSU's Operations Department shall maintain campus evacuation maps which identify the procedures for evacuating all buildings on campus. Routine evacuation drills will be performed periodically during CHSU business hours to ensure all members of the campus community are familiar with evacuation procedures.

Injury Illness Prevention Plan

In accordance with California law, CHSU's Office of Human Resources maintains an Injury Illness Prevention Plan, available upon request.

First Aid Supplies, Defibrillators, Fire Extinguishers

Non-emergency first aid supplies are in boxes mounted in various locations on campus. Members of the CHSU community have access to these boxes for non-emergency first aid supplies. Additionally, Automated External Defibrillators (AED) are also placed in various locations on campus.

Fire exits and fire extinguishers are located and marked throughout all buildings. Currently, the campus does not have elevators. However, if elevators are installed, elevators should not be used under any circumstances in the event of a fire.

The CHSU Operations Department is responsible for overseeing the installation and maintenance of fire alarms, fire-prevention tools, first aid supplies and defibrillator. Tampering with any such equipment is forbidden and may result in disciplinary action.

Sexual Violence

CHSU shall maintain a separate policy governing Unlawful Discrimination, Harassment and Sexual Violence which shall outline how complaints of sexual violence are handled. Such policy shall comply with applicable state and federal law.

Required Annual Security Reports & Cleary Act Compliance

CHSU is not currently required to comply with federal laws and regulations, including but not limited to the Cleary Act, regarding annual security reports. At such time as CHSU becomes subject to such laws, CHSU will comply with legal requirements for annual security reports and related tracking of campus crime.

Emergency Services; Rave Mobile Safety Alert System

As a small, suburban-based graduate health sciences university, CHSU does not maintain a campus police, fire or other emergency services department. Accordingly, all emergencies on campus should be reported immediately to emergency first responders by dialing 911. There are phones located throughout campus that are available for use to call 911 in the event of an emergency. Additionally, all cases, incidents of emergency or non-emergency injuries are to be reported in compliance with the University's policies governing student or employee injuries, including but not limited to CHSU's Injury Illness and Prevention Plan and CHSU's Student Injury on Campus Policy.

CHSU has partnered with the company Rave Mobile Safety to provide an emergency alert system capable of delivering messages to members of the CHSU community via email and/or cell phone. To ensure the effectiveness of the system, all students must provide their cell phone number to the Office of the Registrar and all employees must provide their cell phone to the Office of Human Resources during initial onboarding. These phone numbers must be kept current for emergency contact. The Office of the Registrar shall be responsible for ensuring all student cell phone numbers are enrolled in the Rave Mobile Safety alert system and the Office of Human Resources shall be responsible for ensuring employees are so enrolled upon hire.

In the event that a situation arises, either on- or off-campus, that, in the judgment of the President, constitutes a serious or continuing threat, a campus-wide warning will be issued through the Rave Mobile Safety alert system, campus-wide email and posted notices in campus buildings, as circumstances may warrant.

Closure Due to Inclement Weather

The President may declare CHSU closed or delay opening due to inclement weather. In the event this should occur, a decision will be made no later than 7:00 a.m. Electronic announcements will be sent via the Rave Mobile Safety alert system and through campus-wide email. If an announcement is not made regarding the closing or delayed opening of the University, employees and students must assume that the University is open, and students/faculty should attend class at the regularly scheduled time.

THE EMERGENCY RESPONSE PLAN

Roles and Responsibilities of Stakeholders

This section outlines the general roles and responsibilities of students, faculty and staff during an emergency.

Students

Students should be aware of their surroundings and familiar with CHSU's specific emergency response plans (e.g., fire response, active shooter response, earthquake response, etc.), which are contained in this policy and posted throughout campus. Students should also be familiar with building evacuation routes, exits and assembly points. Students are enrolled in the Rave Alert system, explained in Section H and should also have a personal emergency kit prepared in their homes and/or cars with basic first aid items, bottled water and non-perishable food items available in the event of an emergency.

Students involved in an emergency incident should assess the situation quickly and thoroughly and employ common sense when determining how to respond. If directly involved in an emergency, students should call 911 as soon as possible, direct first responders to where the incident occurred if possible and cooperate fully with first responders.

Faculty and Staff

CHSU faculty and staff are leaders for students and should be prepared to provide leadership during an incident. Faculty and staff should understand this Emergency Plan and building evacuation procedures in areas where they work and teach. Faculty and staff may often be the first people to arrive at an incident scene and are responsible for following standard operating procedures and contacting appropriate individuals. They should familiarize themselves with the basic concepts for personal and departmental incident response as outlined in departmental emergency response procedures.

Faculty and staff involved in an incident should assess a situation quickly and thoroughly and employ common sense when determining how to respond. When responding, faculty and staff should follow departmental emergency procedures. Faculty and staff are to report emergencies by calling 911. Faculty and staff should direct first responders to where the incident occurred if possible and cooperate fully with first responders. If evacuation of a building is necessary, faculty and staff are expected to evacuate immediately and, if safe to do so, to aid students in evacuating the building.

External Emergency First Responders

CHSU does not maintain internal emergency response professionals such as fire, police or emergency medical personnel. The external first responder(s) include city fire, police and emergency medical personnel. The first responder to arrive at the scene of an incident will establish and assume the position of Incident Commander ("IC"). The IC has overall responsibility for on-scene operations for the incident. In most cases, leadership staff from the fire or police department will serve in the role of IC. If the incident is large or requires multiple agencies or departments, a unified command of primary response agencies may take responsibility for the overall field operations.

Depending on the situation, the IC or unified command may conduct operations from an on-scene operations for the incident. In most cases, leadership staff from the first responder agency or agencies will serve in the role of IC. If the incident is large or requires multiple agencies or departments, a unified command of primary response agencies ("Unified Command" or "UC") may take responsibility for the overall field operations.

Depending on the situation, the IC or UC may conduct operations from an on-scene Incident Command Post ("ICP"). The ICP is a location where field staff convenes meetings, arriving resources check-in, and CHSU Emergency Response Team communicate with the IC or UC about the incident.

CHSU ERT Member	Roles and Responsibilities
President	<ul style="list-style-type: none"> » Oversee implementation of the Emergency Plan and internal decision making of the ERT. » Appoint the IC/UC liaison.
IC/UC Liaison	<ul style="list-style-type: none"> » Ensure all appropriate external emergency first responders have been notified. » Coordinate with external emergency first respond and other government and non-profit agencies providing emergency assistance. » Coordinate law enforcement activities.
Operations	<ul style="list-style-type: none"> » Initiate Rave Mobile Safety alert system to notify campus community regarding the emergency including a description of the nature of the incident, location, and actions to be taken by campus community members. » Manage the movement of people, materials and resources. » Coordinate transportation resources. » Protect, assess, and restore critical campus infrastructure. » Coordinate debris management operations. » Assess, repair and restore energy and utility infrastructure and coordinate restoration with utility providers. » Coordinate activities to support preparedness. » Manage volunteer donations. » Coordinate campus recovery initiatives. » Coordinate construction and/or restoration of campus facilities.
Communications	<ul style="list-style-type: none"> » Provide information to the public regarding status of emergency response. » Coordinate media and community relations. » Ensure the provision and coordination of voice and data communications in support of response operations. » Facilitate the restoration of the communication infrastructure.
Business	<ul style="list-style-type: none"> » Ensure tender of claims are timely reported to insurance carriers. » Coordinate with members of the ERT to analyze and mitigate financial risk to the University, as needed. » Document expenditures, purchase authorizations, damage to property, equipment usage, and vendor contracting.
Legal Counsel	<ul style="list-style-type: none"> » Coordinate with members of the ERT to analyze and mitigate legal risk to the University, as needed. » Advise as to implementation of relevant policies and governance issues. » Oversee CHSU's investigation efforts related to the emergency, if needed.
Provost	<ul style="list-style-type: none"> » Oversee University-level student services support to affected members of the student population. » Provide for mental health services required to address trauma and other emotional response to the emergency. » Coordinate needs regarding off-campus students during the emergency. » Advise ERT as to impact of decision-making on the student body. » Decision-making regarding mitigation of disruption to education and education continuity.
Deans of the Component Colleges	<ul style="list-style-type: none"> » Advise ERT as to the impact of decision-making on the college-level. » Coordinate college-specific communications with Communications and the IC/UC liaison.

During an emergency, members of the CHSU ERT shall generally be responsible for the duties described below, in addition to other duties assigned by the President:

Recovery

Recovery is the time between the end of life saving operations and the time when the campus has returned to normal operational status.

The President shall be responsible for implementation of CHSU's business continuity plan following the end of life saving operations.

At the direction of the President, the IC/UC liaison will confirm with emergency first responders when it is deemed it safe for re-entry into campus, or, alternatively, if operations should resume at a different location due to catastrophic loss.

Appendix A to CHSU Safety, Security and Emergency Response Policy

1. Power Outage Procedure

Incidents sometimes occur where the University suffers a total or partial power failure. In the event of a power outage, follow the following procedure:

Step 1 - Remain calm and provide assistance to others if necessary

Step 2 – Move cautiously to a lighted area, follow the exit signs

Step 3 - Go to chsu.edu/emergency-contacts for information on extended outages

2. Earthquake Procedure

In the event of an earthquake, follow the following procedure:

Step 1 - Take cover under desk or table

Step 2 – Protect head and neck, wait for shaking to stop

Step 3 – Stay away from windows

Step 4 – Evacuate building after shaking has stopped, do not use elevators

3. Fire Procedure

In the event of a fire:

Step 1 – Activate fire alarm

Step 2 – Call 9-1-1

Step 3 – Evacuate the building, move away from fire and smoke

Step 4 – Use stairs only, do not use elevators

Step 5 – Provide assistance to others

4. Bomb Threat or Suspicious Object Procedure

Immediately upon finding a suspicious object or receiving a bomb threat:

Step 1 – Do not touch or disturb the suspicious object. If you receive a bomb threat via phone call, write down as many details of the call as possible.

Step 2 – Report suspicious object or threat to local law enforcement by calling 9-1-1

Step 3 – Alert others to stay away from the area

5. Active Shooter Procedure

Step 1 – RUN: Run from danger, run to safety. Plan in advance how you would get out. When safe, call 9-1-1

Step 2 – HIDE: If you cannot run then hide by find location away from windows, lock and barricade doors. Turn off lights, silence your cell phone. Be quiet.

Step 3 – FIGHT: Last Resort! If you cannot run or hide, attempt to disrupt or incapacitate the shooter. Be aggressive. Commit to your actions. Throw items to improvise weapons (e.g., chair, fire extinguisher).

6. Hazardous Materials Release Procedure

Step 1 – Move away from hazard area.

Step 2 – Move upwind and uphill if possible.

Step 3 – Alert others to keep clear of the area.

Step 4 – Call 9-1-1.

7. Medical Emergency Procedure

Step 1 – Call 9-1-1. Be prepared to provide the 911 dispatcher the following information if known: Name of victim; Campus address and telephone number; Exact location of victim; Apparent nature of illness or injury; Age of victim (if known); Your name; Standby at the scene to direct Emergency personnel to the victim.

Step 2 – Follow directions of 911 dispatcher. Look out for emergency first responders/ambulance. Help direct first responders to victim.

Step 3 – Contact Human Resources if employee, Student Affairs if student. File incident paperwork as directed.

CHSU Student Injury on Campus Policy

If a student experiences an accident or injury on campus, the student should report the incident to the Safety Director, as identified by the University's Injury Illness and Prevention Program, and the student's college-specific Student Services office immediately, and no later than 24 hours after the occurrence. If the University is closed, the incident should be reported the next business day. A member of the Facilities Department will complete an accident/injury report and forward to the Business Department and legal counsel.

A preliminary review, if warranted, will gather additional detailed information while it is fresh and accurate in the minds of those involved or who may have witnessed the incident. The Safety Director will assess the situation and details provided. Should there be any corrective action needed to prevent further future incidents, the Safety Director will develop and implement the correction action.

Data and statistics from all incident reports will be collected, analyzed and presented to the University Health and Safety Committee for review. This information will assist that committee in determining whether additional intervention is needed.

Reportable events may include, but are not limited, to the following:

- Any injury to a student occurring on University premises or in connection with University business.
- A condition presenting a safety hazard.
- Damage to University property.

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Global Learning Outcomes (GLOs)

The CHSU Global Learning Outcomes (GLOs) express a shared, campus-wide articulation of expectations for all degree recipients. They enable CHSU graduates to achieve clinical competence by applying professionally relevant, function knowledge in relational contexts relevant to the health professions: direct care, the team, the health system, the community, and the profession itself. Through development of the capacities represented by the CHSU GLOs, students acquire the habits and abilities that prepare them to become effective professionals and citizens throughout their lives. The following GLOs are the guiding principles of the curricular design applicable to all CHSU education programs; therefore, programs and degree recipients will be required to demonstrate achievement for each GLO.

Global Learning Outcomes

Practitioner – Possessing the range of competencies required to graduate.

Professionalism – Seeking collaboration with patients, society, one’s disciplinary colleagues, and other professionals through trust and shared accountability. Demonstrating humanistic behavior, including openness, respect, compassion, probity, honesty, trustworthiness, and integrity that supersedes self-interest; striving to achieve the highest standards of performance through invention, resilience and grit; continuing to learn and grow throughout life.

Reflector – Examining and assessing one’s own performance and intellectual and emotional state of mind.

Decision-Maker – Achieving desired results by systematically gathering appropriate data, considering circumstantial factors, and making decisions and plans that meet contextual standards of excellence.

Learner – Planning learning strategically then undertaking it with diligence. Receiving and reflecting on feedback. Adapting and making changes when necessary.

Collaborator – Coordinating identities, social processes and human interactions to achieve shared goals in a context of mutual respect (includes negotiation, coordination, escalation, conflict resolution).

Communicator – Oral and written exchange of ideas, sentiments, observations and opinions to achieve mutual understanding and influence.

The Global Learning Outcomes are applied to the following:

Professionally Relevant, Functional Knowledge Domains

Clinical and Scientific – The body of evidence-based information about health, diseases, mechanisms and pathogenesis, therapies and interactions, and interpretation of tests, which is broadly applicable to decisions about healthcare

Ethical and moral - The frameworks, principles, and ideas that distinguish right and wrong and good and bad behavior

Sociocultural – Knowledge of the values, beliefs, customs, language, norms and traditions of identity groups that are distinct for reasons such as heredity, education, politics, religion, and upbringing

Psychological – The underpinnings of motivation and behavior

Relational Contexts, Cultural Groups, and Associations

Direct Care – Caring for patients, their families and caregivers

Team – Collaboration with others: other professions, community, patients, and families

Health System – Evidence based practice, population health, system management and quality improvement

One’s Profession – Engagement with and leadership within the profession

The Community – Engagement in public education and outreach

Team-Based Learning Methodology

Why TBL?

Reflect on courses and classroom experiences from the past. Were you learning more when you were passively listening or actively discussing an idea and solving an important problem? Did you feel during lecture that you could have learned the same facts just by reading the chapter? Was coming to class mostly for jotting down notes on the margins of the slides because what the teacher said might be on the test? How comfortable did you feel raising questions with other classmates or the professor in the middle of class? Were you left wondering how the class would ever apply to real life? Did you leave those courses prepared to work in a team setting later in your career? These questions have inspired students and faculty to explore better ways to learn and highlight many of the benefits of being part of a team-based learning (TBL) classroom.



TBL systematically delivers a learner-centered environment that optimizes the classroom experience. Students learn by engaging pre-class readiness materials and in-class problem solving, tied together with rich discussion within teams and between teams. Teams serve the crucial role of testing understanding, giving feedback on ideas, and encouraging accountability to learning, and over time TBL teams outperform even their strongest individual members. Built into TBL are regular opportunities to clarify areas of confusion and compare the team's thinking to your own, to other teams, and ultimately to the instructor's explanation. Students who engage in TBL also come better prepared and tend to remember their learning longer. Research suggests most students and faculty prefer TBL to the traditional classroom, particularly after the initial transition.

TBL at CHSU

CHSU utilizes TBL across the entire academic program, supplemented by other active learning strategies. The very nature of TBL promotes the development of improved judgment, communication, teamwork, problem-solving, critical thinking, and overall a deeper understanding of knowledge, skills and abilities. TBL also emphasizes individual accountability, collaboration, and application of fundamental concepts to interesting and meaningful problems. The role of the TBL instructor is to guide the class to the most important learning outcomes by creating challenging authentic problems for students to solve and facilitating classroom discussion to probe the reasoning and assumptions that form those solutions.

At the beginning of each semester, teams are comprised generally of six students based on criteria to achieve an even distribution of skills, experiences, and resources across all teams. Students remain with the same team for all courses throughout the same semester. Teams are reformed each new semester, providing everyone the opportunity to work with and learn from almost every other student in the class at some point before graduation. All students are accountable for their individual and team contributions throughout the semester. Structured peer assessments are conducted twice each semester to provide constructive feedback for growth for all members of the team.

TBL Phases

TBL learning starts before class even begins and often continues over multiple classroom periods.

Readiness Assurance

1. Students start the readiness assurance process by studying materials suggested by the instructor before class (Step 1, in red above) to cover the basic facts, concepts and vocabulary necessary to discuss the topic. This may involve reading assignments, taped lectures, practice problems, pre-class learning objectives, and other self-study activities.



Team-based learning methodology by Jim Sibley and Sophie Spiridonoff, University of British Columbia

2. The readiness assurance process continues at the start of class when individual students complete a brief multiple-choice test (Step 2) based on the self-study assignment, assuring enough knowledge readiness to begin discussing the key concepts. This is called the Individual Readiness Assurance Test (iRAT).
3. To help identify and clarify misunderstandings, each team of students then retakes the same brief multiple-choice test, discussing questions within the team to reach a consensus answer (Step 3). This is called the Team Readiness Assurance Test (tRAT).
4. The question key is then revealed to the students and if a team wishes to challenge a keyed answer or offer a different interpretation of a question, the team may submit a written appeal (Step 4) to the instructor for later review.
5. The professor then leads a classroom discussion encouraging interaction between teams (or offers a brief focused lecture when needed) to clarify the fundamental concepts intended from the readiness assignment (Step 5). This discussion prepares the class for the more challenging questions coming later in the in-class team applications. The instructor may also choose to address appeals at this point if it helps enrich the classroom discussion; otherwise appeals are reviewed with the team after class or by email.

In-Class Team Applications

Once students have demonstrated understanding of basic concepts and any remaining misunderstandings have been clarified, the instructor shares a series of increasingly complex problems for the teams to attempt. These problems are significant and often authentic scenarios that you may see in your career in healthcare. All teams work on the same problem and are asked to make and defend specific choices as part of their proposed solutions. Teams transition into a class-wide discussion by simultaneously sharing and comparing all team solutions with deeper discussions facilitated by the instructor. The application ends with a brief recap of key points identified by the instructor and the class then moves to a new interesting problem.

To be effective health professionals, beyond just understanding and problem solving, students must develop the ability to work and communicate effectively with a diverse group of patients and colleagues and deliver care as a team. This ability is not innate. Learning in teams will provide you with excellent preparation and a natural insight into practicing healthcare as a team. The faculty at CHSU are excited to share TBL with you.

Interprofessional Education Policy

The World Health Organization defined interprofessional education (IPE) in 2010 as occurring “when students from two or more professions learn about, from and with each other to enable effective collaboration and improve health outcomes” (*A WHO report: framework for action on interprofessional education and collaborative practice. (2010) Gilbert JH, Yan J, Hoffman SJ., J Allied Health. 2010 Fall;39 Suppl 1:196-7.*)

Since improving health care outcomes in the Central Valley is a component of the CHSU mission, students participate in IPE sessions during their program.

At this time, students in the College of Pharmacy participate in three types of activities in the formal curriculum: 1) participation with California State University-Fresno nurse practitioner students in team-based learning application exercises; 2) participation in team-based learning application exercises with students from the A.T. Still University of Health Sciences College of Osteopathic Medicine; 3) participation in a physician-precepted advanced practice rotation. Students may also participate in co-curricular IPE activities. After 2020, the College of Osteopathic Medicine students will participate in IPE with the College of Pharmacy students in the classroom, simulation center and clinical settings.

Curriculum Structure and Delivery Policy

The educational programs at CHSU are planned to inculcate the knowledge and skills required by the contemporary practice of health care in the United States. The curriculum and assessments are planned and vetted by curriculum and assessment committees in each program.

All activities are designed to ultimately ensure that students demonstrate achievement of each of the respective Program Learning Outcomes and CHSU Global Learning Outcomes at the time of graduation. Activities are designed to appeal to the various learning styles of our students, and to help expand that repertoire of learning competencies, such that students develop the lifelong abilities necessary to becoming and remaining a competent provider of quality health care.

Student Registration

All students will be unofficially registered by the University Registrar in what is classified as “Block Registration”, no later than 30 days prior to the academic term for which registration is required. All students will be officially registered for each academic term on the first day of class.

CHSU Credit Hour and Course Load Policy

During each semester, one (1) unit of credit is assigned per hour each week of classroom or direct faculty didactic instruction (i.e. per hour of instruction or student in-class time) along with a minimum of two (2) hours of out-of-class student work (pre-class work). For courses that include additional workshop and/or laboratory sessions, one (1) unit of credit is assigned per three (3) hours each week of student time spent in these activities.

Semester is defined as not less than 15 weeks of instruction. Courses offered in shorter timeframes will have an equivalent number of hours dedicated to instruction and student work as that spent in an equivalent semester-based class.

For experiential education (Doctor of Pharmacy) and for clinical clerkships (Doctor of Osteopathic Medicine), one (1) unit of credit is assigned for each 40 contact hours, as defined by the appropriate accreditation agency.

Credit Hour Review Procedure

The assignment of credit hours to courses is reviewed and approved by the appropriate Curriculum Committee annually as the syllabi and schedule of courses are created and finalized.

Course Load

Each semester, students are expected to carry the normal full-time course load. In special circumstances, pursuant to each college’s policies and procedures, such as prior course failures or readmission, temporary part-time status may occur due to lack of availability of courses; however, continuous part-time study is not an option. A first, second, or third professional-year student carrying less than 12 semester hours is considered a part-time student; a fourth- professional-year student carrying less than 10 semester hours is considered a part-time student.

CHSU uses the following standard to determine a student's status:

Full-time	12 or more units
Three-quarter time	9-11 units
Half-time	6-8 units
Less than half-time	5 or less

Schedule Changes or Withdrawal from a Course

Due to block scheduling, schedule changes are generally not possible. The only exceptions for schedule changes are reasons that are of an academic nature, or for elective courses. Requests to change an elective must be done by the end of the add/drop period, which is at the end of the first week of each semester. Students should be aware that dropping (withdrawing) from a course may result in a significant extension of the students' professional program. Before dropping (withdrawing), students should discuss the issue with their faculty advisor and Assistant Dean for Student Affairs.

Elective Courses

The decision of whether to offer an elective course will be based upon the availability of faculty to teach the course, as determined by the department chairs, and by a minimum number of students (set by the faculty presenting the course) enrolling in the course and being present on the first day of class.

HIPAA Training Policy

All CHSU students will be expected to adhere to the Health Insurance and Portability and Accountability Act (HIPAA) rules when participating in clinical activities required by their program. HIPAA compliance will be expected in all clinical sites affiliated with CHSU (pharmacies, affiliated hospitals and clinics, health care provider offices).

Students will receive training from CHSU at the appropriate time to ensure compliance with the rules that include maintaining confidentiality of paper and electronic health records, a critical component of the health care provider-patient relationship. Students can expect the following: periodic re-training in HIPAA rules at CHSU and training at affiliated sites as required by the CHSU and/or affiliate policies and procedures governing the presence of students at those sites. Although CHSU will ensure and document student training, affiliated sites must adhere to their own rules governing their organization. Students will therefore undergo multiple HIPAA trainings throughout their time at CHSU.

Should students have any questions about HIPAA and its role in their education, they are encouraged to connect with their course/block/clerkship leadership, teaching faculty, or their relevant Office of Student Affairs. Concerns about student violating rules of HIPAA and student confidentiality should be reported to the relevant Office of Student Affairs.

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STUDENT FINANCIAL AID INFORMATION

Financial Aid

The Office of Financial Aid is available to help students identify other sources of approved private loans and with financial planning to meet the costs of their education. CHSU does not participate in any federal or state financial aid programs.

CHSU currently offers some competitive educational financing options that include:

Private Educational Loans (see website or contact the Office of Financial Aid for list of providers)

Students must understand, that if they obtain a loan to pay for any CHSU program, they have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. When considering private or alternative loans, students need to take into account such factors as annual and aggregate loan amount limits, interest rates, use of cosigners, fees, disbursement processes, timing and frequency, deferments such as during the in-school period, and repayment terms. Students are encouraged to explore other options to find the funding that best fits their needs.

Scholarships

The University offers merit-based scholarships in the form of a partial tuition waiver, to select students who apply early decision to the University. Students will be selected for this scholarship on the basis of demonstrated academic excellence, leadership and ties to the central valley. All students offered admission through early decision at the University will be considered for merit-based scholarships and no special application is required for consideration. Admitted students will be notified in their acceptance letters if they qualify for this merit-based scholarship. Partial tuition waivers through these scholarships will be up to \$40,000. In addition to this scholarship, students may also be eligible for additional scholarships outside of the University. **Please see the Director of Financial Aid for assistance in applying to scholarships.**

Other Resources for Funding Education

Students are encouraged to investigate sources of financial assistance beyond what is offered by CHSU. Many foundations, professional associations, religious and ethnic organizations, and corporations offer grants and scholarships. Below are some resources that could be utilized to search for options:

- Fastweb: http://edu.fastweb.com/v/o_registration/flow/step1
- Mapping Your Future: <http://mappingyourfuture.org/paying/scholarshipresources.htm>
- Scholarships.com: <https://www.scholarships.com/>

CHSU

COLLEGE OF

PHARMACY

Message from the College of Pharmacy Dean

Welcome to the College of Pharmacy at California Health Sciences University. You are joining a unique community of learners, deeply committed to embodying the CHSU values of collaboration, diversity, excellence, growth, innovation, integrity, and stewardship. These serve as criteria for all that we do and even guide the annual student, faculty, and staff awards. Together, they underpin a culture that is warm, supportive, and safe. Take some time to think about them and even better, discuss them with your faculty advisor and student pharmacist colleagues. We hope that you will take them to heart and make them your own.

Our “strategic anchors” define us and explain what makes the College of Pharmacy at CHSU unique.

They are:

- A gritty, passionate, “above the line” culture
- Tenacious and creative in our pursuit of student success
- In service of the critical needs of Central Valley communities and people

Beginning with orientation, and all the days before graduation, you will see evidence of how these anchors are guiding our everyday action and strategies. They make us proud to be members of the CHSU community and happy to go to work every day. See if you can be the first one to point out our “above and below the line” poster in every classroom! Now – a quick note about this catalog. It is the “go-to” document for questions about curriculum, policies, and procedures. Review it now – get a sense of what it contains, but don’t attempt to read it all. Make it your first reference whenever you have a question about these topics, but if you can’t find your answer quickly, just ask. Someone in the academic affairs, student affairs, or the dean’s office will be glad to assist you.



A handwritten signature in black ink that reads "Wendy Duncan". The signature is fluid and cursive, with a large loop at the beginning.

Wendy Duncan, PhD
Dean, College of Pharmacy
Senior Vice President for Academic Affairs & Provost

COP Governing Statute 1 Mission, Vision and Goals

CHSU COP Mission

We exist to improve the health care outcomes of people living in the Central Valley by:

- A. Inspiring diverse students from our region to commit to healthcare careers that serve our region;
- B. Developing compassionate, highly trained, intellectually curious, adaptive leaders capable of meeting the healthcare needs of the future through a performance-based education;
- C. Empowering people to teach, serve, research, innovate, and practice collaboratively in areas of skill and expertise in disciplines related to pharmacy.

CHSU COP Vision

To transform pharmacy into a primary care profession.

CHSU COP Goals

1. T.E.A.M. – Together everyone achieves more: CHSU COP is highly effective as an educational program and a great place to work because we coordinate effectively with each other through shared goals, shared knowledge and mutual respect, supported by frequent, timely, accurate, problem-solving communication. Students love coming here because, despite the challenging nature of the professional program, they feel respected, safe and supported. This outcome is evidenced by extremely positive focus groups, Q12, and faculty, staff and student surveys.
2. Student Success: We employ assessments, support systems and education that ensure we minimize or eradicate the need for costly remediation and alternative progression plans, and that enable near perfect on-time graduation rates, board passage rates, and remarkable success in graduates' securing residencies and fellowships.
3. Pipelines: CHSU has reliable enrollment of highly qualified students whose diversity and communities of origin reflect the Central Valley as a whole. Enrollment is stable, CHSU COP is financially sustainable, and all enrolled students are successful.
4. Healthy Central Valley: CHSU students are participating members of health-directed, interprofessional communities of practice (CoPr) that engage impactfully with communities to help them reach their health-related goals. CoPr are united by a common mission, shared learning, practices, explicit roles, rules, and procedures, and a communal, practice-centered identity.
5. Future Practice Model: Pharmacists who graduated from CHSU are actively engaged in pursuing the quadruple aim as an integral part of their approach to practice, making them highly desirable providers of care. CHSU pharmacists are avidly sought as collaborators in patient care in all practice settings, especially underserved communities. For example, patients are referred to community practitioners for consultation and management, CHSU pharmacists are commonly employed in medical practices, and CHSU pharmacists are competitive in clinical health systems settings.
6. Post-Graduate Education: CHSU COP will develop and implement post-graduate educational opportunities for our graduates, including residencies, fellowships and potentially additional certificates or degrees.

College of Pharmacy Program Learning Outcomes (PLOs)

Students attending the CHSU College of Pharmacy undergo intensive education and training to give them the knowledge and skills needed to achieve the PLOs. The outcomes listed below follow the educational outcomes outlined by the Center for the Advancement of Pharmacy Education (CAPE) 2013.

Domain 1 – Foundational Knowledge

1.1 Learner (Learner) - Develop, integrate, and apply knowledge from the foundational sciences (i.e., pharmaceutical, social/behavioral/administrative, and clinical sciences) to evaluate the scientific literature, explain drug action, solve therapeutic problems, and advance population health and patient-centered care.

Domain 2 – Essentials for Practice and Care

2.1 Patient-Centered Care (Caregiver) - Provide patient-centered care as the medication expert (collect and interpret evidence, prioritize, formulate assessments and recommendations, implement, monitor and adjust plans, and document activities).

2.2 Medication Use Systems Management (Manager) - Manage patient healthcare needs using human, financial, technological, and physical resources to optimize the safety and efficacy of medication use systems.

2.3 Health and Wellness (Promoter) - Design prevention, intervention, and educational strategies for individuals and communities to manage chronic disease and improve health and wellness.

2.4 Population-Based Care (Provider) - Describe how population-based care influences patient-centered care and influences the development of practice guidelines and evidence-based best practices.

Domain 3 - Approach to Practice and Care

3.1 Problem Solving (Problem Solver) – Identify problems; explore and prioritize potential strategies; and design, implement, and evaluate a viable solution.

3.2 Educator (Educator) – Educate all audiences by determining the most effective and enduring ways to impart information and assess understanding.

3.3 Patient Advocacy (Advocate) - Assure that patients' best interests are represented.

3.4 Interprofessional Collaboration (Collaborator) – Actively participate and engage as a healthcare team member by demonstrating mutual respect, understanding, and values to meet patient care needs.

3.5 Cultural Sensitivity (Includer) - Recognize social determinants of health to diminish disparities and inequities in access to quality care.

3.6 Communication (Communicator) –Effectively communicate verbally and nonverbally when interacting with an individual, group, or organization.

Domain 4 – Personal and Professional Development

4.1 Self-Awareness (Self-aware) – Examine and reflect on personal knowledge, skills, abilities, beliefs, biases, motivation, and emotions that could enhance or limit personal and professional growth.

4.2 Leadership (Leader) - Demonstrate responsibility for creating and achieving shared goals, regardless of position.

4.3 Innovation and Entrepreneurship (Innovator) - Engage in innovative activities by using creative thinking to envision better ways of accomplishing professional goals.

4.4 Professionalism (Professional) - Exhibit behaviors and values that are consistent with the trust given to the profession by patients, other healthcare providers, and society.

Doctor of Pharmacy Degree Program Description

CHSU offers the Doctor of Pharmacy (PharmD) degree through the College of Pharmacy (COP) as the sole professional degree in pharmacy. CHSU's PharmD degree program is designed to provide the scholastic expertise and clinical acumen necessary to prepare graduates to provide high-quality pharmaceutical services to patients in a variety of settings.

Career opportunities are many and varied, such as, but not limited to community practice, hospital pharmacy, the pharmaceutical industry, governmental regulatory agencies and academics are just a few examples. Alternative career opportunities include consulting pharmacy, nuclear pharmacy, drug information, managed care, geriatric, psychiatric or pediatric specialties and academic/teaching. These varied opportunities offer flexibility and growth to the PharmD graduate.

COP Academic Performance and Standards Committee Policy

PURPOSE & SCOPE

The Academic Performance and Standards Committee (APSC) is a COP faculty committee charged with being the primary body responsible for review of the totality of COP students' academic progression and professionalism. For matters involving academic progression, as a part of a comprehensive review the APSC will make decisions as to whether a student should be granted remediation after an academic failure and/or establishing alternative plans for students to progress through the program (Alternate Progression Plans or "APPs"). For matters involving unprofessional conduct that are referred to the APSC by the COP Assistant/Associate Dean for Student Affairs and Enrollment ("College Student Affairs Dean"), APSC is also responsible for adjudicating complaints of unprofessionalism, including recommending an appropriate sanction. APSC shall be responsible for ongoing review and tracking of remediation plans and APPs, as well as tracking final adjudications of professionalism conduct referrals.

The APSC has broad authority to review students' records, decide how best the University can assist the student on getting back on track academically or professionally, and recommending a broad number of options for consideration as part of any final decision. APSC is authorized to recommend to the Dean suspension or dismissal of students from the University for failure to adequately progress through the program or for engaging in unprofessional conduct. In the event of suspension or dismissal, the student must receive a hearing under Section III.B., below.

This policy shall serve as the policy required by the CHSU Student Professionalism and Conduct policy governing adjudication of professionalism matters and providing required due process to students appearing before the committee.

APSC Membership & Regular Meetings

The Dean shall appoint a total of five (5) member to serve on APSC and shall designate one of these members to serve as the Chair of APSC. All of the members will be comprised of faculty from the College. The APSC members shall adequately and reasonably reflect the faculty representation from the College. All voting members of the APSC must be full time CHSU COP faculty and may not be adjunct faculty. A quorum of at least three (3) committee members is required to finalize any decision of APSC. All voting members shall have one vote. APSC meetings shall include the voting members of APSC and may include others invited by the Chair or Dean who may serve as resources in accomplishing the work of the committee. APSC student hearings discussed below in section III.B. shall be attended only by the voting members of APSC, the student, the student's support representative, and the College's appropriate administrative support personnel. APSC shall meet as often as necessary to conduct its business, which shall generally be at least monthly, as determined by the APSC Chair.

APSC PROGRESSION AND CONDUCT DISCIPLINE PROCEDURES

APSC procedures for academic progression matters and the procedures for professionalism conduct referrals are outlined below.

Level 1 – Academic Progression Matters Involving First Course or Experiential Education Failure

- 1. Notice to Student and Faculty Mentor/Advisor:** The student is notified by the APSC Chair via CHSU email of the student's failure and the date, time and location of a mandatory meeting with the SPC to determine a remediation plan. The student's assigned faculty mentor/advisor will also receive notice of the meeting and may, at the faculty mentor/advisor's discretion, choose to attend.
- 2. Remediation Plan:** At the meeting, a remediation plan for the failed coursework or experiential education will be formulated by the student and the subcommittee. The remediation plan may include, but is not limited to, the following items: a study plan, options for fulfilling the outstanding requirement and timeline for same, regular meetings with academic affairs personnel and/or learning specialists, and/or regular meetings with a psychologist. The remediation plan shall include timelines as well as expected outcomes and behaviors of the student during remediation. The remediation plan will be in writing signed by the APSC Chair and the student.

Level 2 – Professionalism Conduct Matters and Academic Progression Matters Involving Second Course or Experiential Education Failure, Failure to Comply with a Remediation Plan or Alternate Progression Plan, and All Matters Involving Potential Suspension or Dismissal: Required APSC Hearing

As a threshold matter, APSC hearings are informal proceedings – they are not formal judicial or administrative proceedings. Accordingly, the rules of evidence do not apply, the student is not entitled to present or cross-examine witnesses, and audio/video recordings of the hearing are not permitted. Unauthorized video or audio recording may subject a student to discipline, up to and including dismissal.

The following procedures shall apply to the APSC hearing:

- 1. Notice to Student:** Student is notified by the APSC Chair via CHSU email of the failure or professionalism conduct referral, and of the date, time and location of the APSC hearing. Generally, notice shall be at least three business days in advance of the hearing. Exceptional circumstances or emergencies may require the hearing be held with less notice. In cases of academic progression, the student will already have received information regarding prior failures and remediation plans, so additional notice of those matters is not required. Similarly, in cases of professionalism conduct referrals, the student will already have received notice of the findings of the investigation, and so additional notice of such findings is not required. Students are not entitled to the full investigation file.
- 2. Recommended Pre-Meeting with Student Affairs:** Generally, prior to the hearing the student will meet with the College Student Affairs Dean (or designee) prior to the hearing. The College Student Affairs Dean's (or designee's) role is to help the student better understand the APSC hearing process, to answer the students related questions, and advise on how the student can prepare for the hearing. The student may decline the assistance of the College Student Affairs Dean.
- 3. APSC Materials for Review and Pre-Meetings:** Prior to the hearing, APSC will receive a copy of the student's academic file, including any disciplinary documents, and in professionalism conduct referral cases a copy of the full investigation file, including findings of fact provided to the student. Additionally, the student may submit a written statement for APSC's review and may submit written statements from others which have information relevant to the proceeding. The APSC Chair shall determine whether any such statements are or are not relevant to the proceeding. Prior to the hearing, APSC may, but is not required to, meet to discuss the matter, and may request additional information from the administration, members of the faculty or the student, prior to the hearing.

4. **Professionalism Findings of Fact & Investigation Process Review:** In cases of unprofessional conduct, the investigator assigned to the matter under the CHSU Professionalism and Student Conduct Policy is the finder of fact. APSC's role is to review the investigation process to ensure it was thorough and unbiased. If APSC finds that the investigation process was incomplete or subject to inappropriate bias, it may remand the matter to the College Student Affairs Dean for further appropriate action before convening a hearing.
5. **Appearance at Hearing; Support Representative:** Students are required to attend the APSC hearing in-person unless they are on an IPPE or APPE at a substantial distance from campus, in which case remote conference technology may be used to attend the hearing. The student may bring a faculty mentor/advisor or other support representative to the APSC hearing. The support representative may not participate directly in the hearing, even if that person is a lawyer. Support representatives may not disrupt the hearing; if disruption occurs or attempts to directly participate are made, the APSC Chair may ask the support representative to leave.
6. **APSC Deliberation & Recommendation:** After the student is excused from the hearing, APSC will discuss the case and vote on a recommendation to be submitted to the Dean (or Dean's designee). Recommendations are determined by a majority vote of the APSC members attending the hearing. If more time is needed, APSC may choose to continue deliberations to another meeting time without notice to the student.
7. **Basis for Dismissal:** The APSC may determine that a dismissal is warranted when there is (a) a failure to meet the requirements for academic progression or graduation from the program; (b) failure to meet the terms of a prior remediation plan or APP; (c) an unapproved absence of a full semester or longer; (d) severe or pervasive unprofessionalism; or (e) any other circumstance that calls into serious question the student's ability to graduate or practice pharmacy.
8. **Notice to Student of Final Decision:** Upon receipt of APSC's recommendation, the Dean (or Dean's designee) will review the recommendation and prepare a written final decision. A copy of the decision will be placed in the student's file, and a copy provided to the Registrar, College Student Affairs Dean and Provost (or designee). The final decision may be considered in the issuance of letters of recommendation.
9. **Appeal Rights:** The student may appeal the final decision to the Provost in writing via email within five (5) business days from the date of the final decision. The written appeal must state the basis for why a different decision is appropriate. In the event the Provost has a conflict of interest, the appeal shall be to the President. The written decision on the appeal request shall be issued in writing to the student, generally within fifteen (15) business days from the date the appeal is received.

COP Admissions Policy

DESCRIPTION OF DEGREE PROGRAM AND PURPOSE STATEMENT

CHSU's College of Pharmacy ("College") offers a Doctor of Pharmacy degree program which prepares graduates for careers as clinical and/or research pharmacists. The mission, vision and values of CHSU and the College can be accessed in the University Catalog, available at www.chsu.edu.

The purpose of the College of Pharmacy Admissions policy is to explain the admissions process for applicants at CHSU's College of Pharmacy and provide guidance on minimum requirements necessary to be eligible to apply to the program. Additionally, the policy discusses the Pathways and Early Decision programs, record retention policy for admissions records, and program academic and technical standards.

CHSU's regional accreditor is the WASC Senior College and University Commission ("WSCUC"). The College of Pharmacy's accrediting body is the Accreditation Council for Pharmacy Education ("ACPE"). Information regarding CHSU and the College of Pharmacy's accreditation status can be found in the current University Catalog, accessible at www.chsu.edu. Hard copies of the Catalog can be provided upon request.

COMMITMENT TO DIVERSITY AND ADMISSIONS COMMITTEE

It is essential that CHSU only admit those students that it believes will be successful in the College's program and, ultimately, the pharmacy profession.

The core of CHSU's mission is to educate pharmacists who will be prepared to serve the growing health needs of the Central Valley. To accomplish this mission, CHSU must seek to achieve diversity among its student body. CHSU has a compelling interest in making sure that talented applicants, from all backgrounds, are welcome at CHSU. As such, CHSU uses a holistic approach to admissions that considers more than just an applicant's GPA and completed coursework. Specifically, factors such as an applicant's extracurricular activities, relevant life experiences, research, work and volunteer experience (including, but not necessarily limited to, experience in a pharmacy or other health care setting), family responsibilities, intellectual curiosity, respect for and knowledge of cultural differences, ability to overcome hardship, integrity, personal maturity, creativity, exceptional circumstances, status as a first generation college student and/or commitment to serving the Central Valley or disadvantaged communities ("Non-Academic Factors"). These Non-Academic Factors are all taken into consideration during the admissions process.

The College's Admissions Committee reviews application materials for applicants to the College, interviews applicants in accordance with procedures established by the College and makes recommendations regarding admissions decisions to the Dean. The Dean of the College makes the final decision regarding whether an applicant is admitted to the College. The Admissions Committee is comprised of faculty and students of the College of Pharmacy, additional pharmacist(s) and University or College-level admissions personnel, as appointed by the Dean.

Admissions Committee's review of candidates for the College of Pharmacy program helps to ensure that CHSU is selecting a qualified and diverse student body for the program. These values will not be compromised regardless of the size or quality of the applicant pool.

ADMISSIONS PROCESS

The following steps comprise the College's admissions process:

- PharmCAS Application Submission;
- Admissions Committee Review of Application;
- Candidate Interviews;
- Admissions Post-Interview Discussion and Recommendations to the Dean;
- Dean's Admission Decision.

Each of the above steps in the admissions process are described below.

PharmCAS Application Submission

The College uses the Pharmacy College Application Service ("PharmCAS"), which allows prospective students to complete one application that may be submitted to multiple schools. CHSU encourages all candidates to apply through PharmCAS and only accepts paper applications on rare occasions. CHSU does not have a separate supplemental application. Applicants for admission to the College are required to submit an application with all of their enclosures through PharmCAS at www.pharmcas.org. Applicants who need to complete paper applications as an accommodation due to disability should contact the College's admissions office for more information.

Applicants are required to submit all coursework taken through PharmCAS (including all prerequisites taken),

fill out the transcript request forms, submit letters of recommendation, a personal statement and an application fee. Applicants will also need to submit all final transcripts verifying all of their completed coursework. The application requires three (3) letters of recommendation. The letters may be from professors, advisors, teachers, pharmacists or employers. CHSU prefers that one of these letters come from any faculty member familiar with the student's academics or research related work. The faculty member does not need to be a science faculty member. The Admissions committee will evaluate the candidates' English language writing skills when reviewing written materials submitted by the applicant.

The application review process begins after PharmCAS has verified all the required application information. Candidate applications will be reviewed by the Office of Admissions to ensure all minimum requirements have been satisfied consistent with this policy. Any applications that require analysis of completion of minimum requirements, including but not limited to pre-requisite requirements, will be forwarded to the Admissions Committee for additional review and a decision regarding whether minimum requirements have been satisfied. Similarly, all international student applications will also be forwarded directly to the Admissions Committee for determination regarding whether minimum and/or pre-requisite requirements have been satisfied. Applicants not meeting the minimum requirements will be notified of the deficiencies in their application by the Office of Admissions and may, at the discretion of the Admission's staff, be given the opportunity to provide additional information in response to these deficiencies. Applicants meeting the minimum requirements will move on to the next stage in the admissions process.

Admissions Committee Review of Application

After the initial screening regarding completion of minimum requirements is completed, the applications are reviewed by Admission Committee members. The Admissions Committee will determine the criteria for whether the applicant will be invited to CHSU for an interview.

The Admissions Committee, in consultation with the Dean as needed, has sole discretion in deciding which applicants will be offered an interview. In making decisions regarding which applicants will be granted an interview, the Admissions Committee will review the application not only to determine whether the applicant meets the academic competence for pharmacy school but also whether the application shows evidence of Non-Academic Factors which support the application.

Candidate Interviews

CHSU's College of Pharmacy uses an interview process to make determinations regarding admissions. The interview can be completed in-person, via video call, or phone call. The purpose of the interview is to assess oral communication skills, writing skills, leadership skills and the applicant's potential to be a pharmacist. The interview will also assess an applicant's ability to complete the program successfully and advance in the field of pharmacy as a contributing member of a patient care team.

If an applicant is offered an interview, the applicant will be notified in advance of the interview so that the applicant to make travel arrangements. All travel arrangements will be at the applicant's own cost. In some cases, the interview may include a writing test. Whether the interview includes a writing component will be determined prior to each admission cycle. Applicants will be notified in advance of the interview if a writing test will be required. If a writing test is required, CHSU may provide students who are not interviewing in-person several options for completing the writing test.

Dean's Admission Decisions

Following the interview, application and interview scores will be compiled by the Office of Admissions and reviewed by the Admissions Committee in accordance with pre-established rubrics. These rubrics are developed by the Admissions Committee and approved by the Dean. A blank copy of the rubrics may be obtained from the Office of Admissions prior to the candidate's interview date. Candidates are not entitled to receive copies of their scored rubrics.

The Admissions Committee will forward the scoring data along with a recommendation regarding admission of each candidate to the Dean for final decision.

CHSU uses a rolling admissions process to select successful applicants. Therefore, admissions decisions will be ongoing throughout the application process. Applicants will be notified by mail or email if they have been accepted into the College. After the admission decision is made and prior to the student's matriculation in the PharmD program, the University Registrar will confirm all final transcripts have been received and prerequisite coursework has been completed. All information provided by applicants will be verified and applicants are expected to be honest regarding the information provided throughout the admissions process. Failure to provide honest responses is grounds for rejection of the application, rescission of an offer of admission or, after matriculation, expulsion from the College.

PRE-REQUISITE COURSEWORK REQUIRED FOR ADMISSIONS

Admission to the College of Pharmacy requires completion of the undergraduate pre-requisite courses identified in the chart below. Applicants may not use the same course to fulfill more than one pre-requisite.

When determining whether a course satisfies a pre-requisite, the College looks at a variety of factors including, but not limited to, the course description provided by the education institution where an applicant took the course. To determine whether a particular course meets a pre-requisite requirement, applicants should reference equivalency charts prepared by the Office of Admission from the College's common feeder schools or may request more information from the Office of Admission.

The number of units listed below for prerequisite requirements is the minimum number of units required in each subject area. Different education institutions use different systems for determining the number of units for similar courses. Generally, each semester is equivalent to 1.5 quarter units and applicants to the College must fulfill either the number of quarter units or semester units stated in the chart. In special circumstances where a course taken does not fit the traditional quarter or semester system, the Admissions Committee may review the course syllabi and course descriptions to ensure the applicant has learned the necessary content for each subject area.

Subject	Quarter Units	Semester Units	Additional Course Information
General Chemistry with Lab or Equivalent	12	8	1 year of lecture with 1 year of lab; must be a course sequence designed for science majors
Organic Chemistry with Lab or Equivalent	12	8	1 year of lecture and 1 year of lab; must be a course sequence designed for science majors
Biology with Lab or Equivalent	12	8	1 year of lecture and 1 year of lab; must include cellular and molecular biology of whole animals or humans and be a course sequence designed for science majors
Calculus or Equivalent	4	3	May be satisfied through AP credit
Physiology or Equivalent	4	3	Mammalian (whole animal or human, human preferred). In instances where a two-part anatomy/physiology series is offered by the undergraduate institution both courses are required.
Anatomy or Equivalent	4	3	N/A

Microbiology or Equivalent	4	3	N/A
General Education: Economics or Equivalent	4	3	Micro or macro will satisfy this requirement.
General Education: Humanities/Social Sciences	8	6	Two (2) years of coursework required. Examples include but are not limited to: psychology, communications, sociology, cultural anthropology, public speaking or related equivalent course.

CRITERIA FOR PRE-REQUISITES AND OTHER ACADEMIC REQUIREMENTS

Pre-Requisite Coursework

The following requirements apply to all pre-requisite coursework identified in section IV of this policy, above:

1. *Must Be Taken at Accredited College or University*

All pre-requisites must be completed at an accredited four-year undergraduate university, four-year undergraduate university extension program or two-year community college located in the United States prior to enrollment in the College, the only exception to this is if the student has satisfied pre-requisite coursework through satisfactory AP scores as described below. For international students, please see separate provisions in this policy applicable to international coursework.

2. *Deadline for Pre-Requisite Completion*

Unless an exception is approved by the Dean's office, all prerequisite requirements must be completed by July 31 preceding enrollment in the College. While applicants may be in the process of completing prerequisites when they submit their application, all prerequisites generally must be completed prior to matriculation.

3. *Letter Grade of C- or Better Required; Preferred 2.7 Pre-Requisite GPA*

Applicants must have received a letter grade of at least "C-" or higher to satisfy completion of each prerequisite course. Grades of Pass/No Pass or Credit/No Credit in prerequisite coursework will not satisfy this requirement unless the course is offered only on a Pass/No Pass or Credit/No Credit basis at the institution where the course was taken.

The College prefers a Grade Point Average ("GPA") in pre-requisite courses of at least 2.7. If a student has repeated a course multiple times, the highest letter grade the student received in the course will be counted for purposes of calculating the GPA for the pre-requisite coursework.

4. *Distance Learning/Online Coursework*

Generally, distance learning or online courses taken with accredited institutions are acceptable for most pre-requisite requirements. Courses that require a laboratory component may need to be completed in an in-person setting to ensure the applicant achieves the full learning experience.

5. *Advanced Placement Courses to Satisfy Pre-Requisites*

Pre-requisite course credit for Advanced Placement ("AP") examinations taken in high school may be offered if the applicant's AP scores are at or above a three (3.0) in science courses and at or above a four (4.0) in humanities/social science courses. AP courses may be used to satisfy any of the pre-requisite requirements. CHSU does not place a limit on the number of AP courses that may be used to satisfy prerequisites.

6. *Courses Must Be Taken Ten (10) Years or Less Prior to Enrollment*

Generally, all applicants must complete all pre-requisite requirements within ten (10) years or less prior to

enrollment in the College. Applicants who have taken prerequisite courses more than ten (10) years prior to enrollment in the College may be required to repeat that coursework prior to matriculation. Applicants who wish to have coursework taken more than ten (10) years prior to enrollment count for pre-requisite requirements may request that those courses be counted as fulfilling a pre-requisite by contacting the Admissions Office (see Exceptions to Pre-Requisite Requirements, below).

7. *Exceptions to Pre-Requisite Requirements*

Requests for courses taken more than ten (10) years prior to enrollment, for substitutions of activities or alternative coursework in place of a required pre-requisite, requests to take pre-requisite requirements after matriculation, or any other requested deviation from the above described pre-requisite requirements must be processed through the Office of Admissions before July 15 preceding the semester of intended enrollment in the College. Once received, the applicant's request will be reviewed by the Admissions Committee who will formulate a recommended response to the request and forward that recommendation along with the request form to the Dean for final decision.

With respect to courses taken more than ten (10) years prior to enrollment, the following factors will be considered: (1) whether the course is essential as a building block for the pharmacy curriculum; (2) whether the content taught in the course has remained stagnant or changed over time; and (3) whether an applicant has been working or has otherwise been exposed to an environment that allowed the applicant to remain up-to-date on the subject.

With respect to requests for substitutions to required pre-requisite course work, the College rarely grants such requests, and extraordinary circumstances must be shown to support the request. All requests for substitutions or alternative coursework must be accompanied by an official course syllabi. Such requests will be evaluated based on whether the necessary knowledge and skills would have been gained through the substituted activity or coursework.

With respect to requests to take pre-requisite courses after matriculation to the College, the following parameters apply to such requests:

- Requests to take General Chemistry, Organic Chemistry, General Biology or Calculus concurrently with College of Pharmacy courses are not permitted.
- Requests to take Physiology, Anatomy or Microbiology concurrently with College of Pharmacy courses will be granted in rare, limited circumstances where applicants show extraordinary circumstances support such a request.
- Requests to take General Education (Economics, Humanities/Social Sciences) requirements concurrently with College of Pharmacy courses must be supported by information showing the applicant made every effort to complete these courses prior to matriculation. Requests to complete all General Education requirements concurrently with enrollment in the College of Pharmacy are not permitted.

Once a request for courses taken more than ten (10) years prior to enrollment, for substitutions of activities or alternative coursework in place of a required pre-requisite, requests to take pre-requisite requirements after matriculation, or any other requested deviation from the pre-requisites are received by the Office of Admission, it will be routed to the Admissions Committee for review. The Admissions Committee will provide a recommendation regarding the determination of the applicant's request and will forward both the request and the recommendation to the Dean for final decision. The Admissions Office staff will communicate the final decision to the applicant.

If such request is granted, applicants will be required to sign a Pre-Enrollment Agreement prior to matriculating to CHSU which will identify the decision made and any obligations the applicant has as a result. If the applicant fails to sign the Pre-Enrollment Agreement, the applicant will not be permitted to enroll at CHSU.

Other Academic Requirements for Admission

Other academic requirements for admission to the College of Pharmacy are explained below.

1. *Bachelor's Degree Preferred, Minimum Units Required*

To be eligible to apply to the California Health Sciences University, College of Pharmacy program, a bachelor's degree (B.S. or B.A.) is preferred, but not required. For applicants that will have earned a bachelor's degree prior to enrollment, no specific undergraduate major is recommended or required but a strong science background is essential. However, in all cases, in order to be eligible for admission, an applicant must satisfactorily complete a minimum total of 108 quarter units or 72 semester units of academic course work at an accredited college or university in the United States or an equivalent foreign university prior to enrollment in the College. Pre-requisite courses will count towards the minimum number of units required.

2. *Entrance Examinations*

No entrance examinations are required for admission. The College does not require applicants to take the Pharmacy College Admission Test ("P.C.A.T.") or Graduate Records Examination ("G.R.E.").

3. *Cumulative GPA*

The College takes a holistic approach to admissions, ensuring a qualified and diverse student body. Accordingly, the College does not have a minimum cumulative GPA requirement; however, a cumulative GPA of 2.7 or higher is preferred. In calculating cumulative GPA, the College will count all undergraduate course work taken (including courses the applicant has failed). If a student has retaken a course multiple times, all grades received for that course will be accounted for in calculating cumulative GPA.

4. *English & Other Language Skills*

The ability to express oneself in both oral and written English is essential to the practice of pharmacy in the United States. Accordingly, the College requires that all students be able to clearly communicate both orally and in writing in English.

Additionally, proficiency in a different language is a skill highly desirable for practicing pharmacists to allow them to communicate effectively with diverse patient populations. This skill is especially needed to address the needs of disadvantaged patient populations located in California's Central Valley. Accordingly, an applicant's proficiency in a language other than English, demonstrated by the applicant's native language skills or by foreign language course work, is preferred by the College but not required.

5. *Ability to Obtain and Maintain Pharmacy Intern License Issued by the California Board of Pharmacy*

In addition, students must be able to obtain and maintain a valid Pharmacist Intern license in the State of California and pass the requisite criminal background check, drug tests/screens, immunization/tests, and trainings required by the California Board of Pharmacy, California law and/or California Health Sciences University College of Pharmacy affiliated experiential sites and their accrediting and/or regulatory agencies.

MINIMUM TECHNICAL STANDARDS FOR THE PHARMD PROGRAM

The California Health Sciences University, College of Pharmacy acknowledges Section 504 of the 1973 Vocational Rehabilitation Act and PL 11-336, the Americans with Disabilities Act (ADA) 19903, and requires that all applicants in the Doctor of Pharmacy program meet minimum technical standards to be accepted into the program. Following enrollment, all College students must continue to meet these technical standards. The Doctor of Pharmacy program is a rigorous and challenging academic program. Technical standards refer to the minimum characteristics and abilities within the cognitive, affective and psychomotor domains. All applicants/students are required to possess specific characteristics and abilities within these domains.

Every applicant is considered without regard to disability. The College reserves the right to deny admission to any applicant who cannot meet the minimum technical standards with or without reasonable accommodations, as determined during the application process. Applicants are not required to disclose the nature of their disability(ies), if any, to the College. Any applicant with questions about these technical standards is strongly encouraged to discuss his/her specific concerns with the Admissions Office. If appropriate, and upon the request of the applicant, reasonable accommodations will be provided in accordance with law.

Conferring the PharmD degree on a student graduating from the College indicates that each student has demonstrated that they have acquired and can apply the knowledge and professional skills essential to the roles and functions of a practicing pharmacist. The acquisition and application of these skills ensure the safety of patients served by students during their enrollment at the College and after as they become pharmacists. Therefore, each student must be able to demonstrate proficiency in these skills with or without reasonable accommodation. The technical standards that each student must possess to successfully complete the academic/curricular requirements for the PharmD degree are described in this section below.

Once admitted to the program, students will be expected to maintain the technical standards and demonstrate them through their coursework, interaction with peers and faculty, and in their professional experiences throughout the program. Reasonable accommodation for persons with disabilities will be considered on an individual basis in accordance with the College's and University's policies. Students who fail to demonstrate the technical standards while in the program will be evaluated and appropriate action will be taken. Because this expectation is separate from academic achievement, simply maintaining a passing GPA is not sufficient to prevent a student from being dismissed from the program for failure to meet technical standards. Furthermore, the College of Pharmacy reserves the right to dismiss any student from the program who either fails to disclose information relevant to their qualifications under the technical standards described below or who falls out of compliance with the technical standards after admission to the program.

Observation

Students must be able to observe demonstrations and conduct exercises in a variety of areas related to contemporary pharmacy practice, including but not limited to monitoring of drug response and preparation of specialty dosage forms. Students must be able to observe demonstrations and experiments in the basic and pharmaceutical sciences, and medical illustrations and models. A student must be able to observe a patient accurately at a distance and close at hand, noting nonverbal as well as verbal signals. The student must be able to observe and interpret presented information. Specific vision-related requirements include, but are not limited to the following abilities: visualizing and discriminating findings on monitoring tests; reading written and illustrated material; discriminating numbers and patterns associated with diagnostic and monitoring instruments and tests; observing the activities of technical staff operating under their supervision; reading information on a computer screen and small print on packages or package inserts; distinguishing shapes, colors, markings, and other characteristics of small objects (e.g. different dosage forms); and competently using instruments for monitoring drug response. Observation requires not only the functional use of the sense of vision, but other sensory modalities as well such as hearing and other somatic senses. For example, observation can be enhanced in some situations by the use of the sense of smell.

Communication

A pharmacy student should be able to speak, hear and observe patients and other health care professionals to extract both verbal and non-verbal information, and must be able to communicate effectively with and about patients. Communication includes speech, reading, writing and computer literacy. The student must be able to perceive and respond appropriately to all types of communication (verbal, nonverbal, written) with faculty, staff, peers, patients, caregivers, family of patients, the public, and all members of the health care team.

Specific requirements include, but are not limited to, the following abilities; reading, writing, speaking and comprehending English with sufficient mastery to accomplish didactic, clinical and laboratory curricular requirements in a timely, professional and accurate manner; eliciting a thorough medication and medical history;

and communicating complex findings in appropriate terms that are understood by patients, caregivers, and members of the healthcare team. Each student must be able to read and record observations and care plans legibly, efficiently and accurately. Students must be able to prepare and communicate concise but complete summaries of individual activities, decisions and encounters with patients. Students must be able to complete forms and appropriately document activities according to directions in a complete and timely fashion.

Sensory and Motor Coordination and Function

Pharmacy students must have sufficient motor function to perform basic laboratory skills to accomplish basic pharmacy practice tasks utilizing both gross and fine motor skills. These include but are not limited to: compounding prescriptions; filling prescriptions; counting prescription medications; administering medications; preparing intravenous products; and administering intramuscular and subcutaneous injections. Students must be able to conduct physical assessments of patients by palpation, auscultation and other diagnostic evaluations. Other motor activities include performing first aid and/or cardiopulmonary resuscitation in the clinical setting.

Students must be able to travel to off-site settings and experiential locations in a timely manner. Students must be able to respond promptly to urgencies within the practice setting and must not hinder the ability of their co-workers to provide prompt care. Examples of such emergency treatment reasonably required of pharmacists include arriving quickly when called, rapidly and accurately preparing appropriate emergency medication, and preparing sterile intravenous medications. Students must be able to use computer-based information systems and have sufficient motor function and coordination required for manipulation of small and large objects. Students must have the ability to move and position another person in a manner that will facilitate physical assessment or other diagnostic lab testing. Lastly, students must exhibit the physical and mental stamina needed while standing or sitting for prolonged periods of time.

Intellectual, Conceptual, Integrative, and Quantitative Abilities

A student should possess sufficient intellectual, conceptual, integrative and quantitative abilities to complete a rigorous and intense didactic and experiential curriculum. These abilities include measurement, calculation, reasoning, analysis, decision-making, judgment, information integration, and solution synthesis. In addition, the student should be able to comprehend three-dimensional relationships and to understand the spatial relationships of structures. Especially important is the appropriate and rapid calculation of dosages for a variety of patient-specific conditions such as renal or hepatic failure, obesity, cardiac or respiratory arrest, etc. Additionally, calculations involving appropriate dilution or reconstitution of drug products, electrolytes, etc. must be made accurately and quickly. Students must be able to retain and recall critical information in an efficient and timely manner. Students must be able to identify and acknowledge the limits of their knowledge to others when appropriate and be able to recognize when the limits of their knowledge indicate further study or investigation before making a decision. Students must be able to interpret graphs or charts describing biologic, economic or outcome relationships. They must be able to learn through a variety of modalities including, but not limited to, classroom instruction, small group activities, individual study, preparation and presentation of reports, and use of computer technology. Students are expected to be fully alert and attentive at all times in classroom and clinical settings.

Behavioral and Social Attributes

Students must possess the physical and emotional health required for full utilization of his or her intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities attendant to the care of patients, and the development of effective relationships with patients. Students must adapt to changing environments and possess coping mechanisms to respond appropriately to continue functioning in the face of uncertainties inherent in academic and clinical environments. Qualities and characteristics that will be assessed during the admission and education process are compassion, integrity, concern for others, interpersonal skills, interest, and motivation. Students must recognize and display respect for differences in culture, values, and ethics among patients, faculty, peers, clinical and administrative staff and colleagues. Students must be able to identify and demonstrate appropriate behavior to protect the safety and well-being of patients, faculty, peers, clinical and administrative staff and colleagues. Students

must also be able to handle situations appropriately and professionally when those situations may be physically, emotionally, or intellectually stressful, including those situations that must be handled promptly and calmly. At times, this requires the ability to be aware of and appropriately react to one's own immediate emotional responses and environment.

Ethical Values

An applicant/student must demonstrate a professional demeanor, conduct and behavior that are appropriate to his or her standing in the professional degree program. This includes compliance with the ethical and professional rules applicable to the profession of pharmacy and all College and University policies, including but not limited to the Code of Ethical Conduct. Under all circumstances, students must protect the confidentiality of patient information in their professional and personal communications and may not store electronic patient information on their own personal or CHSU-issued electronic devices.

TRANSFER APPLICANTS

Applicants currently or previously enrolled in another accredited pharmacy school in the United States are eligible to apply to the College as transfer students. The transfer applicant must be in good academic standing with their current or previous pharmacy school and must not have been expelled or suspended for disciplinary reasons.

Transfer applicants must comply with the same admissions requirements as non-transfer applicants and, in addition, must submit the following:

- A letter from the dean of the pharmacy school where the student is currently attending or previously attended to confirm that they are in good academic standing and have not been subject to disciplinary proceedings at that institution.
- Transcripts from the transfer applicant's current or prior pharmacy school.

Importantly, all transfer applicants must be aware that transfer of pharmacy coursework to meet the College's curricular requirements will be the decision of the College's Curriculum Committee, which will issue course-waivers for those courses deemed comparable to CHSU College of Pharmacy courses. CHSU does not award credit for prior experiential learning and experiential rotations will need to be completed again.

DACA & INTERNATIONAL APPLICANTS

Deferred Action for Childhood Arrival ("DACA") Applicants

Deferred Action for Childhood Arrival ("DACA") is an American immigration policy that allows certain undocumented immigrants who entered the country before their sixteenth (16th) birthday and who meet other restrictive criteria to receive renewable two-year work permits and exemption from deportation. CHSU welcomes applicants with DACA status to apply to its Pharmacy program.

International Applicants

CHSU is not yet able to sponsor visas for international applicants that require a visa to enter or remain in the United States. International applicants who may lawfully enter or reside in the United States without the need for CHSU visa sponsorship are welcome to apply to the College. However, the College encourages all such applicants to communicate with the California Board of Pharmacy to determine if they will be eligible to receive a pharmacy intern license issued by that agency. Successful completion of the PharmD program requires a California intern license and the College cannot guarantee all admitted students will receive such license. The College will not be held liable to students who matriculate to CHSU and are later denied a California intern license for any reason, including, but not limited to, denial on a basis related to undocumented or other ineligible immigration status.

At this time CHSU does not offer English Language Services to international students and fluency in English is required of all students. No instruction will occur in a language other than English.

Notwithstanding the above, the College will accept applications from international applicants. International students follow the same application steps as all other applicants applying to the PharmD program. International students who have completed a bachelor's degree in the United States or at a foreign institution where English is the primary language of instruction will be exempt from the below requirements and will be subject to the same admissions standards as described above. With regard to international students who have not completed a bachelor's degree in the United States, the College will consider such application within the context of that applicant's home country's educational environment, subject to the following additional requirements:

- International applicants must provide official copies of academic records (translated into English if received in a foreign language) from all colleges or universities attended after high school or equivalent.
- International applicants with U.S. permanent resident status and/or naturalized citizenship and holders of international visas who complete pre-requisite courses from outside the United States must either: (a) submit an official evaluation of their coursework and degree(s), if any, from the World Education Services ("WES") (<http://www.wes.org/>) to PharmCAS; or (b) submit an official evaluation of their coursework and degree(s), if any, from International Education Research Foundation ("IERF") at <http://www.ierf.org/>, Educational Credential Evaluators ("ECE") at <http://www.ece.org/>, or Josef Silny and Associates [\[http://www.jsilny.com\]](http://www.jsilny.com) to CHSU. Students may be exempt from the WES or other international verification requirements as determined on a case-by-case basis. To request exemption, the applicant must follow the procedures above under "Exceptions to Pre-Requisite Requirements."
- International applicants applying to attend CHSU whose primary language of instruction was not English must submit scores on the Test of English as a Foreign Language ("TOEFL"). These scores may be submitted through PharmCAS.

Minimum Required Scores for Eligibility for Admissions:

TEST TYPE	SCORE
Paper-Based TOEFL	550
Computer-Based TOEFL	213
Internet-Based TOEFL	100

EARLY DECISION PROGRAM

The College participates in the Early Decision Program offered through PharmCAS. We encourage applicants who have decided that the College is their top choice school to be considered for admission before other applicants. The Early Decision Program gives students who are committed to the College peace of mind that they will receive an admission decision early in the pharmacy school admission cycles such that they may avoid paying for and completing additional pharmacy school applications for other schools. To be eligible to apply to the Early Decision Program, applicants must already have completed pre-requisite requirements or have their remaining pre-requisites in progress or planned for completion prior to matriculation to the College.

The Early Decision program is not binding on applicants. Applicants admitted to the College through the Early Decision Program may decline to attend and apply to other pharmacy schools; however, these applicants are prohibited from applying for an early decision to another pharmacy school during the same admissions cycle.

The Early Decision Program application deadline is the first Tuesday after Labor Day for applicants applying for admission in the following fall. PharmCAS must receive applicant's PharmCAS application, official transcripts and application fees no later than the Early Decision deadline described above.. Additional rules and guidelines regarding the Early Decision Program are governed by PharmCAS, as those rules and guidelines may change from time to time. Early Decision applicants are encouraged to refer to the PharmCAS website for more information.

PATHWAYS PROGRAMS – PARTNERSHIPS FOR PRIORITY ADMISSION WITH UNDERGRADUATE EDUCATION INSTITUTIONS

The College has established articulation agreements with undergraduate education institutions. The pathway programs fall into two different types: (1) accelerated pathway programs that allow students to earn their pharmacy degree in a shorter period of time by allowing the last year of college to be completed at the College of Pharmacy with priority admission; or (2) pathway programs that only offer priority admission to applicants applying from schools with articulation agreements in place between the school and the College so long as the applicants are meeting all admission requirements. The College is in the process of developing pathway programs. More information regarding the College's current pathways programs, including how each program works can be accessed on CHSU's website at: <https://chsu.edu/admissions/#pathways-to-chsu>.

DEFERMENT OF ADMISSIONS

In general, CHSU's College of Pharmacy does not permit the deferment of admission offers. An offer of admission applies only to the specific semester for which the applicant has applied. Applicants who are not able to attend the College of Pharmacy in the specific semester to which they have applied to and subsequently have been admitted in, may need to reapply for admission. Consequently, a student who was admitted to one semester may not necessarily be offered admission in another semester.

Under certain circumstances, an applicant's request for deferring admission may be considered on a case-by-case basis. Applicants seeking deferment must make such request following admission in writing to the Office of Admissions. Applicants may be required to submit relevant documentation supporting their deferment request. The Office of Admissions will make a recommendation regarding deferment to the Dean of the College of Pharmacy. Ultimately, these requests will be either granted or denied solely at the discretion of the Dean of the College of Pharmacy.

Applicants who have been granted deferment will not need to re-apply to CHSU and will be permitted to attend CHSU in the semester to which their admission has been deferred. Deferred applicants must continue to meet all CHSU requirements during the entirety of the deferment period. Prior to enrollment, deferred applicants will need to comply with all admission criteria that was in place at the time they were initially offered admission into the College of Pharmacy, and not the admission requirements that are in place at the time the applicant actually attends CHSU.

RETENTION OF ADMISSIONS RECORDS

Applicants That Matriculate to CHSU

The CHSU Office of the Registrar maintains a record for each enrolled graduate student at CHSU. Upon enrollment, the applicant file for each student will be maintained in the enrolled student's file maintained by the Registrar.

Applicants That Do Not Matriculate to CHSU

Application materials submitted by applicants that were denied admission or who declined an offer of admission will be maintained by the College's Admission office as follows:

- International Applicants: three (3) years from date of decision/declination;
- All other Applicants: two (2) years from date of decision/declination.

Thereafter, the records will be shredded or otherwise disposed of in a manner that maintains confidentiality of the information.

Additional Enrollment Requirements

All offers of admission to the College are conditional on meeting additional pre-enrollment requirements. All admitted students must meet the following criteria in order to enroll in the College:

Health Insurance

As an institution dedicated to the study of health care, CHSU places a great emphasis on personal health and well-being. The CHSU requires that all students be covered by a comprehensive medical and prescription drug insurance plan.

Criminal Background Check and Drug Screening

Experiential education as a licensed pharmacy intern is part of the College's curriculum for all students in the PharmD program. Experiential education sites as well as the California Board of Pharmacy require students to undergo a criminal background check and drug screening prior to receipt of an intern license and subsequent participation in experiential education curriculum. Therefore, all admitted students must successfully complete a criminal background check and drug screening prior to enrollment in the College.

Admitted students will need to complete both the criminal background check and the drug screening through an appropriate third-party agency. CHSU will provide all students the relevant information to be able to complete both the criminal background check and the drug screening. Once completed, the third-party agency will release the background check and drug screening results to the applicant and CHSU. The College encourages all applicants with potential issues on their background checks to communicate with the California Board of Pharmacy to determine if they will be eligible to receive a pharmacy intern license issued by that agency. Successful completion of the PharmD program requires a California intern license and the College cannot guarantee all admitted students will receive such license.

Acceptance to the program will become final once the Office of Admissions verifies that all required information has been received and that the outcome of the background check is satisfactory. After enrollment, background checks and drug screenings may be repeated for each student annually each academic year and as needed to ensure eligibility for participation in experiential education curriculum.

The cost of initial and repeat background checks and drug screenings is the responsibility of the admitted or enrolled student.

Immunization Requirements

Infection control policies at area experiential education sites require the College to ensure that students entering these facilities for training purposes are in good health. Accordingly, the following requirements must be met prior to enrollment in the College.

1. Admitted students must provide the following health related documents to the Office of Experiential Education before July 1 preceding the semester of initial enrollment:
 - Student Information (FORM 1)
 - Health History (FORM 2)
 - Physical Examination (FORM 3)
 - Tuberculosis Clearance (FORM 4)
2. PPD2-Step-Required upon admission. (Have PPD #1 completed. Wait 7-10 days from PPD #1 date read to have PPD #2 placed.) Refer to the www.CDC.org website for additional information.
 - a. 1-Step-Required annually.
 - b. TB Screening (PPD skin tests and/or chest x-ray results) must be completed between June 1-June 25, and annually thereafter.
 - c. Chest X-ray/Quantiferon-TB Gold – Only required for those with PPD(+) – Required annually.
3. Authorization for Release of Communicable Disease Clearance Information to Clinical Rotation Sites (FORM 5)
4. California State Required Meningitis Awareness Disclosure (FORM)

5. Proof of Immunization for the following vaccinations (copies required):
6. Tdap (tetanus/diphtheria/pertussis). Tdap is considered current if administered within 10 years. TD or DTaP will not be accepted.
7. FluVaccine – required annually.
8. Laboratory Results (serum blood titers) for the communicable diseases below:
9. Titers considered current if completed within 5 years.
10. Laboratory results must include reference ranges and be on laboratory letterhead.
 - a. If immunity is not present according to serum blood titer, student must obtain vaccination and serum blood titer retest as indicated per CDC recommendation. Refer to the www.CDC.org website for additional information.
11. Hepatitis B Surface Antibody Titer- Qualitative (HBsAb)
12. Measles (Rubeola) Antibody Titer- Qualitative (Measles AB, IgG, EIA) (if there is no documentation of 2 doses)
13. Mumps Antibody Titer- Qualitative (Mumps AB, IgG) (if there is no documentation of 2 doses)
14. Rubella Antibody Titer- Qualitative (MMR Ab, IgG) (if there is no documentation of 2 doses)
15. Varicella Antibody Titer- Qualitative (Varicella AB, IgG)
16. Additional immunizations, health information, or lab tests may be required to comply with outside affiliation agreements. Information regarding your health history is requested for your protection and to assist us in case of emergency. The information is confidential. Portions of this information may be shared with appropriate personnel at our pharmacy practice experience sites, as required by our affiliation agreements, however, before sharing any such information we will obtain the student’s informed consent. Questions regarding these policies should be directed to the Director of Experiential Education.

Students may be permitted to opt-out of any of these immunization requirements for documented health-related reasons. Students should inquire about the opt-out process with the Office of Experiential Education.

Intern Licensure & Information on Pharmacist Licensure Post-Graduation

All students in the PharmD program must obtain and maintain an intern license through the California Board of Pharmacy (“Board of Pharmacy”) after enrollment in the College.

Detailed information about registration as an intern pharmacist with the Board of Pharmacy is provided to all new students in the fall semester of the first year. To be eligible for an intern license from the Board of Pharmacy, students must meet all eligibility requirements required by that state agency, as those requirements may change from time to time. CHSU has no control over what requirements the Board of Pharmacy imposes. Generally, to satisfy these requirements students must be enrolled in a school of pharmacy recognized by the Accreditation Council for Pharmaceutical Education (ACPE) as evidenced by being granted Precandidate, Candidate or full accreditation status. ACPE has granted CHSU College of Pharmacy Candidate status. Registration instructions for licensure as a California Intern Pharmacist will be provided by the College during the first year of fall semester. However, additional requirements specific to each applicant for a pharmacy intern license can impact whether the Board of Pharmacy issues the license. Because CHSU cannot guarantee eligibility for licensure for each individual student, applicants for admission to the College are encouraged to contact the Board of Pharmacy before enrolling in the College if they have questions regarding their eligibility to obtain an intern license.

Following graduation from the College’s program students may apply to the Board of Pharmacy for licensure as a practicing pharmacist in accordance with the rules and regulations of that state agency, as they change from time to time, including rules regarding standardized testing requirements (e.g., the North American Pharmacist Licensure Examination “NAPLEX”). As with intern licenses, pharmacist licensure decisions are made solely by the Board of Pharmacy. CHSU cannot and does not guarantee any College graduate will pass the required examinations or otherwise be eligible for licensure as a pharmacist.

Readmission Policy

Students who have been dismissed from the college of pharmacy or have withdrawn from the university may apply for readmission. A student who wishes to apply for readmission shall submit a letter of interest to the dean explaining the reasons behind the request. The letter should include a description of the circumstances that led up to the dismissal or withdrawal and a detailed explanation of why the student feels that readmission is warranted, as well as justification of why the student believes that he/she would be successful if readmitted. The letter must be submitted to the dean no later than June 1 for consideration of readmission to begin at the start of the fall semester.

Readmission will not be considered if the student has any outstanding financial obligations to CHSU. If the dean feels that readmission warrants consideration, the student's letter and prior records at CHSU will be discussed at a meeting of the College Administrative Committee, at which the registrar and any other relevant faculty or staff shall be invited to participate. The meeting shall be scheduled to take place within 10 business days of receipt of the student's letter. Based on input from the invited guests and a review of all documentation, the committee shall assess the likelihood of the student being successful if readmitted, and render a decision prior to July 1. If the decision is made to readmit, the committee shall also specify the status of the student upon readmission (in terms of place in the program) and whether readmission should be delayed until the spring semester to better align with completed coursework. The dean shall notify the student of the decision within 5 business days.

If the dean determines that circumstances of the dismissal or withdrawal do not warrant consideration, or if the College Administration Committee rules that readmission is not warranted, the decision is final and cannot be appealed.

If readmission is granted, the dean will notify the appropriate parties. The Professional Education Committee will also be asked to determine if any adjustments need to be made to the student's course load due to curriculum changes that might have occurred while the student was not enrolled.

Articulation Agreements Policy

CHSU may, partner with other colleges and universities to offer articulation agreements pursuant to CHSU policies and procedures. Information regarding those articulation agreements can be obtained from the COP Office of Admissions and via the CHSU website. CHSU reserves the right to add, modify or eliminate articulation agreements with its partner institutions.

College of Pharmacy Tuition, Fees and Costs Policy

REQUIRED ANNUAL TUITION, FEES & COSTS

The purpose of this policy is to provide information regarding tuition, fees and other costs for students of the College of Pharmacy. Listed below are the annual tuition and fees paid directly to the University, and additional estimated costs that students are required to pay to others. Tuition for subsequent years of the four-year program are also estimated below. The total annual Cost of Attendance listed below represents average costs for living expenses and may not reflect a student's total financial responsibilities.

The following chart is applicable to students entering CHSU COP as P1 students during the 2019-2020 school year:

	P1	P2 - Estimated	P3 - Estimated	P4 - Estimated	Total - Estimated
Tuition and Fees Paid Directly to CHSU					
Tuition	\$45,675	\$45,675	\$45,675	\$45,675	\$182,700
Seat Deposit Fee	\$250 ¹				
CPR Training	\$90		\$90		\$180
Immunization Certification Fee	\$95				\$95
MTM Certificate Program Fee			\$95		\$95
Pharmacy Lab Fee/Patient Assessment	\$102				\$102
Technology Fee	\$100	\$100	\$100	\$100	\$400
Malpractice Insurance	\$25	\$25	\$25	\$25	\$100
Student Services, Activity and Clubs Fee	\$120	\$120	\$120	\$120	\$480
Student Professional Association Fee	\$190	\$190	\$190	\$190	\$760
Supplies and Licensure Prep				\$400	\$400
Events Fees	\$100	\$100	\$100	\$100	\$400
Estimated Costs Paid to Others					
Room and Board	\$13,492 ²	\$13,492	\$13,492	\$13,492	\$53,968
Books & Supplies (includes a computer)	\$1,523	\$1,523	\$1,523	\$1,523	\$6,092
Background Check and Drug Screening	\$79	\$270	\$270		\$619
Health Insurance	\$2,690 ³	\$2,690	\$2,690	\$2,690	\$10,760
Personal Expenses (i.e., transportation, personal and other miscellaneous)	\$3,686	\$3,686	\$3,686	\$3,686	\$14,744
Total Estimated Institutional Charges	\$46,497	\$46,210	\$46,395	\$46,610	\$185,712
Total Estimated Non-Institutional Charges	\$21,470	\$21,661	\$21,661	\$21,391	\$86,183
Total Estimated Cost of Attendance	\$67,967	\$67,871	\$68,056	\$68,001	\$271,895

Total Estimated Institutional Charges: Year 1: \$46,497; Year 2: \$46,210; Year 3: \$46,395; Year 4: \$46,610

Total Estimated Non-Institutional Charges: Year 1: \$21,470; Year 2: \$21,661; Year 3: \$21,661; Year 4: \$21,391

Total Estimated Cost of Attendance: Year 1: \$67,967; Year 2: \$67,871; Year 3: \$68,056; Year 4: \$68,001

¹**Seat Deposit Fee:** The Seat Deposit Fee is not reflected in the totals because for students who choose to attend the COP the Seat Deposit Fee will be applied towards the student's first year of tuition. The Seat Deposit Fee is non-refundable for students who do not attend the COP.

²**Housing:** This reflects estimated allowances for housing and food. California Health Sciences University (CHSU) does not provide on-campus housing for students. While CHSU is not responsible for obtaining housing for students, the Office of Student Affairs will provide resources for locating local housing. Housing is available within two miles of the campus. Rental prices range from approximately \$400 to over \$1000 per month. CHSU has no responsibility to find or assist a student in finding housing. All arrangements for housing will be between the student and the landlord.

³Waiver of Health Insurance: Students may request a waiver of the University Health Insurance fee upon providing proof of other qualifying health insurance coverage. This fee covers health insurance for the student only and does not cover additional family members.

The following chart is applicable to students entering CHSU COP as P1 students during the 2020-2021 school year:

	P1	P2 - Estimated	P3 - Estimated	P4 - Estimated	Total - Estimated
Tuition and Fees Paid Directly to CHSU					
Tuition	\$46,950	\$47,700	\$48,500	\$49,300	\$192,450
Seat Deposit Fee (non-refundable)	\$250 ⁴	\$0	\$0	\$0	\$0
CPR Training	\$90	\$0	\$90	\$0	\$180
Immunization Certification Fee	\$95	\$0	\$0	\$0	\$95
MTM Certificate Program Fee	\$0	\$0	\$95	\$0	\$95
Pharmacy Lab Fee/Patient Assessment	\$102	\$0	\$0	\$0	\$102
Technology Fee	\$100	\$100	\$100	\$100	\$400
Malpractice Insurance	\$25	\$25	\$25	\$25	\$100
Student Services, Activity and Clubs Fee	\$120	\$120	\$120	\$120	\$480
Student Professional Association Fee	\$190	\$190	\$190	\$190	\$760
Supplies and Licensure Prep	\$0	\$0	\$0	\$800	\$800
Events Fee	\$100	\$100	\$100	\$100	\$400
Estimated Costs Paid to Others					
STRF Fee (non-refundable)	\$0	\$0	\$0	\$0	\$0
Room and Board (based on a 9 month academic year)	\$14,853 ⁵	\$15,100	\$15,400	\$15,700	\$60,762
Books & Supplies (includes a computer)	\$1,565	\$1,600	\$1,700	\$1,800	\$6,665
Background Check and Drug Screening	\$126	\$140	\$70	\$140	\$476
Health Insurance ⁶	\$2,950	\$3,100	\$3,300	\$3,500	\$12,850
Personal Expenses (i.e., transportation, personal and other miscellaneous)	\$3,990	\$4,100	\$4,200	\$4,300	\$16,590
Total Estimated Institutional Charges	\$47,772	\$48,235	\$49,220	\$50,635	\$195,862
Total Estimated Non-Institutional Charges	\$23,484	\$24,040	\$24,670	\$25,440	\$97,634
Total Estimated Cost of Attendance	\$71,256	\$72,275	\$73,890	\$76,075	\$293,496

Total Estimated Institutional Charges: Year 1: \$47,772; Year 2: \$48,235; Year 3: \$49,220; Year 4: \$50,635

Total Estimated Non-Institutional Charges: Year 1: \$23,484; Year 2: \$24,040; Year 3: \$24,670; Year 4: \$25,440

Total Estimated Cost of Attendance: Year 1: \$71,256; Year 2: \$72,275; Year 3: \$73,890; Year 4: \$76,075

⁴Seat Deposit Fee: The Seat Deposit Fee is not reflected in the totals because for students who choose to attend the COP the Seat Deposit Fee will be applied towards the student's first year of tuition. The Seat Deposit Fee is non-refundable for students who do not attend the COP.

⁵Housing: This reflects estimated allowances for housing and food. California Health Sciences University (CHSU) does not provide on-campus housing for students. While CHSU is not responsible for obtaining housing for students, the Office of Student Affairs will provide resources for locating local housing. Housing is available within two miles of the campus. Rental prices range from approximately \$400 to over \$1000 per month. CHSU has no responsibility to find or assist a student in finding housing. All arrangements for housing will be between the student and the landlord.

⁶Waiver of Health Insurance: Students may request a waiver of the University Health Insurance fee upon providing proof of other qualifying health insurance coverage. This fee covers health insurance for the student only and does not cover additional family members.

Additional Fees Students May Incur

In addition to the required institutional fees, students may incur other fees and costs. For example, students will incur an additional fee if their payment is late, if they withdraw from any University program and then return to the University, if a student’s check is returned for any reason when a student makes any payment to the University, if the student’s ID card is missing and for printing/copying costs.

A list of additional institutional fees students may incur is provided below. The University reserves the right to change any of these fees, to add additional fees, and to make modifications to services related to such fees at any time without prior notice.

Late Payment Fee	A late fee of Fifty Dollars (\$50.00) will be assessed each month on all outstanding tuition and fees balances until payment is received in full, except when the late payment is caused by a delay in either private or public student loan disbursement, through no fault of the student.
Registration Reinstatement Fee	Fifty Dollars (\$50.00) fee upon the student’s return to the University.
Returned Check Fee	Returned check fee shall be Twenty Five Dollars (\$25.00). For each subsequent returned check fee for the same installment an additional Twenty Five Dollars (\$25.00) fee will be charged. The outstanding obligation and the returned check fee must be paid by cashier’s check or money order. After a student has two returned checks during their program at CHSU, the student will be required to make all university payments for the remainder of their attendance via a cashier’s check or money order only.
Missing/Lost/Stolen Student ID Card	There is no charge for issuance of the initial Student ID Card. However, lost, stolen, misplaced or abused cards must be reported immediately and replaced by the Business Office at a cost of Twenty Dollars (\$20.00)/time to the student.
Copying/Printing Fees	CHSU provides each student with a Twenty Five Dollars (\$25.00) printing credit each year. Copy machines and printers are available for students to use across campus. Additional printing costs for students may be up to \$0.10 per page.

Method of Timing of Payment; Delinquent Accounts

California Health Sciences University requires only one semester of charges to be paid at a time. All tuition and fees for each semester must be paid in full no later than thirty (30) calendar days prior to the first day of class for each semester.

Payments may be made online through ACH by logging into the Student Portal, or in person at the CHSU Business Office via check, money order or cashier's check payable to "California Health Sciences University." Please include your name and student ID on the check/money order. The Business Office is located at 120 N. Clovis Avenue, Clovis, CA 93612. Cash payments and credit cards are not accepted. All payments made by or on behalf of a student shall be applied to his or her account. Statements of a student's account balance may be accessed by the student using CHSU's online student portal.

Delinquent student accounts may be reported to one of more of the major credit bureaus and may be forwarded to an outside collection agency or attorney. If collections efforts become necessary, the student is responsible for all costs incurred to collect the outstanding debt, including but not limited to principal, accrued interest, late fees, collection fees, and any legal fees.

Tuition Refunds

The below describes when students may become eligible for partial or complete tuition and fees reimbursements and how such reimbursements will be calculated.

Right to Cancel and Refund

A student has the right to cancel their enrollment agreement and obtain a refund of all charges paid through attendance at the first class session or the seventh day after enrollment, whichever is later, less the two-hundred and fifty dollar (\$250) non-refundable seat deposit. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

Withdrawal and Eligibility for Tuition Refund

A student who withdraws from CHSU prior to the completion of sixty percent (60%) of the semester, but after the seventh day of enrollment, is entitled to a pro-rated refund of unearned institutional charges (i.e., tuition and refundable fees) as described in California Education Code 94920, reflected below. CHSU shall also provide a pro-rata refund of non-federal student financial aid program monies paid for institutional charges to students who have completed sixty percent (60%) or less of the period of attendance. A student who withdraws after completion of sixty percent (60%) of the semester is not entitled to any refunds.

For the purpose of determining a refund under only this section, a student shall be deemed to have withdrawn from a program of instruction when the student withdraws or is deemed withdrawn in accordance with the Withdrawal and Leave of Absence policies.

Partial attendance or withdrawal from some courses will not entitle a student to any refund under this policy.

Calculation and Payment of Refund

For purposes of tuition refund calculations, the withdrawal period will be measured from the date the student actually stops attendance in all courses. Once all calculations are complete, the Business Office will bill or refund the student for any outstanding balance.

The following formula can be used as an example to calculate the refund:

1. Total days in current term – Days in current term completed = Total days not completed
2. Total days not completed/Total days in current term = % of pro-rata refund
3. (Institutional charges* x % of pro-rata refund) – Non-refundable fees** = Total refund owed

*Unearned institutional charges in the pro-rata refund include current term tuition.

**Non-refundable fees and charges are: (1) all non-refundable fees; (2) Student Tuition Recovery Fund fee; and (3) student health insurance premium, if applicable.

Students are not entitled to reimbursement of any outstanding charges that the student has not yet paid to the University.

If the amount of the current term payments is more than the amount that is owed for the time attended, then a refund of the difference will be made within forty-five (45) calendar days after the notice of withdrawal is received by the Office of the Registrar.

If any portion of the tuition was paid from the proceeds of a loan or third party (i.e., scholarship provider etc.), the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that issued the loan.

CHSU Financial Disclosure

California Health Sciences University DOES NOT have a pending petition in bankruptcy, nor is the institution operation as a debtor in possession, nor has the institution filed a petition within the last five years, nor has it had a petition in bankruptcy filed against it within the preceding five (5) years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

Student Rights Under the Student Tuition Recovery Fund (STRF)

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if 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.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.

5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

COP Grading System and Quality Points Policy

Cumulative grade point averages are computed with a quality point system. The interpretation of the letter grades and their quality point values is as follows:

Grade	Percentage Range	Quality Points
A	90-100%	4.0
B	80-89.9%	3.0
C	70-79.9%	2.0
D	60-69.9%	1.0
F	< 60%	0
RC	Successful Remediation with Grade of "C"	2.0
RF	Failed Remediation with Grade Below "C"	1.0
P	Passed	Not included in GPA
NP	Not Passed	Not included in GPA
IC	Incomplete	0
IP	In Progress	0
W	Withdrawal	0
WF	Withdrawal Fail	0
WP	Withdrawal Pass	0

The grade of IC (incomplete) may be assigned to a student who otherwise is passing the course but is unable to complete all of the required coursework and/or examinations due to extenuating circumstances (such as illness, death in the family, injury due to accident, etc.). Generally, the IC should be removed no later than ten (10) days after

it was assigned, unless otherwise specified by prior agreement with the course director and the Dean to extend the deadline. If the IC is not removed within the stated period of time, it will automatically change to a grade of F. In cases of illness or extreme circumstance, the IC may be changed to a grade of W, in accordance with the CHSU Student Attendance and Leaves of Absence Policy. A student with an IC on their transcript at the beginning of the fourth year APPEs will not be allowed to begin their fourth-year rotations until the IC has been removed from the transcript.

Dean's and President's List

A first-, second, or third-professional year student, whose grade point average is between 3.50 and 3.78 for 12 or more semester hours during any semester is given Dean's List standing at the end of that term. A first-, second-, or third-professional year student, whose grade point average is 3.79 or above for 12 or more semester hours during any semester is given President's List standing at the end of that term.

Graduation with Honors

Candidates for the Doctor of Pharmacy degree who earn a cumulative grade point average of 3.5 to 3.69 will receive their degree cum laude; those earning a grade point average of 3.7 to will receive their degree magna cum laude; those earning a grade point average of 3.9 and above, will receive their degree summa cum laude. To be eligible for honors, a student must have been in residence at CHSU for two years, during which time the student must have completed a minimum of 72 semester hours.

COP Final Course Grade Appeal Policy

A student may file an appeal if they dispute a final course grade. The student must initiate a formal grade appeal process using the Course Grade Appeal form and submit the completed form to the course director within ten (10) business days of the grade being posted. The grade appeal form is located on the CHSU web site. The course director shall respond to the student in writing using the submitted Course Grade Appeal form within five (5) business days. If the appeal is not resolved to the student's satisfaction, the student can submit the appeal form to the Department Chair within two (2) business days of receiving the decision of the course director. The Department Chair shall consider the appeal, after discussing the appeal with the student and the course director, and render a written decision on the Course Grade Appeal form, which must be returned to the student within five (5) business days. If the course director is the Department Chair, the student may appeal the decision made by the course director directly to the Dean. The student may appeal to the Dean within two (2) business days of being notified of the Department Chair's decision to reject the appeal. The Dean shall meet with the student and the course director within five (5) business days to review the Course Grade Appeal form and any supportive documentation, discuss the reasons for the appeal, and render a final written decision. The Dean shall notify the student, the course director, and the Department Chair of the final decision. If the grade appeal is upheld, the Dean shall notify the Registrar about any need to change the student's grade in official academic records. If the grade appeal is rejected by the Dean, the appeal process is thereby terminated. In all matters of grade appeal, the decision of the Dean is final. In the event that the Dean has been personally involved in the determination of the student's grade, or in any other circumstance could reasonably be determined to constitute a conflict of interest that might undermine the Dean's ability to render an impartial decision, the Dean shall recuse themselves; the final decision on the grade appeal shall be rendered by the Provost. Records of adjudicated grade appeals shall be retained by the Dean's office.

COP Student Exam Policy

PURPOSE

The purpose of this policy is to enforce a uniform exam process that facilitates fairness and academic integrity for all students.

QUIET AND DISTRACTION-FREE ENVIRONMENT

Students must refrain from communicating with classmates in any form, during an examination. Students shall not ask proctors for clarification on questions. For electronic exams, students can leave a note to defend a specific choice in the comment section, otherwise a blank sheet of paper may be provided to collect comments. All exam questions, comments and results are reviewed after the exam for trends and performance to finalize the exam key.

ACADEMIC INTEGRITY

Typically, exams will be time-limited, with questions randomly sequenced, with no ability to go back on submitted questions. Students who bring unauthorized materials or electronic devices into an exam, seek assistance, obtain assistance from classmates or from any unauthorized sources, or otherwise fail to follow this Student Exam policy may receive an exam grade reduction or failure and may be subject to discipline under the Student Professionalism and Conduct policy, up to and including, dismissal of the program. CHSU reserves the right for proctors and faculty to refuse exams, terminate exams, and report test takers who are suspected of violating CHSU policies.

PERSONAL BELONGINGS AND ELECTRONIC DEVICES

All coats, jackets, hats, scarves, shawls, blankets, pillows, books, notes, backpacks, book bags, briefcases, purses, pencil cases and electronic devices (including but not limited to cell phones, pagers, digital timers, smart watches, programmable calculators, netbooks and notebook computers, etc.), must be turned off and stored away from the examination area. When taking a paperless exam, a personal laptop will be permitted. All personal laptops must be equipped with a privacy screen, if privacy screens are required per the course syllabus. Students may bring in a water bottle with no label or label removed. Table spaces must be cleared of all unnecessary materials prior to the start of the exam. All materials brought into the examination area are subject to search and confiscation by proctors and faculty.

ASSIGNED SEATING

If an exam seating chart is posted with assigned seating, students must sit in assigned seats. Otherwise, students should sit at assigned team tables used for class.

ENTERING AND EXITING EXAM CLASSROOM/AREA

Entrance to the classroom where the exam is to be given will not be permitted until the exam is set to start or when the proctors allow entry. Students will be asked to leave the classroom until the exam is ready to be given. Once the exam is complete, students should quietly exit the room. Students should refrain from unnecessary noise outside of the classroom so as not to distract exam takers. Students will not be allowed to re-enter the exam room until the exam has ended.

WATER AND RESTROOM BREAKS

Water or restroom breaks are permitted after notifying a proctor. If a limited number of proctors are available, restroom breaks may not be permitted. Only one student may use the restroom at a time and may be accompanied by a proctor. Proctors may ask students to show that they do not have any/or electronic devices or other materials on their persons when leaving for a restroom break. A note from a physician will be accepted for extenuating circumstances. A break does not entitle the student to more time on an exam. If restroom breaks are being abused or become a distraction, the proctor may limit breaks as deemed necessary.

SURVEILLANCE AND MONITORING

In addition to proctors, CHSU employs video surveillance and recording technologies to maintain an environment of academic integrity.

EXAM COMPLETION

When a student has completed their exam, they should inform the proctor by turning in their paper materials and/or showing the proctor the submission screen for electronic exams. All work must cease at the end of the exam. No credit will be given for work completed after the end of the allotted exam time.

LATE AND EXCUSED ABSENCE POLICY

A student who arrives more than 15 minutes late to an exam may be allowed to take the exam at a later date. Final exam scores will be deducted by 10%. In addition, the student will receive a “letter of unprofessionalism” that will be kept in the student’s file. If the student has an approved excused absence, they will be allowed to take the exam at a later date without penalty. For exam absences, students should reference the Student Attendance and Leaves of Absence Policy for further details

COP Graduation Requirements Policy

In order to graduate from the CHSU COP, a student will be required to satisfy all graduation requirements in this policy during the year of degree conferral. Graduation requirements may change from time to time following a student’s matriculation and due notice will be given; however, it remains the student’s responsibility to be aware of current policies and procedures at CHSU-COP.

A student who has fulfilled all the academic requirements will be granted the Doctor of Pharmacy (PharmD) degree provided the student has met all of the below requirements:

- 1. Compliance with All Legal, Financial Requirements and Obligations.** The student has complied with all legal and financial requirements and obligations of CHSU or CHSU-COP, which includes return of any CHSU or CHSU COP owned property and equipment.
- 2. Graduation Ceremony.** The student is required to attend, in person, the graduation ceremony at which time

Fall 2019	
E-Orientation	July 15, 2019
Tuition Due for Fall (if not using Financial Aid)	July 19, 2019
P1 Orientation	August 12-16, 2019
P2 Orientation	August 15-16, 2019
P3 Orientation	August 15-16, 2019
Fall Semester Classes Begin	August 19, 2019
Add/Drop Period	August 19-23, 2019
Last Day to Withdraw from Program Without Penalty	August 23, 2019
Labor Day Holiday – No Classes	September 2, 2019
Professional Development Day	September 27, 2019 (subject to change)
White Coat Ceremony	September 28, 2019
Thanksgiving Holiday – No Classes	November 25-29, 2019
Last Day of Classes	December 6, 2019
Tuition Due for Spring (if not using Financial Aid)	December 6, 2019
Final Examinations	December 9-13, 2019
Winter Break – University Closed	December 25, 2019 - January 1, 2020
Spring 2020	
Spring Semester Classes Begin	January 6, 2020
Add/Drop Period	January 6-10, 2020
Last Day to Withdraw from Program Without Penalty	January 10, 2020
Martin Luther King Jr. Holiday – No Classes	January 20, 2020
President's Day Holiday – No Classes	February 17, 2020
Spring Break – No Classes	March 16-20, 2020
Community Engagement Day	April 3, 2020 (subject to change)
Last Day of Classes	April 24, 2020
Final Examinations	April 27 - May 1, 2020
P4 Naplex/Law Review	Week of May 11, 2020 (exact dates TBA)
Class of 2020 Graduation Dinner	May 14, 2020
Class of 2020 Graduation Ceremony	May 16, 2020

Schedule of Courses

Students Entering Fall 2019

First Year		
Semester 1		Credits
PHR 509	Leadership for Lifelong Learning	3
PHR 511	Biochemistry	4
PHR 514	Calculations Lab	2
PHR 522	Pharmaceutics	5
PHR 540	Compounding and Dispensing Lab	1
PHR 541	Patient Self Care	4
Total Credits		19
Semester 2		
PHR 512	Immunology	3
PHR 515	Biostatistics & Evidence Based Medicine	3
PHR 523	Pharmacokinetics	5
PHR 532	Principles of Drug Action I	6
PHR 543	Pharmacy Practice Lab and Patient Assessment	2
Total Credits		19
Second Year		
Semester 3		
PHR 634	Principles of Drug Action II	6
PHR 644	Patient Care I	8
PHR 649	Advanced Patient Assessment	2
PHR 658	Critical Pharmacy Knowledge I	1
PHR 661	Introductory Pharmacy Practice Experience I	4
Total Credits		21
Semester 4		
PHR 635	Principles of Drug Action III	6
PHR 645	Patient Care II	8
PHR 659	Critical Pharmacy Knowledge 2	1
PHR 681	Electives	2
PHR 662	Introductory Pharmacy Practice Experience II	3
Total Credits		20

Third Year

Semester 5

PHR 751	Health Care Systems	3
PHR 735	Principles of Drug Action IV	5
PHR 746	Patient Care III	8
PHR 757	Critical Pharmacy Knowledge 3	1
PHR 781	Electives	2
PHR 791	Co-Curriculum Portfolio	.5
Total Credits		19.5

Semester 6

PHR 747	Patient Care IV	8
PHR 752	Pharmacy Law and Ethics	4
PHR 753	Pharmacy Management	4
PHR 759	Critical Pharmacy Knowledge 4	1
PHR 763	Introductory Pharmacy Practice Experience III	1
PHR 792	IPE Portfolio	.5
Total Credits		18.5

Fourth Year

Semester 7 & 8

PHR 871	Inpatient/Acute Care Medicine	6
PHR 872	Hospital or Health System Pharmacy	6
PHR 873	Ambulatory Care	6
PHR 874	Community Pharmacy	6
PHR 875	Prescriber Led	6
PHR 877	Selected APPE (Elective)	6
PHR 878	Selected APPE (Elective)	6
Total Credits		42

Schedule of Courses

Students Entering Fall 2018

First Year		
Semester 1		Credits
PHR 509	Leadership for Lifelong Learning	3
PHR 511	Biochemistry	4
PHR 514	Calculations Lab	2
PHR 522	Pharmaceutics	5
PHR 540	Compounding and Dispensing Lab	1
PHR 541	Patient Self Care	4
Total Credits		19
Semester 2		
PHR 512	Immunology	3
PHR 515	Biostatistics & Evidence Based Medicine	3
PHR 523	Pharmacokinetics	5
PHR 532	Principles of Drug Action I	6
PHR 543	Pharmacy Practice Lab and Patient Assessment	2
Total Credits		19
Second Year		
Semester 3		
PHR 634	Principles of Drug Action II	6
PHR 644	Patient Care I	8
PHR 649	Advanced Patient Assessment	2
PHR 656	Critical Pharmacy Knowledge I	.5
PHR 661	Introductory Pharmacy Practice Experience I	4
Total Credits		20.5
Semester 4		
PHR 635	Principles of Drug Action III	6
PHR 645	Patient Care II	8
PHR 657	Critical Pharmacy Knowledge 2	.5
PHR 681	Electives	2
PHR 662	Introductory Pharmacy Practice Experience II	3
Total Credits		19.5

Third Year

Semester 5

PHR 751	Health Care Systems	3
PHR 735	Principles of Drug Action IV	5
PHR 746	Patient Care III	8
PHR 756	Critical Pharmacy Knowledge 3	.5
PHR 781	Electives	2
PHR 791	Co-Curriculum Portfolio	.5
Total Credits		19

Semester 6

PHR 747	Patient Care IV	8
PHR 752	Pharmacy Law and Ethics	4
PHR 753	Pharmacy Management	4
PHR 757	Critical Pharmacy Knowledge 4	.5
PHR 763	Introductory Pharmacy Practice Experience III	1
PHR 792	IPE Portfolio	.5
Total Credits		18

Fourth Year

Semester 7 & 8

PHR 871	Inpatient/Acute Care Medicine	6
PHR 872	Hospital or Health System Pharmacy	6
PHR 873	Ambulatory Care	6
PHR 874	Community Pharmacy	6
PHR 875	Prescriber Led	6
PHR 877	Selected APPE (Elective)	6
PHR 878	Selected APPE (Elective)	6
Total Credits		42

Students Entering Fall 2016 and Fall 2017

First Year		
Semester 1		Credits
PHR 509	Leadership for Lifelong Learning	3
PHR 511	Biochemistry	4
PHR 514	Calculations Lab	1
PHR 522	Pharmaceutics	5
PHR 540	Compounding and Dispensing Lab	1
PHR 541	Patient Self Care	4
	Total Credits	18
Semester 2		
PHR 512	Immunology	3
PHR 515	Biostatistics & Evidence Based Medicine	3
PHR 523	Pharmacokinetics	5
PHR 532	Principles of Drug Action I	6
PHR 543	Pharmacy Practice Lab and Patient Assessment	2
	Total Credits	19
Second Year		
Semester 3		
PHR 634	Principles of Drug Action II	6
PHR 644	Patient Care I	8
PHR 649	Advanced Patient Assessment	2
PHR 661	Introductory Pharmacy Practice Experience I	4
	Total Credits	20
Semester 4		
PHR 635	Principles of Drug Action III	6
PHR 645	Patient Care II	8
PHR 681	Electives	2
PHR 662	Introductory Pharmacy Practice Experience II	3
	Total Credits	19

Third Year

Semester 5

PHR 751	Health Care Systems	3
PHR 735	Principles of Drug Action IV	5
PHR 746	Patient Care III	8
PHR 781	Electives	2
PHR 791	Co-Curriculum Portfolio	.5
Total Credits		18.5

Semester 6

PHR 747	Patient Care IV	8
PHR 752	Pharmacy Law and Ethics	4
PHR 753	Pharmacy Management	4
PHR 763	Introductory Pharmacy Practice Experience III	1
PHR 792	IPE Portfolio	.5
Total Credits		17.5

Fourth Year

Semester 7 & 8

PHR 871	Inpatient/Acute Care Medicine	6
PHR 872	Hospital or Health System Pharmacy	6
PHR 873	Ambulatory Care	6
PHR 874	Community Pharmacy	6
PHR 875	Prescriber Led	6
PHR 877	Selected APPE (Elective)	6
PHR 878	Selected APPE (Elective)	6
Total Credits		42

Students Entering Fall 2015

First Year		
Semester 1		
PHR 511	Biochemistry	4
PHR 514	Calculations Lab	1
PHR 521	Medicinal Chemistry	5
PHR 522	Pharmaceutics	5
PHR 541	Patient Self Care	4
Total Credits		19
Semester 2		
PHR 522	Immunology	3
PHR 513	Biostatistics	3
PHR 523	Pharmacokinetics	5
PHR 531	Pharmacology I	5
PHR 542	Pharmacy Practice Lab	2
Total Credits		18
Second Year		
Semester 3		
PHR 632	Pharmacology II	5
PHR 642	Evidence Based Medicine	2
PHR 644	Patient Care I	8
PHR 649	Advanced Patient Assessment	2
PHR 661	Introductory Pharmacy Practice Experience I	4
Total Credits		21
Semester 4		
PHR 633	Pharmacology III	5
PHR 645	Patient Care II	8
PHR 681	Electives	2
PHR 662	Introductory Pharmacy Practice Experience II	3
Total Credits		18

Third Year

Semester 5

PHR 734	Pharmacology IV	5
PHR 746	Patient Care III	8
PHR 751	Health Care Systems	3
PHR 781	Electives	2
PHR 791	Co-Curriculum Portfolio	.5
Total Credits		18.5

Semester 6

PHR 747	Patient Care IV	8
PHR 752	Pharmacy Law and Ethics	4
PHR 753	Pharmacy Management	4
PHR 763	Introductory Pharmacy Practice Experience III	1
PHR 792	IPE Portfolio	.5
Total Credits		17.5

Fourth Year

Semester 7 & 8

PHR 871	Inpatient/Acute Care Medicine	6
PHR 872	Hospital or Health System Pharmacy	6
PHR 873	Ambulatory Care	6
PHR 874	Community Pharmacy	6
PHR 875	Prescriber Led	6
PHR 877	Selected APPE (Elective)	6
PHR 878	Selected APPE (Elective)	6
Total Credits		42

Students Entering Fall 2014

First Year		
Semester 1		
PHR 510	Calculations Lab	.5
PHR 511	Biochemistry	4
PHR 521	Medicinal Chemistry	5
PHR 522	Pharmaceutics	5
PHR 541	Patient Self Care	4
Total Credits		18.5
Semester 2		
PHR 512	Immunology	3
PHR 513	Biostatistics	3
PHR 523	Pharmacokinetics	5
PHR 531	Pharmacology I	5
PHR 542	Pharmacy Practice Lab	2
Total Credits		18
Second Year		
Semester 3		
PHR 632	Pharmacology II	5
PHR 643	Evidence Based Medicine	3
PHR 644	Patient Care I	8
PHR 661	Introductory Pharmacy Practice Experience I	4
Total Credits		21
Semester 4		
PHR 633	Pharmacology III	5
PHR 645	Patient Care II	8
PHR 648	Introduction to Patient Assessment	3
PHR 681	Electives	2
Total Credits		17-18

Third Year

Semester 5

PHR 751	Health Care Systems	3
PHR 734	Pharmacology IV	5
PHR 746	Patient Care III	8
PHR 749	Advanced Patient Assessment	2
PHR 762	Introductory Pharmacy Practice Experience II	3
Total Credits		21

Semester 6

PHR 752	Pharmacy Law and Ethics	4
PHR 753	Pharmacy Management	4
PHR 747	Patient Care IV	8
PHR 763	Introductory Pharmacy Practice Experience III	1
PHR 781	Electives	2
PHR 792	IPE Portfolio	.5
Total Credits		19.5

Fourth Year

Semester 7 & 8

PHR 871	Inpatient/Acute Care Medicine	6
PHR 872	Hospital or Health System Pharmacy	6
PHR 873	Ambulatory Care	6
PHR 874	Community Pharmacy	6
PHR 875	Prescriber Led	6
PHR 877	Selected APPE (Elective)	6
PHR 878	Selected APPE (Elective)	6
Total Credits		42

the degree is conferred, and during which graduates take the Oath of the Pharmacist. Rare exceptions to this requirement may be granted at the sole discretion of the Dean. The Dean’s review will be based on whether there are extenuating circumstances that prevent the student from attending. Students are required to submit such requests to the Dean within a reasonable time after learning of any such extenuating circumstances. Students should enclose any relevant documents with their request. The Dean will issue a written decision regarding whether this requirement will be waived for the student within ten (10) business days of receipt of the student’s request, or within a reasonable time frame depending on the timing of the student’s notice.

3. **Technical Standards.** The student must meet all of the Technical Standards outlined in CHSU-COP’s Academic Catalog, as those requirements may change from time to time.
4. **Formal Approval for Graduation.** The student has received recommendation for graduation from the voting faculty of the CHSU COP, the process by which shall occur according to the COP’s policies and procedures. Thereafter, the Board of Trustees will confer the degree of PharmD on students who have satisfactorily completed the requirements for graduation and have been recommended for graduation.
5. **Graduation within Six (6) Years of Matriculation.** A student must have completed all requirements for graduation and must graduate within six (6) years from the date of matriculation. The COP Dean shall have reasonable discretion to allow for limited exceptions to this time period, upon demonstration of extraordinary circumstances supporting such exception.

COP Course Numbering System

The number assigned to a course is a general indicator of the year level of the course, the discipline the course belongs to, and the placement of the course in the sequence of courses within the discipline.

Course	Year	Discipline
500	First	10 = Biomedical Sciences
600	Second	20 = Pharmaceutical Sciences
700	Third	30 = Medical Sciences
800	Fourth	40 = Clinical Sciences
		50 = Administrative Sciences
		60 = IPPE
		70 = APPE
		80 = Elective
		90 = Portfolio

Lunch Time Co-Curriculum Hours Policy

The Lunch time Co-Curriculum provides growth, learning and professionalization opportunities that are not regularly incorporated in the curriculum, with the primary purpose of helping students make steady progress toward achieving the college’s Global Learning Outcomes. Dedicated time for the Lunch time Co-Curriculum occurs Monday through Thursday from 12:00 pm to 2:00 p.m. No classes are regularly scheduled during these hours. Required Lunch time Co-Curriculum sessions are scheduled periodically each month, and are typically mandatory unless otherwise noted. Student organizations wishing to schedule events during lunch time hours, or at any other time, must reserve the date by completing an event form found on BrightSpace. On occasion, Required Lunch time Co-Curriculum sessions may be scheduled on short notice and take precedence over other events.

COP Course Descriptions

Preparatory Sciences	
PHR 509: Life-Long Learning	3 credit hours
Future practitioners must demonstrate competence in a number of general abilities that form the foundation for professional practice and continuing professional development. This course provides introduction to, and practice in, the application of methodologies in assessment and self-assessment, critical thinking, problem-solving, critical reading and study for deep comprehension and learning, teaming, creative thinking, and self-management.	
PHR 851BC: Board Competency	3 credit hours
The course is designed to provide scheduled time for NAPLEX preparation and mock board exams. This course will also help students identify areas of deficiency where more strategic focus should be placed. By the completion of this course, students should be able to confidently sit for their board exams.	
Biomedical Sciences	
PHR 511: Biochemistry	4 credit hours
This course will discuss the basic principles of the molecular basis of cellular function and control mechanisms of the human body, as well as the biochemistry of macromolecules, enzymes, and metabolic pathways.	
PHR 512: Immunology	3 credit hours
This course discusses the principles of immune responses in health and disease with a focus on antigen processing and presentation, B-cell, T-cell and antibody development and function, autoimmune diseases and primary immunodeficiencies, hypersensitivity reactions as well as transplant and cancer immunology.	
PHR 514: Calculations	2 credit hours
This course will review the basic calculations that are necessary for the practice of pharmacy. These calculations include dosage calculations, ratio equations, determining molarity, molar equivalents, and the use of basic ratios required in dilutions and compounding.	
PHR 515: Biostatistics & Evidence Based Medicine	3 credit hours

This course introduces the students to various sources of drug information, to the concept of evidence-based medicine and basic principles of biostatistics.

Pharmaceutical Sciences

PHR 522: Pharmaceutics

5 credit hours

This course will introduce students to the physicochemical principles important for the formulation, preparation, stability, and performance of pharmaceutical dosage forms. The course will focus on the theory, technology, formulation, evaluation, regulatory aspects, and dispensing of basic dosage forms such as tablets, capsules, solutions, suspensions, emulsions, semisolids, topical, aerosol and few novel drug delivery systems.

PHR 523: Pharmacokinetics

6 credit hours

This course introduces students to pharmacokinetic concepts and principles. It introduces the principles of bioavailability, volume of distribution, clearance, elimination rate constant, and half-life, and will include drug dosing techniques in various clinical situations. Prerequisites: PHR 514, PHR 522.

Medical Sciences

PHR 532: Principles of Drug Action I

6 credit hours

This course introduces students to the concepts of pharmacodynamics, drug targets, drug-receptor interactions, signal transduction, molecular basis of drug metabolism and elimination, and basic principles of the autonomic nervous system. The pharmacological effects of various medications, their mechanisms of action and structure activity relationship will also be explored. Students will be introduced to the pathophysiology and pharmacological treatments of endocrine, musculoskeletal and gastro-intestinal disorders. Sites of intervention by medications used to treat the disorders of these systems will be discussed as well.

PHR 634: Principles of Drug Action II

6 credit hours

This course introduces students to the pathophysiology and pharmacological treatments of cardiovascular, respiratory and kidney disorders. The students will learn about structure activity relationship (SAR), pharmacological actions and adverse effects of various drugs used in the treatment of hypertension, arrhythmias, heart failure, stroke, dyslipidemia, coagulation disorders, respiratory disorders and kidney diseases. Prerequisite: PHR 532.

PHR 532: Principles of Drug Action III

6 credit hours

This course is a continuation in the series of courses examining the pharmacological and chemical basis of drug action. Students will integrate physiologic, biochemical and pathophysiologic concepts and information to understand the therapeutic and adverse actions and interactions of drugs. Topics included in this part of the sequence are drugs affecting the central nervous systems. This course introduces students to the pathophysiology and pharmacological treatments of neurological and psychiatric disorders. Sites of intervention by medications used to treat these disorders and their side effects will be emphasized in the treatment of affective/mood disorders, psychoses, epilepsy, anxieties, movement disorders, and sleep disorders. Prerequisite: PHR 532

PHR 735: Principles of Drug Action IV

6 credit hours

This course will introduce students to the pathophysiology of cancer and infectious diseases in general and their pharmacological treatments. This course will introduce students to the mechanism of action, pharmacokinetics and side effects of anti-microbial, anti-viral, anti-protozoal, and anti-fungal agents. Apart from chemotherapeutic agents used in infectious diseases, this course will also focus on mechanism of action, pharmacokinetics and adverse effects of cancer chemotherapeutic agents. In addition, students will be exposed to appropriate supportive care drugs that are required for the management of adverse effects associated with some of the specific cancer chemotherapeutic agents.

Clinical Sciences

PHR 540: Compounding & Dispensing

1 credit hours

This course is designed to provide students with an opportunity to learn and practice important pharmaceutical compounding techniques and dispensing used in optimizing a patient's drug therapy. This course will utilize a problem based/interactive instructional approach, and problem-solving exercises to provide students with knowledge, skills and attitude used for the extemporaneous preparation of a variety of dosage forms. This course will reinforce concepts of various pharmaceutical compounding techniques from didactic course principles to real world problem-based settings.

PHR 541: Patient Self Care

4 credit hours

Patient Self-Care teaches the student the process of patient interviewing, patient assessment, product selection of over-the-counter (OTC) medications and complementary alternative medications (CAM). This course is interactive and designed to introduce a systematic approach for evaluating a patient's self-care needs.

PHR 644: Patient Care I

8 credit hours

This course introduces students to the pharmacotherapy of endocrine, gastrointestinal, women's health, immunological, and musculoskeletal disorders. Clinical evaluation and assessment of patients will be emphasized in this course which will complement the development of treatment plans for patients based on their existing health status. Dosage forms, routes of administration, adverse effects, pharmacokinetics, potential drug interactions, medication safety, and patient counseling principles of the medications used in the treatment of the disorders will be emphasized.

PHR 645: Patient Care II

8 credit hours

This course introduces students to the pharmacotherapy of non-malignant hematology, cardiovascular, genitourinary, and renal disorders. Clinical evaluation and assessment of patients will be emphasized in this course which will complement the development of treatment plans for patients based on their existing health status. Dosage forms, routes of administration, adverse effects, pharmacokinetics, and potential drug interactions and medication safety of the medications used in the treatment of the disorders will be emphasized. Prerequisites: PHR 634, PHR 644, PHR 649.

PHR 649: Advanced Patient Assessment

2 credit hours

Patient assessment integrates psycho-social and pathophysiological processes. It includes techniques of history taking and health assessment together with an overview of normal findings and common deviations, identifying high-risk individuals and various disease states. This course will prepare students to verbally communicate with simulated patients during an assessment and to complete written assessments and develop plans of treatment using a SOAP Note format. Prerequisites: PHR 543

PHR 746: Patient Care III

8 credit hours

This course introduces students to the pharmacotherapy of neurological and psychiatric disorders, and of other disorders specifically affecting the pediatric and geriatric populations. Clinical evaluation and assessment of patients will be emphasized in this course which will complement the development of treatment plans for patients based on their existing health status. Dosage forms, routes of administration, adverse effects, pharmacokinetics, and potential drug interactions and medication safety of the medications used in the treatment of the disorders will be emphasized. Prerequisites: PHR 633, PHR 645.

PHR 747: Patient Care IV

8 credit hours

Clinical evaluation and assessment of patients will be emphasized in this course which will complement the development of treatment plans for patients based on their existing health status. Dosage forms, routes of administration, adverse effects, pharmacokinetics, and potential drug interactions and medication safety of the medications used in the treatment of the disorders will be highlighted.

Administrative Sciences

PHR 658: Critical Pharmacy Knowledge I

1 credit hours

This is the first course in a series that focus on basic, essential pharmacy information that students should be able to readily recall from memory, in addition to pharmacy calculations and IPPE readiness topics. Learning in this course will be through repetitive self-directed study as well as in a team format to complete information in case studies and calculations problems provided to the students.

PHR 758: Critical Pharmacy Knowledge II

1 credit hours

This course is the second course of a series that focuses on basic, essential pharmacy information that students should be able to readily recall from memory. Learning in the course results from repetitive self-directed study. All of the information that students are required to learn is presented to them on the first day of class. The intent is for students to learn and re-learn critical pharmacy facts until such information can be accurately and reliably retrieved from memory. This course will specifically cover the Top 50 specialty drugs, pharmacokinetic calculation, of drugs cleared by liver and kidney as well as a review of the topics from CPK1.

PHR 757: Critical Pharmacy Knowledge III

1 credit hours

This course is the third of four courses that focuses on basic, essential pharmacy information that students should be able to readily recall from memory. Drug cards will be used to highlight black box warnings, contraindications, dosages, interactions, and affects. Learning will be done in a team format to complete information in case studies and scenarios provided to the students. This course will be a review of previous materials and coordinate with materials being taught in the Principles of Drug Action, calculations, Patient Care and other relevant courses.

PHR 759: Critical Pharmacy Knowledge IV

1 credit hours

This is the third course in a series that focus on basic, essential pharmacy information that students should be able to readily recall from memory, in addition to pharmacy calculations, and IPPE III readiness topics. Drug cards will be used to highlight black box warnings, contraindications, dosages, interactions, and affects. Learning in this course will be through repetitive self-directed study as well as in a team format to complete information in case studies and calculations problems provided to the students. This course will be a review of previous materials and coordinate with materials being taught in the Principles of Drug Action, Calculations, Patient Care, and other relevant courses.

PHR 751: Health Care Systems

3 credit hours

This course introduces students to the organization, financing, and delivery of health care services in the United States and presents the challenges that the changing health care system has for patients, pharmacists, and society. This course also covers policy-making processes. Current prescription drug policies and the avenues that pharmacists can use to influence policies that promote safe, effective, and accessible drug therapy and provide patient-centered pharmacy care will be discussed.

PHR 752A: Pharmacy Law

2 credit hours

This course introduces students to the scope of pharmacy practice and the legal practice of pharmacy. The course will introduce students to the various regulatory agencies and the impact that these agencies have on pharmacy day to day practice.

PHR 752B: Pharmacy Ethics

2 credit hours

This course introduces students to pharmacy ethics as an interdisciplinary subject through critical thinking, writing, and discussing contemporary issues. Trends in professional values and ethical standards can be understood best within the situational context of pharmacy practice. So, in this course after reviewing the major principles of moral ethics in the biomedical field, we will focus on case studies in pharmacy ethics. During every session we will present cases considering a range of sources of moral authority, from professional organizations, health care institutions, patients, families, physicians, and administrators to professional committees and the general public.

PHR 753: Pharmacy Management

4 credit hours

This course is designed to introduce students to the essentials of pharmacy practice management. The course introduces leadership & management fundamentals, human resource essentials, principles of financial management, marketing basics, and risk management in the health care environment. Emphasis is placed on developing problem-solving abilities within a framework of pharmacy leadership. Student are introduced to business models for pharmacy services and products. Economic principles utilized to compare the cost and value of medication treatments will also be covered.

PHR 791/2: Co-curriculum and IPE Portfolio

.5 credit hours

In the 5th and 6th semester of the program, students submit a professional portfolio documenting experiences and reflections demonstrating movement aligned to the University Global Learning Outcomes. These portfolios are initiated in the Leadership for Lifelong Learning course in Semester 1 and are developed longitudinally with support of the Academic Advisor. A focus of Semester 5 includes demonstrating Professionalism, Moral Agency and Emotional Intelligence. A focus of Semester 6 includes demonstrating Interprofessional Collaboration.

Experiential Education

PHR 661: IPPE I	4 credit hours
<p>This introductory pharmacy practice experience (IPPE) is a 160 hour (4 week) on-site rotation in a community pharmacy setting. This experience is designed to provide students with opportunities to apply the basic skills they learned in the first professional year of pharmacy school and learn about patient care in a community pharmacy practice. Prerequisites: Successful completion of first professional year didactic coursework.</p>	
PHR 662: IPPE II	3 credit hours
<p>This introductory practice experience (IPPE) is a 120 hour (3 week) on-site rotation in an institutional pharmacy setting. This experience is designed to provide students with opportunities to apply skills they learned in the first and second years of pharmacy school and learn about patient care in an institutional pharmacy practice. Prerequisites: Successful completion of first and second professional year didactic and experiential coursework.</p>	
PHR 763: IPPE III	1 credit hour (prior to Spring 2020)
<p>This introductory practice experience (IPPE) is a 56 hour pre-APPE readiness rotation with a pharmacy practice preceptor. This experience is designed to provide students with skills necessary to be successful in the advanced pharmacy practice experiences (APPE) and is offered in the spring semester of the third year of pharmacy school. Prerequisites: Successful completion of all first- and second-year courses (didactic and experiential), as well as the current year fall coursework.</p>	
PHR 764: IPPE III	2.5 credit hour (as of Spring 2020)
<p>This introductory practice experience (IPPE) is a 98 hour pre-APPE readiness rotation with a pharmacy practice preceptor. This experience is designed to provide students with skills necessary to be successful in the advanced pharmacy practice experiences (APPE) and is offered in the spring semester of the third year of pharmacy school. Prerequisites: Successful completion of all first- and second-year courses (didactic and experiential), as well as the current year fall coursework.</p>	
Advanced Pharmacy Practice Experiences (APPEs)	
PHR 871: APPE - Acute Care	6 credit hours
<p>This advanced pharmacy practice experience (APPE) is a 240 hour (6 week) clinical rotation with a pharmacy practice preceptor. This course is designed to provide students with an in-depth understanding of an acute care setting such as internal medicine or critical care. Students will participate as an active member of the patient care team. Prerequisites: Successful completion of all first, second and third year didactic and experiential coursework.</p>	

PHR 872: APPE - Hospital or Health System	6 credit hours
<p>This advanced pharmacy practice experience (APPE) is a 240 hour (6 week) on-site rotation in a hospital or health system pharmacy setting. This experience will build upon and expand student knowledge previously gained in the institutional pharmacy IPPE. Prerequisites: Successful completion of all first, second and third year didactic and experiential coursework.</p>	
PHR 873: APPE – Ambulatory Care	6 credit hours
<p>This advanced pharmacy practice experience (APPE) is a 240 hour (6 week) clinical rotation with a pharmacy practice preceptor. This course is designed to provide students with an in-depth understanding of an ambulatory care setting such as heart failure clinic, diabetes management, or anticoagulation clinic. Students will participate as an active member of the patient care team. Prerequisites: Successful completion of all first, second and third year didactic and experiential coursework.</p>	
PHR 874: APPE – Community Pharmacy	6 credit hours
<p>This advanced pharmacy practice experience (APPE) is a 240 hour (6 week) on-site rotation in a community pharmacy practice setting. This experience will build upon and expand student knowledge previously gained in the community pharmacy IPPE. Prerequisites: Successful completion of all first, second and third year didactic and experiential coursework.</p>	
PHR 875: APPE – Prescriber Led	6 credit hours
<p>The prescriber led APPE rotation is a 240 hour (6 week) learning experience designed to teach the pharmacy student how to apply pharmaceutical care as an integrated member within a primary care setting. The student is involved in the development and monitoring of medication treatment regimens for patients. The student will work closely with the prescriber to provide chronic disease management and patient/caregiver education, including initiation of therapy, drug therapy monitoring and medication adjustment for patients. The student is also expected to promptly and accurately resolve drug information questions as well as targeted non-formulary requests. Focused areas for clinical experience could include; diabetes care, hyperlipidemia, hypothyroidism, chronic kidney disease, liver dysfunction, mental health and tobacco abuse. Prerequisites: Successful completion of all first, second and third year didactic and experiential coursework.</p>	
PHR 877, 878: APPE – Elective Opportunities	6 credit hours
<p>Each student will be required to complete two 240 hour (6 week) elective rotations in the final (P4) year. Electives are quite varied and are designed to offer students innovative opportunities in different areas of pharmacy to mature professionally and explore their own interests. Prerequisites: Successful completion of all first, second and third year didactic and experiential coursework.</p>	

Library Resources Policy

The Health Sciences Library generally operates 40 hours per week during the academic year, for specific hours please see the Library website. The Library also provides students with extended library access during exam periods. Security personnel are on duty for extended building hours during exam periods.

The Library comprises of more than 1,250 square feet with seating for 45, including tables with six public access computers, small tables and larger tables; three printer/photocopier/ scanner/fax machines; sufficient shelving for the print collections and an information services desk equipped with the EOS Integrated Library System. In addition, staff from Technology Services are located close by, and therefore, are readily available to assist library users with their technology needs. Student ID swipe cards enable College of Pharmacy students to make photocopies and to access specific areas of the building.

The Health Sciences Library serves the entire university and offers services that support teaching, learning and research. The Library has over 450 print books, primarily in support of our curriculum. However, the vast majority of the Library resources are digital. We have licenses for over 160 electronic books, 3250 electronic journals, 15 databases, and other health sciences tools and resources. The Library's collection focuses on pharmacy and related health sciences topics, including drug information, pharmacy practice, pharmaceuticals, pharmacology, pharmacokinetics, evidence-based medicine, and toxicology. In addition, we provide links to hundreds of electronic books, thousands of electronic journals, and dozens of databases that are open-access or are otherwise freely available.

Information on library privileges, hours and services can be obtained by going to the CHSU Health Sciences Library website, at: <https://chsu.edu/library/>

Library Portal

Students will be given access to computer services during orientation. The IT Systems Administrator will provide temporary passwords to the students so that they can access online resources available through the library portal. Students will also be able to use computers in the library allowing them able to access online resources. It is expected that students will create a password for themselves and not share this password with anyone else. Sharing of passwords is prohibited. Questions regarding computers, computer software, and other technical issues should be directed to the IT Systems Administrator.

Copying and Printing

Copy machines and printers are available for students to use. All printing can be done from any of the seven computers located in the library, as well as, a student's own personal laptop. Students will be charged a nominal fee for printing. To view and or edit your print jobs, please visit: [chsu-print:9191/user](https://chsu.edu/print:9191/user)

COP Professional Dress and Demeanor Policy

PURPOSE

Students who have made the California Health Sciences University College of Pharmacy (COP) their choice should be aware that the College expects all students to maintain a neat and clean appearance. The purpose of this policy is to provide guidance with student dress and demeanor with the COP and guide students' transition to their development as a healthcare provider.

SCOPE

This dress code applies to all COP students.

Attire is expected to be neat, conveying respect for self and others. CHSU-COP will adopt a standard of business casual for the classroom. Attire may include slacks or trousers (not jeans), a shirt with a collar, and dresses or skirts must be of appropriate length (should be visible when a lab jacket is worn, not to exceed 3 inches above the knee and may not be of sheer fabric). Tops must provide adequate coverage and may not be made of sheer fabric. Clothing must also not allow undergarments to show. Shoes should be neat, clean and in good condition. Tennis shoes, sneakers and flipflops are not acceptable.

Not to be worn:

- Tee shirts, mid-drifts, tank tops, jeans/denim, skirts or dresses in excess of 3 inches above the knee
- Flip flops

Specific course and co-curricular activities may require additional clothing guidelines. Such activities include laboratories, class presentations, experiential rotations, interviews, and off-campus trips sponsored by the College. In such circumstances, laboratory coats, name tags, and/or business dress attire will be required.

Exceptions

Laboratory and experiential attire will be more restrictive and depends on the specific site expectations. Here, clean, neat white coats and closed toe shoes are required. Other restrictions may be applied by faculty and practice sites. In addition, casual days may be permitted upon special occasion.

COP students may also wear CHSU-COP scrubs purchased from the University, or from a University-approved supplier in the designated style and color, and closed-toed shoes (sneakers are permissible) for on-campus didactic events requiring business casual attire and select experiential/clinical events when approved by the preceptor.

As part of their professional demeanor, students in the COP are expected to take responsibilities for their actions and to approach challenges with a problem-solving mindset. Students are to develop a demeanor and professional presence that is appropriate to their role as healthcare providers and educators of the public. Students must assume this role and its responsibilities in its totality. Students at the COP are being developed and trained to inspire confidence in their patients, provide excellent patient care, and take their role as healthcare providers seriously.

About COP Student Affairs and Enrollment

The Office of Student Affairs and Enrollment focuses on creating an environment that cultivates student success. To do so, the following offices and services are supported by the Office of Student Affairs and Enrollment:

- Admissions
- Career Services
- Student Support Services
- Student Affairs

Student Support Services

Student Counseling

A licensed psychological counselor is contracted with CHSU-COP to provide psychological counseling services for students, and for evaluation and accommodation of students suspected of having learning disabilities. Students interested in pursuing this service should contact the COP Student Affairs Office.

The COP Student Affairs Office is available to assist students with questions or challenges related to student life. The Director of Financial Aid is available to help students who seek assistance in financing their education.

COP Student Affairs Career Services

Career Services connects students to career information, resources and job opportunities. Career Services is committed to engaging students in transformative one-on-one appointments, programs, and opportunities to formulate career plans, develop post-graduation objectives, and implement appropriate lifelong career decision-making strategies. CHSU does not provide job placement services.

Career development is provided through the following:

- Career Enrichment Speaker Series: Workshops that address topics including, but not limited to, career exploration, interview preparation, resume writing, and networking strategies.
- Career Exploration Special Events, including an annual Career Fair.
- Interview coordination with local partners who recruit CHSU students for internships and jobs.
- Individual coaching sessions with students who need individual assistance with a resume or cover letter.
- Mock interviews coordination for students who would like to practice their interview skills.

COP Faculty (As of 07/01/2019)

Clinical Sciences Department

Miriam Ansong, PharmD, RPh, EMBA
Ahmd Azab, PharmD, MS
Sydnei Fox, PharmD
David G. Fuentes, PharmD, MSOL, SHRM-CP, EdD.c. (Chair)
Michael Freudiger, PharmD, APh, BCPS, BCGP
Yuqin Hu, PharmD, MS
Jeremy Hughes, PharmD
Yousef Lafi, PharmD
Rebecca Leon, PharmD, APh
Maya Leiva, PharmD
Allen Keshishian Namagerdi, PharmD, MS
Trung Hoang Nguyen, PharmD, MBT, Rph
Will Ofstad, PharmD, BCPS, CDE
Lorilee Perry, BSN, MSN, FNP, CNS
Mary Solis, MA, BSN, RN
Stanley Snowden, PharmD, MSCR, APh
Lianjie Xiong, PharmD, MS, BCCP, BCPS

Social and Economic Sciences

Charles Douglas, PhD, MBA
Wendy Duncan, PhD
Chi Ly, PharmD
Negin Tahvildary, PhD
Anne VanGarsse, MD, FAAP, CHCEF, CPE
Shaowei Wan, PhD, MS
Stephanie Wragg, PhD

Pharmaceutical and Biomedical Sciences

Taher Hegab, PharmD, PhD
M. Delwar Hussain, MPharm, PhD (Interim Chair)

CHSU

COLLEGE OF
OSTEOPATHIC
MEDICINE

Message from the College of Osteopathic Medicine Dean

Welcome to the first four year medical school in the Central Valley. CHSU is proud to have developed the third osteopathic medical school in California.

Our mission to recruit, train, and retain physicians for the Central Valley, helps improve access to health care for all in the area. As part of that mission you will become an integral member of the team that impacts patients' lives throughout your four years here.

I am personally excited that you chose us on your path towards becoming a compassionate and caring physician. Unique aspects of the curriculum included an emphasis on nutrition, use of innovative technologies, incorporating use of simulation, an emphasis on improved student learning with Team-Based learning and other active modalities and opportunities for impactful early clinical experiences.

Together we will make an historic impact on health care access to the residents of the Central Valley.



A handwritten signature in black ink that reads "John W Graneto DO". The signature is written in a cursive, flowing style.

John Graneto, DO
Dean, College of Osteopathic Medicine

COM Governing Statute 1 Mission, Vision and Values

CHSU COM Mission

To graduate exceptional Doctors of Osteopathic Medicine by:

- A. Inspiring a diverse student body to commit to careers that serve our region, with a focus on recruiting students from the Central Valley;
- B. Developing compassionate, highly trained, intellectually curious, adaptive leaders capable of meeting the healthcare needs of the future through a performance-based education;
- C. Empowering people to teach, serve, research, innovate, and practice collaboratively in areas of skill and expertise in disciplines related to osteopathic medicine.

CHSU COM Vision

CHSU COM graduates will be committed to serving, and improving the healthcare outcomes of the underserved population in the Central Valley of California.

CHSU COM Goals

- A. Inspire diversity within and service to the local community through:
 - i. A college community whose diversity reflects that of the Central Valley;
 - ii. Educational experiences that focus on community partnerships, wellness, nutrition themes and the importance of the agriculturally based economy of the region.
- B. Develop and train quality Osteopathic Physicians through:
 - i. A college wide emphasis on the compassionate care of the underserved;
 - ii. Rigorous and innovative curriculum that emphasizes
 - osteopathic principles and practices across the continuum of medical education;
 - patient-centered education;
 - integrated clinical presentations;
 - engagement with community partners;
 - adaptive leadership skills;
 - simulation-based experiences
 - team-based learning and other validated modalities;
 - iii. Pathways to competence in the Entrustable Professional Activities (EPAs) for the osteopathic profession;
 - iv. A quality enhancement program that identifies opportunities and implements improvements in teaching, learning and scholarship.
- C. Empower achievement through:
 - i. A learning environment that supports student mental, emotional, physical, relational and financial wellness;
 - ii. Comprehensive and robust mentorship, guidance and career advising;

- iii. Faculty role models who are recognized as prominent thought leaders in their professional disciplines, the scholarship of teaching and learning, and in academia;
- iv. The provision of opportunities and resources that enable relevant and impactful research and scholarly pursuits of both students and faculty;
- v. An innovative osteopathic medical education curriculum that aligns with other professional programs to support inter-professional collaboration and practice;

REVIEW AND REVISION OF THE COM'S MISSION, VISION & GOALS

The COM's mission, vision and goals shall be reviewed every five (5) years by the College Administrative Committee (CAC). The CAC shall make recommendations to the Dean regarding proposed changes to the existing mission, vision and goals, if any.

In determining whether the mission, vision and goals should be revised, the CAC and Dean shall consider, at a minimum, changes in the practice of medicine and/or medical education, and shall ensure any proposed changes are in line with the University's mission, vision and goals.

After the CAC's recommendation for review is submitted to the Dean, the Dean shall solicit feedback including comments and suggested revisions from the COM community, faculty, staff and other relevant stakeholders including the Dean's Advisory Council. After receiving such feedback, the Dean shall submit to the Office of the Provost a summary of the process and feedback received, along with the proposed revisions or, if there are no revisions, a statement that no revisions are necessary. The Provost shall provide any updates to the President and the Board of Trustees as informational.

COM PLOs

To complete its educational mission, the COM has established 14 Program Learning Outcomes (PLOs). These comply with the AACOM core competencies, the 2018 NBOME dimensions of competencies and clinical presentations and the osteopathic Entrustable Professional Activities (EPA). These also align with the CHSU Global Learning Outcomes.

CHSU COM curriculum is mission driven in that it will promote and encompass valuable attributes, critical for a competent Osteopathic physician serving the Central Valley of California:

- a. Promoting a diverse medical community that would be committed to the underserved populations of the Central Valley;
- b. Primary-care oriented training during pre-clinical and clinical years;
- c. Emphasis on nutrition and wellness embedded through the entire curriculum;
- d. Facilitating Team-based learning, Simulated-patient presentations and other active learning modules methods during the learning sessions; and in a collaborative setting through Inter-professional Exercises partnering with the CHSU- College of Pharmacy, as necessary;
- e. Enabling learners to participate in relevant research pursuits and becoming a life-long learner.

PLO 1.

Osteopathic Principles and Practice: Understand and apply knowledge of accepted standards in Osteopathic Manipulative Treatment (OMT). The educational goal is to train a skilled and competent osteopathic GME candidate who remains dedicated to life-long learning and to practice habits in osteopathic philosophy and manipulative medicine.

PLO 2.

Medical Knowledge: Comprehend and be able to apply knowledge of accepted standards of clinical medicine and new developments in medicine and promote life-long learning activities, including research.

PLO 3.

Patient Care: Demonstrate the ability to apply knowledge needed to effectively treat patients and provide medical care that incorporates the osteopathic philosophy, patient empathy, awareness of behavioral issues, the incorporation of preventive medicine, and health promotion.

PLO 4.

Interpersonal and Communication skills: Learn and Exhibit interpersonal and communication skills that enable them to establish and maintain professional relationships with patients, families and other members of the health care teams.

PLO 5.

Professionalism: Practice and uphold the Osteopathic Oath in the conduct of their professional activities that promote advocacy of patient welfare, adherence to ethical principles, and collaboration with health professionals, life-long learning, and sensitivity to a diverse patient population. Students should be cognizant of their own physical and mental health in order to care effectively for patients.

PLO 6.

Practice-based learning and improvement: Understand the importance of critically evaluating practice methods; integrating evidence-based medicine into patient care, understanding research methods, and improving patient care practices.

PLO 7.

Systems based practice: Evaluate and analyze the available information and resources to demonstrate awareness of and responsiveness to the larger context and system of health care, and effectively identify system resources to maximize the health of the individual and the community or population at large in a cost-effective manner.

PLO 8.

Counseling for Health Promotion/Disease Prevention: Demonstrate an understanding of and commitment to the patient-centered medical concepts of continued, coordinated and comprehensive health care by applying available resources for health screening and prevention; as well as exhibit preventive health principles by modeling a healthy life style

PLO 9.

Cultural Competencies: Understand the scope of culture and elements that form and define it to recognize personal and professional tendencies toward bias and/or stereotyping and work to counter them; as well as be able to assist the health care team in developing a mutually acceptable, culturally responsive plan for patient care.

PLO 10.

Evaluation of Health Sciences Literature: Demonstrate effective use of available technology to locate health sciences literature and be able to appraise their validity, reliability, impact, and applicability by applying the critical concepts of medical knowledge, epidemiology, biostatistics, and research methodology with an ultimate goal to utilize the best and appropriate information for patient care.

PLO 11.

Environmental and Occupational Medicine: Demonstrate the knowledge necessary to understand the policy framework and major pieces of legislation and regulations related to environmental and occupational health; as well as have the knowledge relating to fitness, disability and safe work place to be able to assess and providing control measures in an osteopathic evidence-based clinical evaluation and prescribe treatment if there is a risk of an adverse event from exposure to physical, chemical or biological hazards.

PLO 12.

Public Health Systems: Apply understanding of the interaction of public health and health care systems in the practice of osteopathic medicine as it affects health promotion and disease prevention; as well as recognize the impact of environmental and cultural influences to improve public health among divergent populations.

PLO 13.

Global Health: Demonstrate the knowledge and skills required to understand the differences between the US and non-US health care systems; and be able to provide appropriate preventive and post-return care for diseases infrequently encountered in the US, with an understanding of the threat of pandemic and/or endemic health events.

PLO 14.

Interprofessional Education and Collaboration: Comprehend and communicate the roles and responsibilities of other care providers; and in doing so, be able to choose effective communication tools and techniques for engaging other health professionals, appropriate to the specific care situations, in shared patient-centered problem solving for effective team-based care.

Doctor of Osteopathic Medicine Program Description

The core of CHSU's mission is to educate physicians who will be prepared to serve the growing health needs of the Central Valley. CHSU is committed to developing compassionate, highly trained, intellectually curious, adaptive leaders capable of meeting the healthcare needs of the future through a performance-based education. To accomplish its mission, it is essential that CHSU only admit those students that it believes will be successful in the COM's program and, ultimately, the Osteopathic Medicine profession. Additionally, CHSU must seek to achieve diversity among its student body. CHSU has a compelling interest in making sure that talented applicants, from all backgrounds, are welcome at CHSU. As such, CHSU uses a holistic approach to admissions that considers more than just an applicant's GPA and completed coursework. Specifically, factors such as an applicant's extracurricular activities, relevant life experiences, research, work and volunteer experience (including, but not necessarily limited to, experience in an Osteopathic Medicine or other health care setting), family responsibilities, intellectual curiosity, respect for and knowledge of cultural differences, ability to overcome hardship, integrity, personal maturity, creativity, exceptional circumstances, status as a first generation college student and/or commitment to serving the Central Valley or disadvantaged communities ("Non-Academic Factors"). These Non-Academic Factors are all taken into consideration during the admissions process. Through these Non-Academic factors applicants should demonstrate motivation for and a commitment to health care.

COM Admissions Policy

DESCRIPTION OF DEGREE PROGRAM & PURPOSE STATEMENT

The purpose of the College of Osteopathic Medicine (“COM”) Admissions policy is to provide guidance to applicants in the admissions process and to provide transparency in the admissions process. The core of CHSU’s mission is to educate physicians who will be prepared to serve the growing health needs of the Central Valley. CHSU is committed to developing compassionate, highly trained, intellectually curious, adaptive leaders capable of meeting the healthcare needs of the future through a performance-based education.

To accomplish its mission, it is essential that CHSU only admit those students that it believes will be successful in the COM’s program and, ultimately, the Osteopathic Medicine profession. Additionally, CHSU must seek to achieve diversity among its student body. CHSU has a compelling interest in making sure that talented applicants, from all backgrounds, are welcome at CHSU. As such, CHSU uses a holistic approach to admissions that considers more than just an applicant’s GPA and completed coursework. Specifically, factors such as an applicant’s extracurricular activities, relevant life experiences, research, work and volunteer experience (including, but not necessarily limited to, experience in an Osteopathic Medicine or other health care setting), family responsibilities, intellectual curiosity, respect for and knowledge of cultural differences, ability to overcome hardship, integrity, personal maturity, creativity, exceptional circumstances, status as a first generation college student and/or commitment to serving the Central Valley or disadvantaged communities (“Non-Academic Factors”). These Non-Academic Factors are all taken into consideration during the admissions process. Through these Non-Academic factors applicants should demonstrate motivation for and a commitment to health care.

This policy explains the admissions process for applicants at CHSU’s College of Osteopathic Medicine and provides guidance on minimum requirements necessary to be eligible to apply to the program. Additionally, the policy discusses record retention policy for admissions records, and program academic and technical standards.

CHSU’s regional accreditor is the WASC Senior College and University Commission (“WSCUC”). The College of Osteopathic Medicine’s accrediting body is the Commission on Osteopathic College Accreditation (COCA).

ADMISSIONS COMMITTEE DESCRIPTION

The COM’s Admissions Committee and the Admissions Staff review application materials for applicants to the College, and along with input from selected faculty members who have interviewed applicants in accordance with procedures established by the College and makes recommendations regarding admissions decisions to the Dean. The Dean of the College makes the final decision regarding whether an applicant is admitted to the College. The Admissions Committee is comprised of faculty of the College of Osteopathic Medicine, and University or College-level admissions personnel, as appointed by the Dean.

The COM’s Admissions Committee’s review of candidates for the College of Osteopathic Medicine program helps to ensure that CHSU is selecting a qualified and diverse student body for the program. These values are not compromised regardless of the size or quality of the applicant pool.

The COM does not discriminate on the basis of race, ethnicity, color, sex, sexual orientation, gender, gender identity, national origin, age or disabilities or religion, or based on any other membership in a protected class. CHSU-COM selects applicants in compliance with CHSU’s Governing Statute Number 4, Non-Discrimination and Equal Opportunity Statement.

Competitive Applicant Profiles

National averages for qualifying GPA and MCAT scores for matriculating in an Osteopathic Medical College for the current year can be found at <https://www.aacom.org/become-a-doctor/applying/general-admission-requirements>. A competitive applicant will likely have one or more of the following or similar qualities:

- A demonstrated commitment to healthcare as evidenced by volunteer or employment in a health care setting;
- A demonstrated commitment to or understanding of the osteopathic medical profession (e.g. shadowing one or more osteopathic physician);
- Service to the community (e.g. volunteer humanitarian/altruistic works);
- A determination to learn the continued advancements in biomedical sciences through research and other scholarly activities.

PRE-APPLICATION AND TIMELINE

Prior to applying to attend CHSU, applicants are required to explore and gain a thorough understanding of what it means to have a career in Osteopathic Medicine. Importantly, before applying, applicants are required to understand and commit to CHSU's Team Based Learning model which emphasizes collaborative learning. Applicants are also required to commit to abiding by all CHSU and CHSU-COM policies and procedures upon enrollment, including but not limited to policies regarding smoke-free and drug-free requirements.

CHSU uses a rolling admissions process to select successful applicants. Therefore, admissions decisions will be ongoing throughout the application process. Applicants will be notified by mail and email if they have been accepted into the COM. Instructions and deadlines regarding the AACOMAS application are available from AACOMAS (www.aacom.org).

ADMISSION REQUIREMENTS

The following admissions requirements will be explained in detail below:

- Letters of Recommendation;
- Prerequisite Coursework and Requirements;
- Bachelor's Degree;
- MCAT; and
- English and Other Language Skills

Letters of Recommendation

CHSU requires either two or three letters of recommendation to be submitted with the applicant's application. Only applicants satisfying this requirement will be considered for admission. The following are the required letters of recommendation:

1. One letter from a physician (D.O. or M.D.) that details the applicant's exposure to patients and the applicant's ability to be successful in a medical setting. It can reflect shadowing, volunteer, or work experience. A letter of recommendations from an osteopathic physician is recommended; AND
2. Either of the following:
 - a. A single letter from a pre-medical advisor or committee letter; or
 - b. Two academic letters written by college science professors who have instructed the applicant.

Letters must be on letterhead and include the recommender's academic credentials and a signature. Applicants are responsible for informing faculty of these requirements when requesting letters.

Letters from relatives, spouses, family friends, coaches, personal trainers, veterinarians, dentists, the applicant's family physician will not be accepted – authors should be as objective as possible.

Prerequisite Coursework Required for Admission

Admission to the College of Osteopathic Medicine requires completion of the undergraduate prerequisite courses identified in the chart below. Applicants may not use the same course to fulfill more than one prerequisite.

When determining whether a course satisfies a prerequisite, the COM looks at a variety of factors including, but not limited to, the course description provided by the education institution where an applicant took the course. To determine whether a particular course meets a prerequisite requirement, applicants should reference equivalency charts prepared by the Office of Admission from the COM's common feeder schools or may request more information from the Office of Admission.

The number of units listed below for prerequisite requirements is the minimum number of units required in each subject area. Different education institutions use different systems for determining the number of units for similar courses. Generally, each semester is equivalent to 1.5 quarter units and applicants to the COM must fulfill either the number of quarter units or semester units stated in the chart. In special circumstances where a course taken does not fit the traditional quarter or semester system, the COM Admissions Staff ("Admissions Staff") may review the course syllabi and course descriptions to ensure the applicant has learned the necessary content for each subject area.

Prerequisite Course	Semester Hours	Quarter Hours
Behavioral Sciences	4	6
Human Biology	8	12
Inorganic or General Chemistry	4	6
Organic Chemistry	8	12
Physics	8	12
English (e.g. Composition/Literature)	6	9

Additional college courses that are recommended but not required include: Anatomy, Physiology, and Biochemistry.

Prerequisite Coursework Requirements

The following requirements apply to all prerequisite coursework identified in section V.B., above:

1. *Must Be Taken at Accredited College or University*

All prerequisites must be completed at an accredited four-year undergraduate university, four-year undergraduate university extension program or two-year community college located in the United States prior to enrollment in the COM. For international students, please see separate provisions in this policy applicable to international coursework.

2. *Deadline for Prerequisite Completion*

Applicants must complete or plan to complete all prerequisites prior to July 1 preceding enrollment in the COM, unless an exception is approved by the Dean's Office.

3. *Letter Grade of C or Better Required;*

Students must earn a minimum grade of at least a "C" or higher to satisfy completion of each prerequisite course. Grades of "C-", pass/no pass, credit/no credit will not be accepted.

4. *Distance Learning/Online Coursework*

Generally, distance learning or online courses taken with accredited institutions are not acceptable for most prerequisite requirements.

5. *Advanced Placement Courses to Satisfy Prerequisites*

Prerequisite course credit for Advanced Placement (“AP”) examinations taken in high school is not offered at CHSU-COM.

6. *Courses Must Be Taken Ten (10) Years or Less Prior to Enrollment*

Generally, all applicants must complete all prerequisite requirements within ten (10) years or less prior to enrollment in the COM. Applicants who have taken prerequisite courses more than ten (10) years prior to enrollment in the COM may be required to repeat that coursework prior to matriculation.

Bachelor’s Degree Required

To be eligible to apply to the California Health Sciences University, College of Osteopathic Medicine program, a bachelor’s degree (B.S. or B.A.) is required. For applicants that will have earned a bachelor’s degree prior to enrollment, any undergraduate major is considered but a strong science background is essential. However, in all cases, in order to be eligible for admission, an applicant must satisfactorily complete a minimum total of 108 quarter units or 72 semester units of academic coursework at an accredited college or university in the United States or an equivalent foreign university prior to enrollment in the COM. Prerequisite courses will count towards the minimum number of units required.

MCAT Examination

To be eligible for admission, all applicants must have achieved a competitive test score on the Medical College Admissions Test (“MCAT”). Only MCATs taken within the past three (3) will be eligible to satisfy this requirement.

English & Other Language Skills

The ability to express oneself in both oral and written English is essential to the practice of Osteopathic Medicine in the United States. Accordingly, the COM requires that all students be able to clearly communicate both orally and in writing in English.

Additionally, proficiency in a different language is a skill highly desirable for practicing physicians to allow them to communicate effectively with diverse patient populations. This skill is especially needed to address the needs of disadvantaged patient populations located in California’s Central Valley. Accordingly, an applicant’s proficiency in a language other than English, demonstrated by the applicant’s native language skills or by foreign language course work, is preferred by the COM but not required.

Admissions Process and Requirements

The following steps comprise the COM’s admissions process:

- AACOMAS Primary Application Submission;
- Primary Application Review and Invitation to Complete Supplemental Application;
- Candidate Interview Offer and Interviewers Recommendation;
- Admissions Committee Post-Interview Discussion and Recommendations to the Dean;
- Dean’s Admission Decision.

Each of the above steps in the admissions process are described below. Additionally, following is a graphic summarizing the admissions process:



AACOMAS Primary Application Submission

Applicants must first complete a primary application through a convenient and centralized online application service, American Association of Colleges of Osteopathic Medicine Application Services (“AACOMAS”), available to all accredited osteopathic medical schools. AACOMAS allows prospective students to complete one application that is verified and subsequently distributed to all osteopathic colleges the applicant has designated. Applicants for admission to the COM are required to submit an application with all of their enclosures through AACOMAS at www.aacom.org. Applicants who need to complete paper applications as an accommodation due to disability should contact the COM’s admissions office for more information.

Applicants are required to submit all coursework transcripts, MCAT scores, final transcripts verifying all completed coursework, submit letters of recommendation, a personal statement and an application fee through AACOMAS.

For additional information, applicants can go to www.AACOM.org or call: (617) 612-2889.

Primary Application Review and Invitation to Complete Supplemental Application

Once CHSU-COM has received the applicant's primary application from AACOMAS the applications are screened by the Office of Admissions Staff ("Admissions Staff") for minimum initial requirements prior to an invitation to complete a supplemental application. These minimum requirements include all of the following:

- Overall cumulative grade point average (GPA) of 3.0 or higher (on a 4.0 scale).
- To be competitive, students should have a prerequisite GPA of 3.30 or higher (on a 4.0 scale).
- GPA calculations will be based upon all courses completed at the time of application.
- If a student has retaken a course multiple times, all grades received for that course will be accounted for in calculating cumulative GPA.
- MCAT score of 496 or higher.
- No score for MCAT sub-sections lower than the 15th percentile.

Applications that meet the minimum initial requirements will receive an email containing login instructions and information on how to complete and submit the supplemental application. The supplemental application will include essay and other questions that may assess the applicant's knowledge of CHSU-COM's mission and values, as well as their knowledge on topics related to healthcare.

All supplemental application requirements will be published by the COM prior to each admissions application cycle.

Only those applicants invited to move on to a Supplemental Application will be required to participate in the CASPer Assessment Program. The CASPer test is an online screening tool designed to evaluate key personal and professional characteristics that make for successful students and graduates. Results from the CASPer exam are not solely determinative of whether an applicant will be admitted or denied admission and it is one of several tools which the COM uses to make admissions decisions. The applicant is responsible for paying both the CASPer test fee as well as the fee for the results to be distributed to the COM. Use of the CASPer increases fairness in applicant evaluation by providing the admissions committee with an additional measure of traits such as professionalism, ethics, communication, and empathy.

After the applicant completes the Supplemental Application, the applications are forwarded to the Admissions Staff. Admissions Staff will review the application in a holistic manner to determine if the applicant has the academic ability and experiences to succeed in osteopathic medical school. Specifically, the Admissions Staff will look at whether the application shows evidence of Non-Academic Factors which support the application.

Based on this review the COM's Admissions Staff will determine whether the applicant will be invited to CHSU for an interview.

Candidate Interview Offer and Admissions Committee Recommendation

CHSU's College of Osteopathic Medicine uses an interview process to make determinations regarding admissions.

The interview will be completed in-person by one or more members of the faculty. The Interviewers will only receive the student's curriculum vitae ("CV") and personal statement from the supplemental application before

the interview. The purpose of the interview is to assess oral communication skills, writing skills, leadership skills, professionalism, teamwork and the applicant's potential to be an osteopathic physician. The interview will also assess an applicant's ability to complete the program successfully and advance in the field of Osteopathic Medicine as a contributing member of a patient care team.

If an applicant is offered an interview, the applicant will be provided several interview dates from which to choose. All travel arrangements will be at the applicant's own cost.

The Interviewers will score the applicant's interview and forward their findings to the Admissions Staff. The Admissions Committee will review the entire Admissions File for each applicant and will make recommendations regarding admission of each applicant to the Dean for final decision. These recommendations will be either to: 1) accept; 2) place on a waiting list; or 3) not accept.

Dean's Admission Decisions

The Dean makes all final admission decisions. The Dean will notify in writing those applicants to be accepted to the COM. The Admissions Staff will notify in writing those applicants who have been placed on a waiting list and those who have not been accepted for the current admissions cycle.

The Admissions Staff will maintain a list of highly competitive applicants who would otherwise be accepted except for the fact that the class is full. Those waiting list candidates will be called by the Admissions Staff whenever a vacancy occurs up to the first day of COM orientation for the new academic year.

Registrar Verification

After the admission decision is made and prior to the student's matriculation in the D.O. program, the University Registrar will confirm all final transcripts have been received by CHSU and prerequisite coursework has been completed. All information provided by applicants will be verified and applicants are expected to be honest regarding the information provided throughout the admissions process. Failure to provide honest responses is grounds for rejection of the application, rescission of an offer of admission or, after matriculation, expulsion from the COM.

MINIMUM TECHNICAL STANDARDS FOR THE D.O. PROGRAM

All applicants are required to comply with the Technical Standards for the D.O. program.

The California Health Sciences University acknowledges Section 504 of the 1973 Vocational Rehabilitation Act and PL 11-336, the Americans with Disabilities Act (ADA) 19903, and requires minimum technical standards be present in students accepted into the Doctor of Osteopathic Medicine (D.O.) program.

The program at CHSU is a rigorous and challenging academic program that requires students to possess specific characteristics and abilities within the cognitive, affective and psychomotor domains, referred to here as technical standards. An applicant or student must be able to combine the functional use of visual, auditory and somatic senses to observe and demonstrate professional knowledge and skills presented in the classroom, laboratories and practice settings.

Conferring the D.O. degree on a student graduating from the COM indicates that each student has demonstrated that they have acquired and can apply the knowledge and professional skills essential to the roles and functions of a practicing physician.

The acquisition and application of these skills ensure the safety of patients served by the student and physician. Therefore, each student must be able to demonstrate proficiency in these skills with or without reasonable accommodation. These skills are as set forth below in the following Technical Standards that each student must possess in order to successfully complete all of the academic/curricular requirements for the D.O. degree.

The CHSU Admissions Committee reserves the right to deny admission to any applicant who cannot meet the Technical Standards as set forth below, with reasonable accommodations, as determined by the application process, interview and student disclosure. Every applicant is considered without regard to disability. Applicants are not required to disclose the nature of their disability(ies), if any, to the Admissions Committee. Any applicant with questions about these technical standards is strongly encouraged to discuss his/her specific issue(s) with COM Student Affairs prior to the interview process. If appropriate, and upon the request of the applicant, reasonable accommodations will be provided. Once admitted to the program, students will be expected to maintain the technical standards and demonstrate them through their coursework, interaction with peers and faculty, and in their professional experiences throughout the program. Reasonable accommodation for persons with documented disabilities will be considered on an individual basis, but a student in the Doctor of Osteopathic Medicine program must be able to perform in an independent manner. Students who fail to demonstrate the technical standards while in the program will be evaluated and appropriate action (e.g., remediation, counseling, or dismissal) will be taken. Because this expectation is separate from academic achievement, simply maintaining a passing GPA is not sufficient to prevent a student from being dismissed from the program. Furthermore, the College of Osteopathic Medicine reserves the right to dismiss any student from the program who either fails to disclose information relevant to their qualifications under the Technical Standards or falls out of compliance with the Technical Standards after admission to the program.

Observation

A student must be able to observe a patient accurately at a distance and close at hand, noting nonverbal as well as verbal signals. The student must be able to observe and interpret presented information. Specific vision-related requirements include, but are not limited to the following abilities: visualizing and discriminating findings on monitoring tests; reading written and illustrated material; discriminating numbers and patterns associated with diagnostic and monitoring instruments and tests; reading information on a computer screen and small print on packages or package inserts; distinguishing shapes, colors, markings, and other characteristics of small objects.

Observation requires not only the functional use of the sense of vision, but other sensory modalities as well such as hearing and other somatic senses. For example, observation can be enhanced in some situations by the use of the sense of smell.

Communication

An osteopathic medicine student should be able to speak, hear and observe patients and other health care professionals in order to extract both verbal and non-verbal information, and must be able to communicate effectively with and about patients. Communication (in English) includes speech, reading, writing and computer literacy. The student must be able to perceive and respond appropriately to all types of communication (verbal, non-verbal, written) with faculty, staff, peers, patients, caregivers, family of patients, the public, and all members of the health care team.

Specific requirements include, but are not limited to, the following abilities; reading, writing, speaking and comprehending English with sufficient mastery to accomplish didactic, clinical and laboratory curricular requirements in a timely, professional and accurate manner; eliciting a thorough medical history; and communicating complex findings in appropriate terms that are understood by patients, caregivers, and members of the healthcare team.

Each student must be able to read and record observations and care plans legibly, efficiently and accurately. Students must be able to prepare and communicate concise but complete summaries of individual activities, decisions and encounters with patients. Students must be able to complete forms and appropriately document activities according to directions in a complete and timely fashion.

Sensory and Motor Coordination and Function

Osteopathic Medicine students must have sufficient motor function to elicit information by palpation, auscultation, percussion, as well as other diagnostic and therapeutic maneuvers.

Basic laboratory skills to accomplish basic practice tasks utilizing both gross and fine motor skills, include but are not limited to: being able to perform basic laboratory tests (urinalysis, CBC, blood glucose testing, etc.), carry out diagnostic procedures (suturing, endoscopy, paracentesis, etc.) as well as read and interpret EKGs, X-rays and ultrasound images. Other motor activities include performing first aid and/or cardiopulmonary resuscitation in the clinical setting. Students must be able to transport himself or herself to off-site clinical settings in a timely manner.

Osteopathic Medicine students must be able to execute motor movements reasonably required to provide general care, osteopathic manipulation treatments and emergency treatments to patients. Examples of emergency treatment reasonably required of physicians are cardiopulmonary resuscitation, administration of intravenous medication, application of pressure to stop bleeding, opening of obstructed airways, the Heimlich maneuver and performance of basic obstetric maneuvers.

Such actions require coordination of both gross and fine muscular movements, the ability to stand and equilibrium with the functional use of the senses of touch and vision. Students must be able to lift a minimum of 40 lbs. and stand for a minimum of one hour.

Intellectual, Conceptual, Integrative, and Quantitative Abilities

A student should possess sufficient intellectual, conceptual, integrative and quantitative abilities to complete a rigorous and intense didactic and experiential curriculum.

Problem solving, the critical skill demanded of physicians, requires all of these intellectual abilities. In addition, students must be able to comprehend three-dimensional relationships and to understand the spatial relationship of structures. They must be able to sit in a classroom and participate in a full eight-hour day. The practice of medicine requires periods of distinct concentration in surgery, trauma, emergency room care and other patient settings. Osteopathic Medicine students must be capable of extended periods of intense concentration and attention.

Students must be able to retain and recall critical information in an efficient and timely manner. Students must be able to identify and acknowledge the limits of their knowledge to others when appropriate and be able to recognize when the limits of their knowledge indicate further study or investigation before making a decision. Students must be able to interpret graphs or charts describing biologic, economic or outcome relationships. They must be able to learn through a variety of modalities including, but not limited to, classroom instruction, small group activities, individual study, preparation and presentation of reports, and use of computer technology. Students are expected to be fully alert and attentive at all times in classroom and clinical settings.

Behavioral and Social Attributes

Students must possess the physical and emotional health required for full utilization of his or her intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities attendant to the care of patients, and the development of effective relationships with patients.

Students must adapt to changing environments and possess coping mechanisms to respond appropriately to continue functioning in the face of uncertainties inherent in academic and clinical environments. Qualities and characteristics that will be assessed during the admission and education process are compassion, integrity, concern for others, interpersonal skills, interest, and motivation. Students must recognize and display respect for differences in culture, values, and ethics among patients, faculty, peers, clinical and administrative staff and

colleagues. Students must be able to identify and demonstrate appropriate behavior to protect the safety and well-being of patients, faculty, peers, clinical and administrative staff and colleagues. Students must also be able to handle situations appropriately and professionally when those situations may be physically, emotionally, or intellectually stressful, including those situations that must be handled promptly and calmly. At times, this requires the ability to be aware of and appropriately react to one's own immediate emotional responses and environment.

Ethical Values

An applicant and student must demonstrate a professional demeanor, conduct and behavior that are appropriate to his or her standing in the professional degree program. This includes compliance with the administrative rules applicable to the profession of osteopathic medicine and honor codes of the College of Osteopathic Medicine and the California Health Sciences University. Under all circumstances, students must protect the confidentiality of any and all patient information in their professional and personal communications. Students must meet the ethical standards set forth in the profession of osteopathic medicine.

Osteopathic Skills Labs and Physical Diagnosis Laboratory Policies

All lab courses that include osteopathic manipulation and physical diagnosis/clinical skills courses include demonstrations, practical laboratory experiences and clinical opportunities. These courses require the active participation of all students in the group setting where students, through the active and tactile examination of others along with reciprocal examination, will learn and demonstrate the ability to evaluate and proficiently treat future patients.

The training of an osteopathic physician requires the ability to perform tactile examinations and osteopathic manipulative techniques on members of the same and opposite gender. The training of an osteopathic physician also requires that students experience and understand tactile diagnostic exercise and manipulative treatment. All students are required to participate both as patients and as examiners in the osteopathic skills lab and physical diagnosis lab and examine and be examined by members of the same and opposite gender, including but not limited to nationalities, ethnicities and other diverse groups.

As a graduate from the College of Osteopathic Medicine students have the ability to apply for licensure as a physician in all fifty states of the United States. The license is not restricted to any one particular gender, and therefore Osteopathic Medicine students must demonstrate the ability to practice medicine on both males and females.

In addition, students must be able to pass the requisite criminal background check, drug tests/screens, immunization/tests, and trainings required by, California law and/or California Health Sciences University College of Osteopathic medicine affiliated clinical training sites and their accrediting and/or regulatory agencies.

TRANSFER APPLICANTS NOT ACCEPTED

CHSU-COM does not currently accept transfer applicants.

DACA & INTERNATIONAL APPLICANTS

Deferred Action for Childhood Arrival (“DACA”) Applicants

Deferred Action for Childhood Arrival (“DACA”) is an American immigration policy that allows certain undocumented immigrants who entered the country before their sixteenth (16th) birthday and who meet other restrictive criteria to receive renewable two-year work permits and exemption from deportation. CHSU welcomes applicants with DACA status to apply to its Osteopathic Medicine program. However, CHSU cannot guarantee licensure of DACA students by state licensing boards.

International Student Applicants

The COM does not sponsor visas for international applicants that require a visa to enter or remain in the United States.

International applicants who may lawfully enter or reside in the United States without the need for CHSU visa sponsorship are welcome to apply to the COM. However, the COM encourages all such applicants to communicate with the Osteopathic Medical Board of California to determine if they will be eligible to receive a license issued by that agency. Successful completion of the COM program does not guarantee all admitted students will receive such license. The COM will not be held liable to students who matriculate to CHSU and are later denied a California license for any reason, including, but not limited to, denial on a basis related to undocumented or other ineligible immigration status.

International students follow the same application steps as all other applicants applying to the D.O. program. International students who have completed a bachelor's degree in the United States will be exempt from the below requirements and will be subject to the same admissions standards as described above.

At this time CHSU does not offer English Language Services to international students and fluency in English is required of all students. No instruction will occur in a language other than English.

With regard to international students who have not completed a bachelor's degree in the United States, the COM will consider such application within the context of that applicant's home country's educational environment, subject to the following additional requirements:

- International applicants must provide official copies of academic records (translated into English if received in a foreign language) from all colleges or universities attended after high school or equivalent.
- International applicants with U.S. permanent resident status and/or naturalized citizenship and holders of international visas who complete prerequisite courses from outside the United States must either: (a) submit an official evaluation of their coursework and degree(s), if any, from the World Education Services ("WES") (<http://www.wes.org/>) to AACOMAS; or (b) submit an official evaluation of their coursework and degree(s), if any, from International Education Research Foundation ("IERF") at [<http://www.ierf.org/>] to CHSU. Students may be exempt from the WES or IERF requirements as determined on a case-by-case basis. To request exemption, the applicant must follow the procedures above under "Exceptions to Prerequisite Requirements."
- International applicants applying to attend CHSU who are from a country where English is not the primary language spoken must submit scores on the Test of English as a Foreign Language ("TOEFL"). These scores may be submitted through AACOMAS. Minimum TOEFL scores required for admission are as follows:

TEST TYPE	SCORE
Paper-Based TOEFL	550
Computer-Based TOEFL	213
Internet-Based TOEFL	100

ARTICULATION AGREEMENTS AND PATHWAYS PROGRAMS

The COM has not entered into any articulation agreements with undergraduate education institutions. CHSU has policies regarding articulation agreements and related pathways programs and the COM will abide by such policies in the future development of such programs.

RE-ADMISSION OF PRIOR CHSU COM STUDENTS

Students who withdraw from CHSU-COM, regardless of the reason, may be considered for readmission upon re-application. This policy does not apply to students who have been dismissed for academic performance or misconduct. Students that have been dismissed from CHSU-COM for any reason may not seek readmission to CHSU-COM.

Applicants are required to comply with all of CHSU-COM's admissions requirements for non-readmission applicants. In addition, applicants must submit a letter to the CHSU-COM Admissions Department that includes the following information:

1. Reason for withdrawal
2. Status/activities/academic and professional pursuits since withdrawal
3. Reasons why the applicant should be considered for re-admission

All documents must be submitted at least 90 days in advance of the academic year during which the applicant wishes to re-enroll. The Admissions Committee will review the application for readmission and reserves the right to request additional supporting documentation. All applicants will receive written notification of the Committee's decision via email.

In all cases of re-admission, students must complete the program within the maximum length of time permitted by the COM Graduation Requirements.

CHSU-COM may, in its sole discretion, allow the student to re-enroll in the next class of the same program, with the same enrollment status, number of credits and academic standing as when the student last attended CHSU-COM. The student may also request admission at a later date, so long as completion of the program occurs within the time frame required by CHSU-COM's accreditor, COCA, as explained above. If the school determines that the student is not prepared to resume the program where they left off, the school must make reasonable efforts to help the student resume and complete the program. Such reasonable efforts include, but are not limited to, providing a refresher course and allowing the student to retake a pretest, as long as such requirements do not place an undue hardship on the College. If reasonable efforts are unsuccessful or the school determines that there are no reasonable efforts that can be taken, the school is not required to readmit the student.

DEFERMENT OF ADMISSIONS

The COM does not permit the deferment of admission offers. An offer of admission applies only to the specific semester for which the applicant has applied. Applicants who are not able to attend the College of Osteopathic Medicine in the specific semester to which they have applied to and subsequently have been admitted in, will need to reapply for admission. Consequently, a student who was admitted to one semester may not necessarily be offered admission in another semester.

Under certain circumstances, an applicant's request for deferring admission may be considered on a case-by-case basis. Applicants seeking deferment must make such request following admission in writing to the Office of Admissions. Applicants may be required to submit relevant documentation supporting their deferment request. These requests will be forwarded to and then reviewed by the Admissions Committee. The Admissions Committee will make a recommendation regarding deferment to the Dean of the College of Osteopathic Medicine. Ultimately, these requests will be either granted or denied solely at the discretion of the Dean of the College of Osteopathic Medicine.

Applicants who have been granted deferment will not need to re-apply to CHSU and will be permitted to attend CHSU in the semester to which their admission has been deferred to. Deferred applicants must continue to meet all CHSU requirements during the entirety of the deferment period. Prior to enrollment, deferred applicants will

need to comply with all admission criteria that were in place at the time they were initially offered admission into the College of Osteopathic Medicine, and not the admission requirements that are in place at the time the applicant actually attends CHSU.

RETENTION OF ADMISSIONS RECORDS

Applicants That Matriculate to CHSU

The CHSU Office of the Registrar maintains a record for each enrolled graduate student at CHSU. Upon enrollment, the applicant file for each student will be maintained in the enrolled student's file maintained by the Registrar in accordance with the University's policy on record retention.

Applicants That Do Not Matriculate to CHSU

Application materials submitted by applicants that were denied admission or who declined an offer of admission will be maintained by the COM's Admission office as follows:

- International Applicants: three (3) years from date of decision/declination;
- All other Applicants: two (2) years from date of decision/declination.

Thereafter, the records will be shredded or otherwise disposed of in a manner that maintains confidentiality of the information in accordance with the University's policy on record retention.

ADDITIONAL ENROLLMENT REQUIREMENTS

All offers of admission to the COM are conditional on meeting additional pre-enrollment requirements. All admitted students must meet the following criteria in order to enroll in the COM:

Health Insurance

As an institution dedicated to the study of health care, CHSU places a great emphasis on personal health and well-being. The CHSU requires that all students be covered by a comprehensive medical and prescription drug insurance plan as required by the CHSU Student Health Insurance Policy.

Criminal Background Check and Drug Screening

Clinical education sites require students to undergo a criminal background check and drug screening prior to participation in clinical education curriculum. Therefore, all admitted students must successfully complete a criminal background check and drug screening prior to enrollment in the COM. In addition, students must be able to pass the requisite criminal background check, drug tests/screens, immunization/tests, as these may be required by either California law and/or California Health Sciences University College of Osteopathic Medicine affiliated clinical sites and their accrediting and/or regulatory agencies.

Admitted students will need to complete both the criminal background check and the drug screening through an appropriate third-party agency. CHSU will provide all students the relevant information to be able to complete both the criminal background check and the drug screening. Once completed, the third-party agency will release the background check and drug screening results to the applicant and CHSU. The COM encourages all applicants with potential issues on their background checks to communicate with the Osteopathic Medical Board of California to determine if they will be eligible to receive licensure by that agency. The College cannot guarantee all admitted students will receive such license.

Acceptance to the program will become final once the Office of Admissions verifies that all required information has been received and that the outcome of the background check is satisfactory. After enrollment, background checks and drug screenings may be repeated for each student annually before the beginning of each academic year as needed to ensure eligibility for participation in experiential education curriculum.

The cost of initial and repeat background checks and drug screenings is the responsibility of the admitted or enrolled student.

Immunization Requirements

Admitted students must comply with immunization requirements as they change from time to time as stated in the CHSU Immunization Policy. All immunization polices are established yearly by the University Office of Student Affairs (or designee).

COM Tuition, Fees, and Costs Policy

Required Annual Tuition, Fees & Costs for 2020-2021

The purpose of this policy is to provide information regarding tuition, fees and other costs for students of the College of Osteopathic Medicine. Listed below are the annual tuition and fees paid directly to CHSU-COM, and additional estimated costs that students are required to pay to others. Tuition for subsequent years of the four-year program are also estimated below. The total annual Cost of Attendance listed below represents average costs for living expenses and may not reflect a student's total financial responsibilities.

The University reserves the right to change tuition, fees and costs at any time without prior notice. The University also reserves the right to modify services or change its programs or curriculum at any time without prior notice.

The following chart is applicable to students entering CHSU-COM as OMS-I students during the 2020-2021 school year:

	OMS-I (2020-2021)	OMS-II Estimated (2021-2022)	OMS-III Estimated (2022-2023)	OMS-IV Estimated (2023-2024)	Total - Estimated
Tuition and Fees Paid Directly to CHSU COM					
Tuition	\$53,500	\$55,500	\$57,500	\$59,500	\$226,000
Supplemental Application Fee (non-refundable)	\$50 ¹	\$0	\$0	\$0	\$0
Seat Deposit Fee	<i>\$2,000 (\$1,800 Refundable for those students without Supplemental application fee waiver; \$1,750 refundable for those students with supplemental application fee waiver)²</i>	\$0	\$0	\$0	\$0
CPR Training	\$90	\$0	\$90	\$0	\$180
Technology Fee	\$5,100	\$100	\$100	\$100	\$5400

Malpractice Insurance	\$25	\$25	\$25	\$25	\$100
Student Services, Activities and Clubs Fee	\$120	\$120	\$120	\$120	\$480
Student Professional Association Fee	\$190	\$190	\$190	\$190	\$760
COMLEX	\$0	\$660	\$1955	\$0	\$2615
Events Fee	\$100	\$100	\$100	\$100	\$400
Estimated Costs Paid to Others					
STRF Fee (non-refundable)	\$0	\$0	\$0	\$0	\$0
Room and Board (based on 11 month academic year)	\$18,150 ³	\$18,500	\$18,800	\$19,100	\$74,550
Books & Supplies	\$2,500	\$2,600	\$2,700	\$2,800	\$10,600
Background Check	\$81	\$0	\$81	\$0	\$162
Health Insurance ⁴	\$2,950	\$3,000	\$3,100	\$3,200	\$12,250
Personal Expenses (i.e., transportation, personal and other miscellaneous)	\$4,873	\$5,000	\$5,100	\$5,200	\$20,173
COMLEX Travel Fees	\$0	\$0	\$1,000	\$0	\$1,000
Interviewing/Residency Application Fees	\$0	\$0	\$0	\$5,000	\$5,000
Total Estimated Institutional Charges	\$59,175	\$56,695	\$60,080	\$60,035	\$235,985
Total Estimated Non-Institutional Charges	\$28,554	\$29,100	\$30,781	\$35,300	\$123,735
Total Estimated Cost of Attendance	\$87,729	\$85,795	\$90,861	\$95,335	\$359,720

Total Estimated Institutional Charges: Year 1: \$59,175; Year 2: \$56,695; Year 3: \$60,080; Year 4: \$60,035

Total Estimated Non-Institutional Charges: Year 1: \$28,554; Year 2: \$29,100; Year 3: \$30,781; Year 4: \$35,300

Total Estimated Cost of Attendance: Year 1: \$87,729; Year 2: \$85,795; Year 3: \$90,861; Year 4: \$95,335

¹AACOMAS Fee Waiver: CHSU COM will waive the supplemental application fee for all applicants who have obtained an application fee waiver through AACOMAS. Instructions on how to obtain the current fee waiver can be found at www.aacom.org.

²Seat Deposit Fee: The Seat Deposit Fee is not reflected in the totals because for students who choose to attend the COM the Seat Deposit Fee will be applied towards the student's first year of tuition. Students choosing not to attend the COM after paying the Seat Deposit fee will receive a refund as described in this Agreement.

³Housing: This reflects estimated allowances for housing and food. California Health Sciences University (CHSU) does not provide on-campus housing for students. While CHSU is not responsible for obtaining housing for students, the Office of Student Affairs will provide resources for locating local housing. Housing is available

within two miles of the campus. Rental prices range from approximately \$400 to over \$1000 per month. CHSU has no responsibility to find or assist a student in finding housing. All arrangements for housing will be between the student and the landlord.

⁴Waiver of Health Insurance: Students may request a waiver of the University Health Insurance fee upon providing proof of other qualifying health insurance coverage. This fee covers health insurance for the student only and does not cover additional family members.

Additional Fees Students May Incur

In addition to the required institutional fees, students may incur other fees and costs. For example, students will incur an additional fee if their payment is late, if they withdraw from any University program and then return to the University, if a student’s check is returned for any reason when a student makes any payment to the University, if the student’s ID card is missing and for printing/copying costs.

A list of additional institutional fees students may incur is provided below. The University reserves the right to change any of these fees, to add additional fees, and to make modifications to services related to such fees at any time without prior notice.

Late Payment Fee	A late fee of Fifty Dollars (\$50.00) will be assessed each month on all outstanding tuition and fees balances until payment is received in full, except when the late payment is caused by a delay in either private or public student loan disbursement, through no fault of the student.
Registration Reinstatement Fee	Fifty Dollars (\$50.00) fee upon the student’s return to the University.
Returned Check Fee	Returned check fee shall be Twenty Five Dollars (\$25.00). For each subsequent returned check fee for the same installment an additional Twenty Five Dollars (\$25.00) fee will be charged. The outstanding obligation and the returned check fee must be paid by cashier’s check or money order. After a student has two returned checks during their program at CHSU, the student will be required to make all university payments for the remainder of their attendance via a cashier’s check or money order only.
Missing/Lost/Stolen Student ID Card	There is no charge for issuance of the initial Student ID Card. However, lost, stolen, misplaced or abused cards must be reported immediately and replaced by the Business Office at a cost of Twenty Dollars (\$20.00)/time to the student.
Copying/Printing Fees	CHSU provides each student with a Twenty Five Dollars (\$25.00) printing credit each year. Copy machines and printers are available for students to use across campus. Additional printing costs for students may be up to \$0.10 per page.

Method and Timing of Payment; Delinquent Accounts

California Health Sciences University requires only one semester of charges to be paid at a time. All tuition and fees for each semester must be paid in full no later than thirty (30) calendar days prior to the first day of class for each semester.

Payments may be made online through ACH by logging into the Student Portal, or in person at the CHSU Business Office via check, money order or cashier's check payable to "CHSU COM." Please include your name and student ID on the check/money order. The Business Office is located at 120 N. Clovis Avenue, Clovis, CA 93612. Cash payments and credit cards are not accepted. All payments made by or on behalf of a student shall be applied to his or her account. Statements of a student's account balance may be accessed by the student using CHSU's online student portal.

Delinquent student accounts may be reported to one of more of the major credit bureaus and may be forwarded to an outside collection agency or attorney. If collections efforts become necessary, the student is responsible for all costs incurred to collect the outstanding debt, including but not limited to principal, accrued interest, late fees, collection fees, and any legal fees.

AACOM Debt Management Modules

CHSU and the American Association of Colleges of Osteopathic Medicine (AACOM) recognize that many students will finance their education costs with student loans. AACOM provides a series of educational debt management modules for osteopathic medical students and recent graduates. Each module contains specific information and resources to help osteopathic medical students borrow strategically and ensure they are prepared to responsibly repay their loans after they graduate and enter residency training. The modules cover a broad scope of important financial aid and budgeting topics. CHSU-COM students are encouraged to review the modules which can be accessed at <https://www.aacom.org/become-a-doctor/financial-aid/aacom-financial-aid-debt-management-modules>.

Tuition Refunds

The below describes when students may become eligible for partial or complete tuition and fees reimbursements and how such reimbursements will be calculated.

Right to Cancel and Refund

A student has the right to cancel their enrollment agreement and obtain a refund of all charges paid through attendance at the first class session or the seventh day after enrollment, whichever is later, less the nonrefundable two-hundred and fifty dollar (\$250). If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

Withdrawal and Eligibility for Tuition Refund

A student who withdraws from CHSU prior to the completion of sixty percent (60%) of the semester, but after the seventh day of enrollment, is entitled to a pro-rated refund of unearned institutional charges (i.e., tuition and refundable fees) as described in California Education Code 94920, reflected below. CHSU shall also provide a pro-rata refund of non-federal student financial aid program monies paid for institutional charges to students who have completed sixty percent (60%) or less of the period of attendance.

A student who withdraws after completion of sixty percent (60%) of the semester is not entitled to any refunds.

For the purpose of determining a refund under only this section, a student shall be deemed to have withdrawn from a program of instruction when the student withdraws or is deemed withdrawn in accordance with the Withdrawal and Leave of Absence policies.

Partial attendance or withdrawal from some courses will not entitle a student to any refund under this policy.

Calculation and Payment of Refund

For purposes of tuition refund calculations, the withdrawal period will be measured from the date the student actually stops attendance in all courses. Once all calculations are complete, the Business Office will bill or refund the student for any outstanding balance.

The following formula can be used as an example to calculate the refund:

1. Total days in current term – Days in current term completed = Total days not completed
2. Total days not completed/Total days in current term = % of pro-rata refund
3. (Institutional charges* x % of pro-rata refund) – Non-refundable fees** = Total refund owed

*Unearned institutional charges in the pro-rata refund include current term tuition.

**Non-refundable fees and charges are: (1) all non-refundable fees; (2) Student Tuition Recovery Fund fee; and (3) student health insurance premium, if applicable.

Students are not entitled to reimbursement of any outstanding charges that the student has not yet paid to the University.

If the amount of the current term payments is more than the amount that is owed for the time attended, then a refund of the difference will be made within forty-five (45) calendar days after the notice of withdrawal is received by the Office of the Registrar.

If any portion of the tuition was paid from the proceeds of a loan or third party (i.e., scholarship provider etc.), the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that issued the loan.

CHSU Financial Disclosure

California Health Sciences University DOES NOT have a pending petition in bankruptcy, nor is the institution operation as a debtor in possession, nor has the institution filed a petition within the last five years, nor has it had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

Student Rights Under the Student Tuition Recovery Fund (STRF)

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if 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.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

Satisfactory Academic Progress Policy

STANDARD OF ACADEMIC PERFORMANCE

The academic year is divided into two academic terms with the first (fall) term consisting of courses offered between July and December and the second (spring) term consisting of courses offered between January and May. The student's cumulative GPA will be calculated at the end of each academic term. For the first and second years, an academic term is equal to a semester. For third and fourth year, an academic term is equal to a year.

Academic Monitoring

The academic monitoring and alert process is a referral system through which faculty identify students who are having or are at risk of having academic difficulty. It is the responsibility of the Year-Specific Curriculum Director to continuously monitor the performance of students in their class in order to identify students who are struggling with their coursework. At a minimum, the Year-Specific Curriculum Director must review student grades after each block exam. Those students who are well below the class average on any cumulative individual

component in a course will be referred for discussion at the StARC (Students at Risk Committee, to be discussed in a following section).

Academic Support

When a student is identified as being at risk and subsequently referred to StARC, the StARC will notify the student's faculty advisor, who will meet with the student to address any issues or concerns the student is having. Depending on the specific situation, the at-risk student and the faculty advisor will develop academic support plans that may include review sessions, tutoring services, or any of the available services at CHSU, which may include a learning specialist, psychologist, as needed. The faculty advisor will report to StARC a summary of the academic support plan developed.

Year 1 and Year 2 Course Remediation

Remediation is a phase which is a result of a course failure and approval for re-evaluation. Remediation may include any test or performance to re-assess some or all of the learning outcomes and materials presented during a course as determined by the Year-Specific Curriculum Director, in conjunction with the office of Academic Affairs. Required student preparation for Remediation may consist of, but is not limited to, self-study, tutoring, and meetings with the learning specialists and/or course instructor(s) as determined by the Year-Specific Curriculum Director. Course remediations will only take place during the specified times allocated during the academic calendar. The duration, content, and scoring of the Remediation Exam is determined by the respective Course Directors working with the Year-specific Curriculum Director for maintaining consistency of the process across the board. Remediation Exams are not subject to appeal. Satisfactory completion of the Remediation Exam will be determined by a score of at least 70 percent. The satisfactory remediation will be reported to the registrar as a grade of C (RC) and is used in the calculation of the student's cumulative GPA. If the student does not satisfactorily complete the remediation, they are referred to the Student Progress Committee (SPC). The full SPC process is described in the SPC policy.

Academic Probation

A student with a GPA less than 2.250 will be placed on Academic Probation by the Associate Dean for Academic Affairs and referred to the Students at Risk Committee (StARC). To be removed from Academic Probation the student must improve to a cumulative grade point average of at least 2.250. Students with a GPA less than a 2.250 for multiple semesters may be placed on Academic Suspension. Students cannot appeal placement on Academic Probation or Suspension.

Students placed on academic probation will have their status monitored by a University faculty or staff member. In addition students on academic probation must attend all classes. Academic probation may also include the suspension of the student's normal rights to participate in extracurricular, co-curricular, and other nonacademic activities, including but not limited to the student not being allowed to hold a leadership position in a student organization. Typically, students who are placed on academic probation cannot fail any other course, section, clerkship, shelf exam and/or national examination. The typical length of the academic probation is one year, unless otherwise specified, from the time the student is formally notified of being placed on this status.

Academic probation status is not tied to a student's SAP, as defined by Title IV. It is wholly separate and unrelated to SAP.

Academic Suspension

University Suspension is a forced, temporary leave from the university. Academic suspension is the result of poor academic performance or violation of academic regulations and is imposed by the Associate Dean for Academic Affairs or the Dean.

Suspended students may not perform the following or related functions:

- Register for courses
- Attend classes
- Use campus facilities, including library, gym, study rooms, and computer labs (without permission).
- Participate in student activities
- Be members of student organizations
- Participate in student employment

Class Auditing Regulations

Auditing of courses at CHSU-COM is not allowed. Auditing courses while not being enrolled is not to be used as a means to remediate a course. The SPC will review the record of each student at the end of each year to evaluate and subsequently recommend those students to be promoted to the next year of study.

STUDENTS AT RISK COMMITTEE (StARC)

- The StARC’s purpose is to provide input on study strategies and programs for the COM students identified as being at academic risk by Year Specific Curriculum Directors or deans. The StARC evaluates individual cases of students’ declining academic performance or risks to the individual’s expected academic performance. StARC shall recommend additional or alternate resources or student-specific curricular modification strategies.
- The StARC shall be comprised of up to five (5) members of the Voting Faculty and one (1) COM Student Affairs administrator. Additionally, a COM Learning Specialists and Clinical Psychologist will also be a member of StARC. All members are appointed by the Dean in consultation with the COM-CAC. The Chair of the committee will be the Assistant Dean of Student Affairs. All members shall have one (1) vote. Faculty members are appointed for two-year (2) staggered terms. Administrative members shall have no term limits. The StARC shall meet as often as necessary to conduct its business, as determined by the StARC Chair.

COM Course Repeats Policy

Should a student fail to academically progress while enrolled in the medical school, and based on the totality of the student’s academic performance while enrolled, the Student Progress Committee (SPC) may recommend that a student repeat an academic year in order to establish a firm foundation to assist the student in their studies of the previously-taken subjects.

Students approved for readmission after a period of suspension or an approved leave of absence may also be required to repeat previously taken courses.

All course enrollments and earned grades will remain on the student’s academic transcript. Once a student successfully repeats a course, the highest grade a student can receive is [RC] (successful remediation with a grade of C). If the successfully repeated course is a clerkship, the grade will be recorded as a [P] on the transcript.

COM Patient Care Supervision on Clerkships

Purpose

The purpose of this policy is to create clear standards regarding student supervision during the student’s participation in the Clinical Clerkship Program during the student’s 3rd and 4th year of attendance at COM. Clinical supervision of medical students is fundamental to safeguarding standards, professional expertise and the delivery of quality patient care. These standards will enable students to develop knowledge and competence,

assume supervised responsibility and enhance patient safety in complex situations as well as to ensure osteopathic medical student safety.

CHSU's COM requires clinical supervision of osteopathic medical students as an integral part of patient care and will ensure that appropriate and experienced practitioners are selected for this role. The supervising physician will be ultimately responsible for ensuring medical student and patient safety during the student's clinical clerkships. Students in clerkship rotations are unlicensed and as a result supervising physicians must be engaged in all aspects of patient care including: oversight of patient histories and physicals, ordering labs and any form of imaging, prescribing, or during the performance of diagnostic and/or therapeutic procedures. Prior to beginning their clerkships, students will be notified to whom they directly report.

The Clinical Clerkship Program is designed to provide the student with knowledge in the following core areas: internal medicine, surgery, pediatrics, obstetrics/gynecology, behavioral medicine, and family medicine. The program has been organized to allow students completing their clerkships to have the greatest degree of educational exposure in a practical and clinical environment. Additionally, the clerkship allows students to develop expertise in the areas of patient diagnosis and management. Students will participate in a well-structured and systematic training experience in each particular clerkship, with experiences in Inter-Professional Education with health care colleagues in pharmacy, nursing and PAs. Students will comply with all requirements related to patient care as established by the host institution.

Credentialing of Preceptors

The Office of Clinical Education of CHSU will identify, verify and document the qualifications of each supervising preceptor. CHSU COM and each participating hospital will identify the personnel involved in the clerkship teaching programs, including administrative personnel. Scheduling and coordination of clerkship assignments will be through the Office of the Associate Dean of Clinical Affairs. Delivery of clerkship content, structure, and evaluation will be the responsibility of the supervising preceptors and appropriate departments of the hospital and approved by CHSU COM. On-site California Health Sciences University inspections by the Associate Dean of Clinical Affairs (or appointee) will be done periodically to ensure adequate student support and oversight is available at each clerkship site. The following are requirements for student clerkships:

- A. Each clinical rotation will have an identified preceptor of record who acts as the responsible physician for the clerkship.
- B. A licensed provider must supervise students at all times.
- C. Students shall assume responsibility for and perform their assigned duties in accordance with CHSU and the training institution regulations.
- D. Students shall not be permitted to accept financial compensation or any form of gratuity for any part of
- E. their participation in the clerkships.
- F. Through their supervising preceptor, students may be assigned to specific patients. Emphasis will be placed on obtaining a history and physical examination (H&P), and palpation and structural components will play an integral part of the history and physical examination.
- G. Student H&Ps should be reviewed and signed by the supervising preceptor.
- H. Progress notes may be written by the students only under the direct supervision of the supervising preceptor. Progress notes must be signed within the time required by the rules and regulations of the training institution.
- I. Students shall not order any examinations, tests, medications, or procedures. Students shall not write prescriptions for medication, devices, or anything requiring the authority of a licensed physician.
- J. Attendance by students is required at all conferences, discussions or study sessions, and any other programs of an educational nature designed specifically for students at the institution. Students

should document their attendance at such events. In addition, students should be encouraged to attend lectures for interns, provided these do not interfere with the clinical clerk's own program.

- K. Students shall be required to participate in the utilization of osteopathic manipulative treatment when ordered and supervised by the attending physician.
- L. Students shall learn and perform procedures under appropriate and proper supervision, in those areas where the training institution regulations permit such instruction.

Final Course Grade Appeal Policy

A student may file an appeal to dispute a final course grade following the process outlined:

1. The student must initiate a formal grade appeal process using the Course Grade Appeal form (located on the CHSU web site) and submitting the completed form to the Course Director within ten (10) business days of the grade being posted.
2. The Course Director shall respond to the student in writing using the submitted Course Grade Appeal form within five (5) business days of having received the form.
3. If the appeal is not resolved to the student's satisfaction, they can submit the appeal form to the Curriculum Director for that year (CDY1, CDY 2 or CDY 3) within two (2) business days of receiving the decision of the Course Director.
4. Curriculum Director shall consider the appeal, after discussing the appeal with the student and the Course Director, and render a written decision on the Course Grade Appeal form, which must be returned to the student within five (5) business days.
5. The student may then further appeal to the Associate Dean of Academic Affairs within two (2) business days of being notified of the Curriculum Director's decision to reject the appeal. The Associate Dean shall meet with the student and the Course Director within five (5) business days to review the Course Grade Appeal form and any supportive documentation, discuss the reasons for the appeal, and render a final written decision.
6. The Associate Dean shall notify the student, the Course Director, and the Curriculum Director of the final decision.
7. If the grade appeal is upheld, the Associate Dean shall notify the Registrar about any need to change the student's grade in official academic records. If the grade appeal is rejected by the Associate Dean, the appeal process is thereby terminated.

ADDENDUM

In all matters of grade appeal, the decision of the Associate Dean is final. In the event that the Associate Dean had been personally involved in the determination of the student's grade, or any other circumstance that could reasonably be determined to constitute a conflict of interest that might undermine the Associate Dean's ability to render an impartial decision, the Associate Dean shall recuse and the final decision on the grade appeal shall be rendered by the Dean of the COM. Records of adjudicated grade appeals shall be retained by the Dean's office.

COM Student Progress Committee Policy

PURPOSE & SCOPE

The Student Progress Committee (SPC) is a COM faculty committee charged with being the primary body responsible for review of the totality of COM students' academic progression and professionalism. For matters involving academic progression, as a part of a comprehensive review the SPC will make decisions as to whether a student should be granted remediation after an academic failure. For matters involving unprofessional conduct that are referred to the SPC by the COM Assistant/Associate Dean for Student Affairs and Enrollment, SPC

is also responsible for adjudicating complaints of unprofessionalism, including recommending an appropriate sanction. The SPC has broad authority to review students' records, decide how best the University can assist the student on getting back on track academically or professionally, and recommending a broad number of options for consideration as part of any final decision. SPC is authorized to recommend to the Dean suspension or dismissal of students from the University for failure to adequately progress through the program or for engaging in unprofessional conduct.

This policy shall serve as the policy required by the CHSU Student Professionalism and Conduct policy governing adjudication of professionalism matters and providing required due process to students appearing before the committee.

SPC Membership & Regular Meetings

SPC has an eight voting member structure, with three subcommittees comprised of voting and non-voting members.

The three subcommittees are specific to Year 1 students, Year 2 students, and students in Years 3 and 4. The subcommittees are responsible for the oversight of the academic remediation plan of any student in that year who has experienced a failure of a required element/course/section for graduation or has otherwise failed to show adequate academic progress. The subcommittees do not hear matters involving professionalism conduct referrals, as those are handled only by the eight member SPC.

SPC's eight voting members are as follows:

- A COM administrator, who shall serve as the SPC Chair;
- The Curriculum Director for Year 1 of COM;
- The Curriculum Director for Year 2 of COM;
- The Curriculum Director for Years 3 and 4 of COM;
- Two Biomedical science faculty member;
- Two Clinical Science faculty members.

The Dean shall appoint the SPC Chair and all faculty members listed above. All voting members of the SPC must be full time CHSU COM faculty and may not be adjunct faculty.

SPC meetings shall include the voting members of SPC and may include the SPC subcommittees. SPC shall regularly review all remediation plans currently in progress, and new remediation plans that have been implemented since the last meeting. SPC shall meet as often as necessary to conduct its business, which shall generally be at least monthly, as determined by the SPC Chair. SPC may meet and consult each other as a group, or may consult with or invite to meetings other members of the CHSU COM faculty or administration. However, SPC student hearings discussed below in section III.B. shall be attended only by the voting members of SPC, the student, the student's support representative, and the College's appropriate administrative support personnel.

A quorum of at least five (5) committee members is required to finalize any decision of SPC. The chairperson of the SPC only votes in the event of a tie vote of those members present. All voting members shall have one vote, except that in the event SPC considers a matter involving a student that a year specific Curriculum Director/Subcommittee Chair has been overseeing remediation for, that year-specific Curriculum Director/Subcommittee Chair must recuse themselves from the final vote but may participate in SPC's deliberations.

The subcommittee members for each of the three subcommittees are as follows:

- The year-specific Curriculum Director, who shall serve as chair of the subcommittee;
- A learning enhancement specialist;

- A clinical psychologist;
- Ad hoc faculty representative(s) who may serve as a faculty advisor;
- Ex officio committee advisors requested by the Curriculum Director and/or the Chair of SPC to be present for committee meetings.

The subcommittee shall meet as often as necessary to conduct its business, which shall generally be at least monthly, as determined by the Curriculum Director. The subcommittee may consult with other members of SPC, and other members of the CHSU COM faculty or administration, if necessary prior to meeting with a student.

SPC PROGRESSION AND CONDUCT DISCIPLINE PROCEDURES

SPC procedures for academic progression matters and the procedures for professionalism conduct referrals are outlined below.

Level 1 – Academic Progression Matters Involving First Course, Section, or Clerkship Failure: Required Subcommittee Meeting

Notice to Student and Faculty Mentor/Advisor: The student is notified by the appropriate Curriculum Director/Subcommittee Chair via CHSU email of the student’s failure and the date, time and location of a mandatory meeting with the appropriate year-specific subcommittee to discuss the failure. If the full subcommittee is not available, the meeting may take place with the Curriculum Director/Subcommittee Chair and others designated by the Dean. The student’s assigned faculty mentor/advisor will also receive notice of the meeting and may, at the faculty mentor/advisor’s discretion, choose to attend.

Remediation Plan: At the meeting, a remediation plan for the failed coursework will be formulated by the student and the subcommittee. The remediation plan may include, but is not limited to, the following items: a study plan, regular meetings with a learning specialist, and/or regular meetings with a psychologist. The remediation plan shall include timelines as well as expected outcomes and behaviors of the student during remediation. The remediation plan will be in writing signed by the Curriculum Director/Subcommittee Chair and the student.

Timing of Remediation: Course/section remediations will take place in one of two structured remediation times within the academic calendar and will be set by the Associate Dean for Academic Affairs.

Level 2 – Professionalism Conduct Matters and Academic Progression Matters Involving Second Course, Section or Clerkship Failure, Failure to Comply with a Remediation Plan or Failure of any National Board Exam: Required SPC Hearing

As a threshold matter, SPC hearings are informal proceedings – they are not formal judicial or administrative proceedings. Accordingly, the rules of evidence do not apply, the student is not entitled to present or cross-examine witnesses, and audio/video recordings of the hearing are not permitted. Unauthorized video or audio recording may subject a student to discipline, up to and including dismissal.

The following procedures shall apply to the SPC hearing:

Notice to Student: Student is notified by the SPC via CHSU email of the failure or professionalism conduct referral, and of the date, time and location of the SPC hearing. Generally, notice shall be at least three business days in advance of the hearing. Exceptional circumstances or emergencies may require the hearing be held with less notice. In cases of academic progression, the student will already have received information regarding prior failures and remediation plans, so additional notice of those matters is not required. Similarly, in cases of professionalism conduct referrals, the student will already have received notice of the findings of the investigation, and so additional notice of such

findings is not required. Students are not entitled to the full investigation file.

Recommended Pre-Meeting with Student Affairs: Generally, prior to the hearing the student will meet with the appropriate Assistant/Associate Dean for Student Affairs and Enrollment (“College Student Affairs Dean”) (or designee) prior to the hearing. The College Student Affairs Dean’s (or designee’s) role is to help the student better understand the SPC hearing process, to answer the students related questions, and advise on how the student can prepare for the hearing. The student may decline the assistance of the College Student Affairs Dean.

SPC Materials for Review and Pre-Meetings: Prior to the hearing, SPC will receive a copy of the student’s academic file, including any disciplinary documents, and in professionalism conduct referral cases a copy of the full investigation file, including findings of fact provided to the student. Additionally, the student may submit a written statement for SPC’s review and may submit written statements from others which have information relevant to the proceeding. The SPC Chair shall determine whether any such statements are or are not relevant to the proceeding. Prior to the hearing, SPC may, but is not required to, meet to discuss the matter, and may request additional information from an SPC subcommittee, the administration, members of the faculty or the student, prior to the hearing.

Professionalism Findings of Fact & Investigation Process Review: In cases of unprofessional conduct, the investigator assigned to the matter under the CHSU Professionalism and Student Conduct Policy is the finder of fact. SPC’s role is to review the investigation process to ensure it was thorough and unbiased. If SPC finds that the investigation process was incomplete or subject to inappropriate bias, it may remand the matter to the College Student Affairs Dean for further appropriate action before convening a hearing.

Appearance at Hearing; Support Representative: Students are required to attend the SPC hearing in-person unless they are on a clinical rotation at a substantial distance from campus, in which case remote conference technology may be used to attend the hearing. The student may bring a faculty mentor/advisor or other support representative to the SPC hearing. The support representative may not participate directly in the hearing, even if that person is a lawyer. Support representatives may not disrupt the hearing; if disruption occurs or attempts to directly participate are made, the SPC Chair may ask the support representative to leave.

SPC Deliberation & Recommendation: After the student is excused from the hearing, SPC will discuss the case and vote on a recommendation to be submitted to the Assistant/Associate Dean for Academic Affairs. Recommendations are determined by a majority vote of the SPC members attending the hearing. If more time is needed, SPC may choose to continue deliberations to another meeting time without notice to the student.

Basis for Dismissal: The SPC may determine that a dismissal is warranted when there is (a) a failure to meet the requirements for academic progression or graduation from the program; (b) failure to meet the terms of a prior remediation plan; (c) an unapproved absence of a full semester or longer; (d) severe or pervasive unprofessionalism; or (e) any other circumstance that calls into serious question the student’s ability to graduate or practice medicine.

Notice to Student of Final Decision: Upon receipt of SPC’s recommendation, the Assistant/Associate Dean for Academic Affairs will review the recommendation and will prepare a written final decision. A copy of the decision will be placed in the student’s file, and a copy provided to the Registrar, College Student Affairs Dean and Provost (or designee). The final decision may be considered in the issuance of letters of recommendation.

Appeal Rights: The student may appeal the final decision to the Dean of the COM in writing via email within five (5) business days from the date of the final decision. The written appeal must state the basis for why a different decision is appropriate. In the event the Dean has a conflict of interest, the

appeal shall be to the Provost. The written decision on the appeal request shall be issued in writing to the student, generally within fifteen (15) business days from the date the appeal is received.

COM Degree Requirements

In order to graduate from the CHSU COM, a student will be required to satisfy all graduation requirements in this policy based on the year of degree conferral. Graduation requirements may change from time to time following a student's matriculation. It is the student's responsibility to stay updated on current policies and procedures at CHSU COM.

A student who has fulfilled all the academic requirements of the COM will be granted the Doctor of Osteopathic Medicine (D.O.) degree provided the student has met all of the below requirements:

- 1. Attendance at AOA/COCA Accredited College.** The student has attended an AOA/COCA accredited college of osteopathic medicine and has completed at least the last two years of the program at CHSU COM.
- 2. Compliance with All Academic Requirements.** The student has complied with all competency and coursework requirements as outlined in CHSU's COM's Academic Catalog, as those requirements may change from time to time.
- 3. Compliance with All Legal, Financial Requirements and Obligations.** The student has complied with all legal and financial requirements and obligations of CHSU or CHSU COM, which includes return of any CHSU or CHSU COM owned property and equipment.
- 4. Graduation Ceremony.** The student is required to attend, in person, the graduation ceremony at which time the degree is conferred and all the students take the osteopathic oath. Rare exceptions to this requirement may be granted at the sole discretion of the Dean. The Dean's review will be based on whether there are extenuating circumstances that prevent the student from attending. Students are required to submit such requests to the Dean within a reasonable time after the student learn(s) of any such extenuating circumstances. Students should enclose any relevant documents with their request for waiver. The Dean will issue a written decision regarding whether this requirement will be waived for the student within ten (10) business days of receipt of the student's request.
- 5. Examinations.** The student has passed the Levels 1, 2-CE and 2-PE of the COMLEX examinations administered by the National Board of Osteopathic Medical Examiners.
- 6. Ethical, Personal and Professional Qualities.** The student has demonstrated the ethical, personal and professional qualities deemed necessary for the successful and continued study and practice of osteopathic medicine.
- 7. Technical Standards.** The student must meet all of the Technical Standards outlined in CHSU's COM's Academic Catalog, as those requirements may change from time to time.
- 8. Suitability for Practice of Osteopathic Medicine.** The student has demonstrated suitability for the practice of osteopathic medicine as evidenced by the assumption of responsibility for patient care and integrity in the clinical activities.
- 9. Formal Approval for Graduation.** The student has received recommendation for graduation from the voting faculty of the CHSU COM, the process by which shall occur according to the COM's policies and procedures. Thereafter, the Board of Trustees will confer the degree of Doctor of Osteopathic Medicine ("D.O.") on students who have satisfactorily completed the requirements for graduation and have been recommended for graduation.
- 10. Graduation within Six (6) Years of Matriculation.** A student must have completed all requirements for graduation and must graduate within 150% of the standard time to achieve the degree (i.e., six (6) years) from the date of matriculation. The COM Dean shall have reasonable discretion to allow for

limited exceptions to this time period upon a showing of extraordinary circumstances supporting such exception.

COM Student Mental Health Policy

Policy Statement

The study of osteopathic medicine, while rewarding, can also be challenging and stressful. Students are taught healthy stress management and life balance skills early in the medical curriculum; however, students are always encouraged to seek mental health assistance whenever necessary. A variety of confidential counseling and behavioral health services are available to CHSU COM students, ranging from simple counseling to clinical psychiatric care and substance abuse treatment.

General counseling services are offered to CHSU COM students from an on-site licensed therapist. The therapist is free to all CHSU COM students and provides confidential counseling, resource information, education, activities and referral services to students and families. Students should contact Student Services for assistance and for contact information.

Additionally, CHSU contracts with a behavioral health service to provide 24 hour behavioral health care services. The contact information for this service is available on the student affairs page of the website.

A list of this service and other behavioral health lines and service providers is also available on the student affairs page of the website.

In the event that a student feels that they may harm themselves or others, they are advised to dial 911 or go to the nearest emergency department.

Available Student Mental Health Services

24 Hour Available Emergency Mental Health Services:

Well Connect: 866-640-4777

Clinical behavioral health services, including Psychiatry and Substance Abuse Treatment:

On-Campus Psychologist	COM Alluvial Building, 1st Floor, South Wing M – F, 8:00 AM – 4:30 PM (Contact Student Services to make appointment)
Touchstone Recovery System Drug and Alcohol Counseling Services	724 Medical Center Drive East, Suite 103 Clovis, CA 93611 (559) 298-6711 http://www.touchstonerecoverycenter.com/
Aegis Treatment Center Drug and Alcohol Counseling Services	3707 East Shields Avenue Fresno, CA 93726 (559) 229-9040 http://aegistreatmentcenters.com/
Community Behavioral Health Center	7171 North Cedar Avenue Fresno, CA 93720 (559) 449-8000 https://www.communitymedical.org/hospitals-facilities/Community-Behavioral-Health-Center

Crisis Line and Suicide Prevention Resources:

National Suicide Prevention Hotline	(800) 273-8255	Available 24/7
National Hotline	(800) 273-TALK	Available 24/7
Trans Lifeline	(877) 565-8860	Available 24/7
Lambda National Hate Crime Hotline	(206) 350-4283	Available 24/7
Gay & Lesbian National Hotline	(888) 843-4564	Available 24/7
National Anti-Violence Prevention Hotline	(800) 616-4283	Available 24/7
Rape & Incest National Network (RAINN)	(800) 656-4673	Available 24/7
Trevor Talk Line for Suicidal LGBT Youth	(800) 850-8078	Available 24/7
National AIDS Hotline	(800)-CDC-INFO	Available 24/7
National Human Trafficking Resource Center	(888) 373-7888	Available 24/7
The Veterans Crisis Line	(800) 273-8255 and Press 1	Available 24/7

COM Dress Code Policy

PURPOSE

The CHSU-COM dress code policy describes sartorial expectations for all university colleges with college-specific procedures included as appropriate.

SCOPE

This dress code applies to all members of CHSU College of Osteopathic Medicine, i.e. faculty, administrators, staff and students.

POLICY STATEMENT

Business Casual attire is to be worn by all members of the College of Osteopathic Medicine (faculty, administrators, staff and students) while on campus (Monday – Friday 8am – 5pm), in all patient care settings, and at all CHSU-sponsored events and public events where CHSU has an official presence. Exceptions for Casual Friday at the Dean’s Discretion are outlined below.

All members of the College of Osteopathic Medicine are expected to demonstrate good personal hygiene at all times while on campus, in all patient care settings, and at to all CHSU-sponsored events and public events where CHSU has an official presence.

DEFINITIONS

Business Casual attire may include slacks or trousers but not jeans, a shirt with a collar, skirts or dresses of an appropriate length and not made of sheer fabric, and tops providing adequate coverage and not be made of sheer fabric. Tennis shoes, sneakers and flipflops are not acceptable.

Patient Care Setting refers to any healthcare setting where actual patients/clients are encountered, Standardized Patients in classroom, Simulation Center or OSCE settings, and the Simulation Center or OSCE rooms even if there are only models present.

Casual Friday at the Dean's Discretion refers to special dispensations, announced in advance by the Office of the Dean, whereby those not engaging in official CHSU-COM events or external appointments may adopt casual attire for the day.

PROCEDURES

Photo ID Badges

Photo ID Badges must be worn at all times while on campus and in patient care settings. ID Badges must be worn on the upper torso and must be visible from the front. Requirements pertaining to ID Badges are further outlined in the CHSU SAFETY, SECURITY AND EMERGENCY POLICY section IV.A.

Some labs or student activities may use ID badges as a means of taking attendance.

Repeated failure to wear an ID badge will be referred to HR or the Office of Student Affairs.

Business Casual General Attire (8am – 5pm Monday – Friday)

Business casual attire may include slacks or trousers but not jeans, a shirt with a collar, skirts or dresses of an appropriate length and not made of sheer fabric, and tops providing adequate coverage and not be made of sheer fabric. Tennis shoes, sneakers and flipflops are not acceptable.

Headwear is not permitted with the exception of that required for religious observance.

COM Casual Friday at the Dean's Discretion

At the Dean's discretion, Friday may be a casual dress day; this will be announced in advance. Those representing CHSU-COM at official events or those hosting external guests or engaged in external appointments are not permitted to participate in Casual Friday.

Headwear is not permitted with the exception of that required for religious observance.

COM Business Casual in Patient Care Settings

Attire is business casual as described above but also includes the following:

White coat – clean, pressed, well-fitting, and with a name badge (e.g. "Student Doctor XXX").

Additional requirements: If a dress shirt is being worn under the white coat, a necktie (long, bolo or bow tie) must be included. If a dress or skirt is being worn under the white coat, the hemline must be visible below white coat.

Headwear is not permitted with the exception of that required for religious observance.

COM Business Casual in Exam Settings

Business casual attire; no outerwear and no personal effects either worn or carried (e.g. no watches, no phones in pockets).

Headwear is not permitted with the exception of that required for religious observance.

COM Simulation Center

CHSU-COM scrubs are to be worn. These are to be purchased from the university, or from a university-approved supplier in the designated style and color.

Closed-toed shoes are required (sneakers are permissible).

Headwear is not permitted with the exception of that required for religious observance.

COM OPP and Clinical Skills Lab

Appropriate attire must be clean and must include:

- Shorts which are above the knee [knee able to be exposed during relevant exam] - (no jean shorts, cut-offs, cargo, thick-seamed shorts, spandex, short shorts or knee length shorts that do not allow knee exposure)
 - ◊ Material for shorts should be thin enough to be able to palpate through
 - ◊ Lined shorts or appropriate undergarments are highly recommended as some labs will involve hip, pelvis, and sacral structural exams and osteopathic techniques
- T-shirts – should be of thin, non-textured material. Both genders will be asked to remove t-shirts while acting as a clinical practice partner.
- Sports bras or bathing suit/bathing suit tops for women – these should expose the spine and ribs (not wide t-back styles).
- Students may wear scrubs (or other apparel approved by the course director, such as loose cover-ups that can be removed in lab) over the laboratory attire when not in the role of the
- clinical practice partner.
- When in the role of the clinical practice partner, each student is expected to remove her/his shoes (no shoes are permitted on the tables).
- Hats or head coverings (other than for religious purposes) are not permitted in lab.
- Religious head coverings must be modified when necessary to allow palpation when they would obscure the immediate area to be examined or treated (e.g., head, neck, upper back). Modifications can include: adjustment of the covering permitting unobstructed palpation beneath the covering; or substitution of a thinner material that allows for adequate evaluation and treatment.
- Each student must be appropriately attired before class begins. Failure to be appropriately attired for class impedes the educational process and will not be tolerated. Students who do not wear the required clothing will be asked to leave the lab and return when they are appropriately clothed. If the student cannot return in appropriate clothing for a significant portion of the lab, then the student may receive an absence for this lab at the discretion of the OPP course coordinators. If a student repeatedly persists in not dressing appropriately for lab, this will be considered unprofessional conduct, and the students will be referred to the Office of Student Affairs.
- The following are not permitted:
 - ◊ Denim
 - ◊ Zippers
 - ◊ Clasps
 - ◊ Belts
 - ◊ Underwire

COM Academic Support and Development

Academic advising and support are available to all COM students. Academic skills, including time management, study techniques and test-taking skills are all areas of focus towards improved student success. A variety of available resources consist of assigned faculty advisors, student services, psychologists, assistant / associate deans and deans of the University. All entering COM students are assigned a faculty advisor, who will serve that role throughout the duration of a student's enrollment. Learning specialists are also available to offer academic skills workshops in addition to providing individual academic support through the office of student affairs. Licensed clinical psychologists will also be available for students through the office of student affairs.

COM Career Services

During each year of a student's matriculation there are personnel assigned help guide the medical students in their career path. The Dean's office position of Residency Match Manager (RMM) connects students to career information, resources and residency opportunities. RMM is committed to engaging students in transformative one-on-one appointments, programs, and opportunities to formulate career plans, develop CVs and personal statements and develop post-graduation objectives, and implement appropriate lifelong career decision-making strategies.

Osteopathic Medical students will be advised and counseled on professional opportunities and career development throughout all 4 years of the curriculum to prepare for residency placement.

During key integrated courses, appointments with the RMM and with their assigned MSPE coaches, presentations during the Dean's Hours with recurring lunch and learn presentations, students will be guided on "best practices" for applying to and successfully earning top choice residency positions.

OMS-I

- The Student Affairs office will assign an individualized Faculty Advisor during orientation. That advisor will hold group discussions and individualized sessions for each advisee.
- Career skills will be introduced as topics along with professionalism presentations in the Developing Physician (TDP) course and the practicing physicians (TPP) course.
- Various student interest clubs will host talks from local physician specialists in the area

OMS-II

- Access to AAMC's "Careers in Medicine", an online career planning program, will be provided to students early in their second year and maintained through the 4th year to provide additional support and assistance.
- Student interest clubs will host talks from recently matched students in various specialties
- CV development presentations will be provided by the RMM.
- Associate Deans will provide sessions on high stakes board study skills prep

OMS-III

- Based on the student's most likely specialty of interest, they will be assigned a physician leader from the faculty as their Match Coach / MSPE co-author.
- The match coach will hold one on one meetings with their assigned students to review their academic portfolio and MBTI personality type / Gallup Strengths in regards to their match options.

OMS-IV

- The RMM will act as a primary resource and coordinator during the 3rd and 4th year for students as they navigate the Electronic Residency Application System (ERAS).
- Interview coordination with local clinical partners who recruit CHSU-COM students for residencies.
- Mock residency interviews will be held for students with local clinical preceptor faculty and /or will be provided as an OSCE type session with a standardized patient to act as a residency redirector

College of Osteopathic Medicine Faculty (As of 07/01/2019)

BioMedical Education

Chris Burns, PhD, NRAEMT (Chair)

Samuel Kadavakollu, PhD

Kevin Steed, PhD

Jody Takemoto, PhD

Boris Boyanovsky, PhD

Hany Ibrahim, MD

Leanne Coyne, PhD

Lora Benoit, PhD

Jack Clark, PhD

Osteopathic Principles and Practices

Miho Yoshida, DO, MA (Chair)

Krista Lund, DO

Michael Conte, DO

Primary Care

Greg Copeland, DO (Chair)

Yoshihiro Ozaki, DO

Lindsey Faucette, DO

Sundeep Grewal, DO

Specialty Medicine

Kristopher Bedi, DO, FACOG (Chair)

Ruqaya Gill, DO

Stephanie Bauer, DO

Jamie DiPietro, DO, MBA

Accreditation Information

Bureau for Private Postsecondary Education Disclosures

Approval to Operate

The information within is accurate at the time of publication. Students are responsible for informing themselves of and satisfactorily meeting all requirements pertinent to their relationship with the University. Students and others who use this catalog should be aware that the information changes from time to time at the sole discretion of California Health Sciences University (CHSU) and that these changes might alter information contained in this publication. Any such changes may be obtained in the addendum to the catalog. CHSU reserves the right, at any time and without notice, to make any changes to all rules, policies, procedures and any other information that pertains to students or the institution including, but not limited to, admission, registration, tuition and fees, attendance, curriculum requirements, conduct, academic standing, candidacy and graduation. This catalog does not constitute a contract, or terms or conditions of contract between the student, faculty and/or staff at CHSU.

The California Health Sciences University College of Pharmacy is a private institution that is approved to operate as such by the California Bureau for Private Postsecondary Education. “Approval to Operate” means that California Health Sciences University is in compliance with state standards as set forth in CEC94897 (1).

Any questions a student may have regarding this catalog that have 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, California, 95833, <http://www.bppe.ca.gov/>, Phone: (888) 370-7589 or (916) 431-6959 or Fax: (916)263-1897.

CHSU

CALIFORNIA
HEALTH SCIENCES
UNIVERSITY

ACCREDITATION INFORMATION

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.

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 <http://www.bppe.ca.gov>.

For more information, contact the Bureau for Private Postsecondary Education at (916) 431- 6959, or toll-free (888) 370-7589, or visit its website at www.bppe.ca.gov.

School Performance Fact Sheet

In compliance with the California Postsecondary Education Act of 2009, California Health Sciences University provides the following Statements of Fact: The Bureau for Private Postsecondary Education (BPPE), as the regulatory body for private postsecondary institutions for the State of California, requires that each institution provide the following information to students, prior to enrollment, as evidence of recognition of the need to address consumer protection:

- Completion rates for each program of instruction;
- Placement rates for each program of instruction;
- License-examination passage rates for any program to which that statistic is applicable;
- Salary or wage information for each career, occupation, trade, job, or job title, as applicable, for which students are prepared.

The data are published on the university website (<https://chsu.edu/performance-fact-sheet/>) and updated annually. This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

Any questions a student may have regarding this fact sheet that have 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, <http://www.bppe.ca.gov/>;
Phone: (916) 431-6959;
Toll-Free: 888-370-7589; Main
Fax: 916-263-1897.

Student's Right to Cancel

You have the right to cancel and obtain a total refund of monies paid up through attendance at first class session or the seventh day after enrollment, whichever is later less the two-hundred and fifty dollar (\$250) non-refundable enrollment confirmation fee. Please refer to the Tuition and Fees section for a more detailed explanation.

Notice Concerning Transferability of Credits and Credentials Earned at Our Institution

The transferability of credits you earn at California Health Sciences University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree or diploma you earn in the doctor of pharmacy program is also at the complete discretion of the institution to which you may seek to transfer. If the credits, degree, or diploma 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 California Health Sciences University College of Pharmacy to determine if your credits, degree, or diploma will transfer.

Gainful Employment Disclosure

The PharmD program prepares graduates to perform essential functions in various areas of pharmacy practice including retail, hospital, long-term care, home-health care, physician office pharmacies and specialized areas of pharmacy. The United States Department of Labor's Standard Occupational Classification codes for the PharmD program are:

- 29-1050 - (Pharmacists)
- 29-1051 - (Pharmacists, Hospitals)
- 25-1071 - (Pharmacology Professors)
- 19-1042 - (Research Pharmacologists)
- 19-1041 - (Pharmacoepidemiologists)

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.

Accreditation

Western Association of Schools and Colleges (WSCUC)

California Health Sciences University is accredited by the WASC Senior College and University Commission (WSCUC), 985 Atlantic Avenue, Suite 100, Alameda, CA 94501, 510.748.9001.

Accreditation Council for Pharmacy Education (ACPE)

ACPE Accreditation Disclosure Statement

The Accreditation Council for Pharmacy Education (ACPE) accredits Doctor of Pharmacy programs offered by Colleges and Schools of Pharmacy in the United States and selected non-US sites. For a Doctor of Pharmacy program offered by a new College or School of Pharmacy, ACPE accreditation generally involves three steps: Precandidate accreditation status, Candidate accreditation status, and Full accreditation status. Precandidate accreditation status denotes a developmental program that is expected to mature in accord with stated plans and within a defined time period. Precandidate accreditation status is awarded to a new program of a College or School of Pharmacy that has not yet enrolled students in the professional program and authorizes the School to admit its first class. Candidate accreditation status is awarded to a Doctor of Pharmacy program that has students enrolled but has not yet had a graduating class. Full accreditation status is awarded to a program that has met all ACPE standards for accreditation and has graduated its first class. Graduates of a class designated CALIFORNIA HEALTH SCIENCES UNIVERSITY COLLEGE OF PHARMACY as having Candidate accreditation status have the same rights and privileges of those graduates from a fully accredited program. ACPE conveys its decisions to the various boards of pharmacy and makes recommendations in accord with its decisions. It should be noted, however, that decisions concerning eligibility for licensure by examination or reciprocity reside with the respective state boards of pharmacy in accordance with their state statutes and administrative rules.

The Doctor of Pharmacy program of the California Health Sciences University College of Pharmacy was awarded

continued Candidate accreditation status during the June 20-23, 2018, meeting of the ACPE Board of Directors based upon an on-site evaluation conducted February 14-16, 2018, and discussion with University and School officials. If the program continues to develop as planned, full accreditation of the Doctor of Pharmacy program will be considered by the Board following the graduation of students from the program.

Commission on Osteopathic College Accreditation (COCA)

The CHSU College of Osteopathic Medicine has received candidate status with the right to recruit for the class entering in the fall of 2020 by the Commission on Osteopathic College Accreditation (COCA) of the American Osteopathic Association (AOA).

The American Osteopathic Association's Commission on Osteopathic College Accreditation (COCA) accredits osteopathic medical education programs leading to the DO degree in the United States (programmatic accreditation). The COCA also accredits free-standing colleges of osteopathic medicine where no other educational program is offered (institutional accreditation) and serves as the federal Title IV gatekeeper for those institutions. By assessing the compliance of osteopathic medical education programs based on the nationally accepted standards of the COCA, we serve the interests of the public and of the students enrolled in our Colleges of Osteopathic Medicine (COMs). To achieve and maintain accreditation, an osteopathic medical education program leading to the Doctor of Osteopathic Medicine (DO) degree must meet the standards found on the COCA website.

A student or any member of the public may file a complaint about this institution with the COCA by completing a complaint form, which can be obtained on the COCA's Website:

<https://osteopathic.org/accreditation/accreditation-guidelines/>
<https://osteopathic.org/accreditation/>

CHSU Complaints Concerning Approval to Operate or Accreditation Standards Policy

The purpose of this policy is to provide: (a) notice to the public, students, faculty, staff and administration regarding how to file a complaint regarding CHSU's approval to operate or accreditation standards; and (b) an internal process at CHSU for processing complaints related to CHSU's approval to operate or accreditation standards.

While members of the public, student body, faculty, staff and administration have the option to file complaints directly with the California Bureau for Private Postsecondary Education ("BPPE") or an accreditor, CHSU encourages complainants to file the complaint directly with CHSU so that it may timely respond to and address allegations of non-compliance. Following the contact information for BPPE and accreditation agencies, CHSU's internal process for such complaints is provided.

Information regarding accreditation status is available on CHSU's website.

A. Approval to Operate – California Bureau for Private Postsecondary Education ("BPPE")

Any questions a student may have regarding any CHSU academic catalog or other similar document that have not been satisfactorily answered by the institution may be directed to the BPPE. BPPE is located at 2535 Capitol Oaks Drive, Suite 400, Sacramento, California, 95833, and its website is available at www.bppe.ca.gov. BPPE can be reached by, phone at (888) 370-7589 or (916) 431-6959 or by fax at (916)263-1897.

A student or any member of the public may file a complaint about CHSU or its component colleges with the Bureau for Private Postsecondary Education by calling the phone number(s) above or by completing

a complaint form, which can be obtained BPEE's website, also listed above.

B. WASC Senior College and University Commission ("WSCUC") – CHSU's Regional Accreditor

WSCUC is a regional accreditor. Regional accreditation is a form of institutional accreditation that involves a comprehensive review of all institutional functions. Regional accrediting organizations do not accredit individual programs, although new programs are actively reviewed through the substantive change process.

More information on WSCUC accreditation, including the process to file a complaint directly with WSCUC, can be found on its website at www.wscuc.org/. WSCUC is located at 985 Atlantic Avenue, Suite 100, Alameda, CA 94501 and can be reached by phone at 510-748-9001 or by fax at 510-748-9797.

C. College-level Accreditation Agencies

CHSU's component colleges each have their own accreditor, as described below.

a. College of Pharmacy – Accreditation Council for Pharmacy Education

More information on ACPE accreditation, including the process to file a complaint directly with ACPE, can be found on its website at www.acpe-accredit.org. ACPE is located at 135 South LaSalle Street, Suite 4100, Chicago, IL 60503 and can be reached by phone at 312-664-3575 or by fax at 312-664-4652.

b. College of Osteopathic Medicine – AOA Commission on Osteopathic College Accreditation

More information on COCA accreditation, including the process to file a complaint directly with COCA, can be found on its website at <https://osteopathic.org/accreditation/>. COCA is located at 142 E. Ontario Street, Chicago, IL, 60611, and can be reached by phone at (312) 202-8124.

A. CHSU Process for Complaints Regarding Approval to Operate or Accreditation Standards

CHSU takes complaints regarding non-compliance with laws, regulations or accreditation standards of BPPE and its various accreditors seriously. CHSU prohibits retaliation of any kind against a complainant or other CHSU employee or student for filing a complaint regarding approval to operate or accreditation, or for participating in any investigation or other process related to the filing of such complaint. Below is the process for filing a complaint directly with CHSU regarding such matters.

a. Step 1 – Written Complaint: A complaint regarding approval to operate or accreditation standards may be filed in writing with the Office of the Provost (or designee). The Provost shall develop a complaint form for such purpose.

b. Step 2 – Review of Complaint: The Office of the Provost (or designee) shall be responsible for overseeing the processing of the written complaint. The Provost (or designee) will determine if an investigation is required. If an investigation is required, the Office of the Provost may appoint an investigator to make findings of fact related to the allegations in the complaint and submit such findings to the Provost (or designee). If an investigation is not required, the Provost (or designee) will review the complaint and make a determination regarding whether the allegations are true.

c. Step 3 – Written Decision: Within sixty (60) business days of receipt of the complaint, the Provost (or designee) shall provide written notice of the determination regarding the complaint.

d. Step 4 – Appeal: If a complainant is not satisfied with the outcome of the Provost's (or designee's) determination, the complainant may appeal the determination to the University President within five (5) business days of receipt of the determination. The University President (or designee) shall review the complaint, the investigation (if applicable) and the Provost's (or designee's) determination. The President shall provide a written decision regarding the appeal within ten (10) business days of receipt of the appeal. The President's decision shall be final.

The Office of the Provost shall be responsible for tracking and keeping records of all complaints related to approval to operate or accreditation standards, including appeals of such complaints. Additionally, the Office of the Provost shall be responsible for adhering to any reporting requirements imposed by BPPE or an accreditation agency regarding the existence and outcome of the complaint.



CHSU

CALIFORNIA
HEALTH SCIENCES
UNIVERSITY

120 N. Clovis Avenue, Clovis, CA 93612
(559) 325-3600

CHSU.edu

Rev. 08/02/2019

2019-20 Catalog Addendum

CHSU STUDENT CATALOG AND HANDBOOK



Improving health
care outcomes of
people in the
Central Valley

CHSU
CALIFORNIA
HEALTH SCIENCES
UNIVERSITY

Welcome to the Academic Year 2019-2020 Student Catalog and Handbook (“Catalog”) Addendum to our new and returning students.

To our students returning to CHSU, thank you for your feedback on our processes over the past years, which along with evolving trends in health sciences education, have informed the content and structure of the Student Catalog.

To our new students, welcome to CHSU! You selected CHSU because our vision to improve the health care outcomes of people living in the Central Valley is what will motivate you to succeed every day.

Our purpose in assembling the catalog is to ensure that all students have a source of guidance to consult when you have questions about the various processes you will encounter. In some cases, the catalog will provide you with introductory content that will refer you to an additional area of the CHSU website; in other cases, the catalog will cover an issue in its entirety.

Our education programs demand much of our students: as CHSU graduates, you will be expected to do whatever it takes to expand your core competencies to ensure that all your patients get the very best care from you. Our curricula have been designed to provide the necessary challenges and experiences to make this expectation a reality. Our student support systems have been carefully designed to foster professional development and intellectual growth so that our graduates are equipped to master the trials and tribulations that such professional leadership entails.

We expect you will take the time to read and use this important resource assembled by your faculty and administration. The content is organized to allow you develop and live the CHSU values during your time here:

Integrity: We keep promises and fulfill just expectations. By aligning our beliefs, thoughts and actions, we adhere to the highest ethical and professional standards in education, research and healthcare.

Excellence: We strive to achieve the highest quality in all that we do by using evidence-based methods, teamwork, critical reasoning, and continuous reflection on performance.

Collaboration: We strive to contribute positively to each other, our students, patients, university and community, through a culture of trust, respect, transparent communication, cooperation, cheerfulness, gratitude, and shared victories.

Diversity: We respect, embrace and harness the strengths of the many cultural backgrounds, languages, experiences and viewpoints of our students, faculty, staff and the community which we serve.

Innovation: We offer opportunity and resources to explore and pursue courageous innovation that matters for our students, faculty, staff, patients, and community.

Stewardship: We conscientiously utilize our resources – human, material and financial – in a highly efficient, effective, forward-looking and sustainable manner.

Growth: We value and invest in an assessment-driven culture that prioritizes growth and self-development. We strive to realize the potential of every student, faculty, staff, and community member through our individual and collective learning opportunities, decisions, policies and priorities.

Catalog Disclosure: CHSU Student Responsibility and Conditions of Accuracy

March 2020 Volume 1.1 revision

The revisions of information within this addendum is accurate at the time of publication. Students are responsible for informing themselves of and satisfactorily meeting all requirements pertinent to their relationship with the University. Students and others who use this amended catalog should be aware that the information changes from time to time at the sole discretion of California Health Sciences University (CHSU) and that these changes might alter information contained in this publication. Any such changes may be obtained in the addendum to the catalog. CHSU reserves the right, at any time and without notice, to make any changes to all rules, policies, procedures and any other information that pertains to students or the institution including, but not limited to, admission, registration, tuition and fees, attendance, curriculum requirements, conduct, academic standing, candidacy and graduation. This amended catalog does not constitute a contract, or terms or conditions of contract between the student, faculty and/or staff at CHSU.

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.

While CHSU strives to support the students enrolled in its academic programs, CHSU cannot guaranty the graduation of any student, eventual licensure of any student, that the student will pass required board exams or other government exams, admission to residency programs, or that the student will be successful in applications with employers following graduation. The CHSU graduate is solely responsible for meeting all graduation requirements, for obtaining licensure, and securing employment in the student's chosen profession. The employment rates of prior CHSU graduates are available from the Student Performance Fact Sheet (SPSF) available on chsu.edu and from the Bureau of Private Post-Secondary Education (BPPE) of the California Division of Consumer Affairs.

The 2019-2020 University Student Catalog and Handbook Addendum covers the academic year from July 1, 2019 to June 30, 2020.

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CHSU General Information *(revised)*

California Health Sciences University (CHSU) is a new privately owned institution established in 2012 that offers a local option for those seeking to attend a pharmacy or medical school to help remedy the shortage of health care services. CHSU is committed to health sciences research and improving the access and delivery of quality health care in the San Joaquin Valley. Currently, CHSU offers a four-year Doctor of Pharmacy (PharmD) program and a Doctor of Osteopathic Medicine (DO) program.

The California Health Sciences University Campus is located in Clovis, CA. The University Administrative offices are located at 120 N. Clovis Avenue and 65 N. Clovis Avenue. Classes for Pharmacy students are held at 65 N Clovis, 45 N. Clovis Avenue and 120 N. Clovis Avenue. The College of Osteopathic Medicine is located at 2500 Alluvial Avenue, Clovis, CA.

School Performance Fact Sheet

In compliance with the California Postsecondary Education Act of 2009, California Health Sciences University provides the following Statements of Fact: The Bureau for Private Postsecondary Education (BPPE), as the regulatory body for private postsecondary institutions for the State of California, requires that each institution provide the following information to students, prior to enrollment, as evidence of recognition of the need to address consumer protection:

- Completion rates for each program of instruction;
- Placement rates for each program of instruction;
- License-examination passage rates for any program to which that statistic is applicable;
- Salary or wage information for each career, occupation, trade, job, or job title, as applicable, for which students are prepared.

The data are published on the university website (<https://chsu.edu/performance-fact-sheet/>) and updated annually. This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

Notice Concerning Transferability of Credits and Credentials Earned at Our Institution

The transferability of credits you earn at California Health Sciences University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree or diploma you earn in the Doctor of Pharmacy program is also at the complete discretion of the institution to which you may seek to transfer. If the credits, degree, or diploma 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 California Health Sciences University College of Pharmacy to determine if your credits, degree, or diploma will transfer.

Notice Concerning Limited English Speakers

The College of Pharmacy and College of Osteopathic Medicine programs are taught entirely in English and fluency is required. If English is not the student's primary language and the student is unable to understand the terms and conditions of the enrollment agreement, the student shall have the right to obtain a clear explanation of the terms and conditions and all cancellation and refund policies in his or her primary language.

Gainful Employment Disclosure

The PharmD program prepares graduates to perform essential functions in various areas of pharmacy practice including retail, hospital, long-term care, home-health care, physician office pharmacies and specialized areas of pharmacy. The United States Department of Labor's Standard Occupational Classification codes for the PharmD program are:

- 29-1050 -(Pharmacists)
- 29-1051 -(Pharmacists, Hospitals)
- 25-1071 -(Pharmacology Professors)
- 19-1042-(Research Pharmacologists)
- 19-1041 -(Pharmacoepidemiologists)

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.

State of California Bureau for Private Post-Secondary Education

Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at: 1747 North Market, P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897. 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 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov.

Student Withdrawal Policy *(revised)*

Purpose

Occasionally students decide to discontinue their studies at California Health Sciences University (“University”). All leaves where the student plans to return to the University before the end of the semester in which the student is currently enrolled will be governed by the Student Leaves of Absence Policy.

Students withdraw for many reasons including but not limited to work, recovering from illness, attending to personal business, to find their true academic direction etc. Because withdrawal affects a student’s status with the University, as well as the student’s access to various student services, this policy provides information on what students need to know to ensure they are following the official withdrawal process.

Definitions

Withdrawal: A discontinuation of studies at the University at some time after the first-class session, or the seventh day after enrollment, whichever is later. Withdrawal must be from all courses in which the student is enrolled in at the time the student requests a withdrawal. A withdrawal must last, at a minimum, through the end of the semester in which the student is enrolled at the time the student seeks withdrawal. Students withdrawing from some but not all of their courses, as maybe permitted by the college specific Academic Progression Policy, will not be considered “withdrawn” from the University for purposes of this policy.

Withdrawal Procedures

Below are the steps students must follow to officially withdraw from the University:

Step 1: Prior to withdrawing, students are encouraged to meet with the Office of Student Affairs to seek individual guidance regarding all their options for a leave or including a possible withdrawal. Students should seek such guidance as far in advance of the planned withdrawal as possible. This step is important because a student’s withdrawal from the program may impact the student’s loans/grants/scholarships, tuition and fees, visa status, readmission, academic progression and health insurance. The Office of Student Affairs will be able to help the student prepare an individualized checklist such that the student can gather all the necessary information regarding these topics prior to making any final withdrawal decisions. At this meeting the Office of Student Affairs will provide the student with the official Withdrawal Form. Alternatively, students may also obtain the Withdrawal Form from the Office of the Registrar or the CHSU website.

Step 2: Students must complete the Withdrawal Form in its entirety and submit it to the Office of the Registrar. Any incomplete Withdrawal Forms will be returned to the student for additional information. The withdrawal will be effective on the date the Office of the Registrar approves the form or the last day the student stops attending all classes, whichever is earlier.

After a withdrawal is approved by the Office of the Registrar, the Office of the Registrar will send a letter to the student confirming the withdrawal. The letter also will include any information relevant to the student regarding the student’s future attendance at the University, which may be determined on a case by case basis.

Withdrawal may also be effectuated by the students written notice, or the student’s conduct including, but not necessarily limited to, a student’s lack of attendance or verbal notice. Students not completing the Withdrawal Form who stop attending all courses will be considered withdrawn for purposes of any tuition refund calculations under the Tuition Refund Policy. As soon as the University learns of the student’s lack

of attendance at the University, the Office of the Registrar will send a confirming letter to the student explaining that the student will be considered withdrawn by the University unless the student contacts the Office of Student Affairs and indicates that the student did not intend to withdraw from the University, within ten (10) calendar days following the University's sending of the letter via email and mail.

Step 3: Any refunds that the student is entitled to following a withdrawal will be governed by the Tuition Refund Policy. If a student has received federal student financial aid funds, the student is entitled to a refund of monies not paid from federal student financial aid program funds.

Impact of Withdrawal on Grades During Didactic Curriculum

Students withdrawing prior to the week of final examinations (i.e., the week of final examinations will be defined each year in the academic calendar contained in the University Academic Catalog). will receive a Withdrawal ("W") grade in all their didactic courses. These grades will remain final and the student will be required to retake the courses and receive a letter grade prior to graduation.

Impact of Withdrawal on Grades during Experiential/Clinical Curriculum

Students withdrawing from CHSU will receive a WP or WF on their transcripts depending on whether they were passing or failing an experiential/clinical clerkship at the time of their withdrawal. These grades will remain final and the student will be required repeat incomplete experiential/clinical clerkships prior to graduation.

Academic Services

Office of the Registrar

The Office of the Registrar provides assistance and services to students, alumni, faculty and staff of the University. The Office of the Registrar is responsible for the accuracy and integrity of the University's official student records and safeguards the privacy and security of those records in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA).

The Office of the Registrar retains official enrollment, registration, and academic information for students and alumni. Forms, such as, transcript requests, enrollment/degree verifications, personal information changes, grade changes, leave of absences, college withdrawal, and FERPA release authorizations are available from the Office of the Registrar.

Student Academic Records

The Office of the Registrar maintains student academic records for each student enroll at CHSU. A student's academic record on file includes, but not limited, to the following items:

- Transcripts from other institutions that include transfer credits used toward the completion of a CHSU educational program
- High school completion transcripts
- Examination scores used for admissions
- Copies of all documents sign by a student, enrollment agreement and financial aid documents
- Withdrawal forms from CHSU, leave of absence records, and graduation petition form
- Independent study course contracts
- Grade appeals and grade changes
- Academic progression plans
- Disciplinary notices

The Office of the Registrar maintains student records in the student management system (SONIS) containing the name, address, email address, telephone number, date of birth, gender, and ethnicity of each student who is enrolled in an academic program at CHSU. Student records maintained by the Office of the Registrar are kept for a minimum of five years from completion of or withdrawal from a California Health Sciences program. Access to student records are governed by the Family Education Rights and Privacy Act of 1974 (FERPA).

The academic transcript is a permanent student record maintained by the Office of the Registrar. The academic transcript includes the degree granted, the conferral date when the degree was granted, and the number of credit hours earned for the degree.

Transcript Requests

A student's academic transcript is a permanent record. Students and former students may request an official transcript through the Office of the Registrar by submitting a *Transcript Request Form*, located on Bright Space or available on the Office of the Registrar webpage. In compliance with Privacy Laws, academic transcripts, official or unofficial, cannot be emailed.

Enrollment and Degree Verifications

The Office of the Registrar provides confirmation of student enrollment status to financial institutions, organizations or agencies in writing at the student's request. Students may request proof of enrollment or degree completion by submitting an *Enrollment and Degree Verification Request Form*.

The student must complete, sign, and submit the *Enrollment and Degree Verification Request Form* to the Office of the Registrar for any student directory information to be released.

Personal Information Changes

Students are responsible for reporting any change in their personal information (e.g. name, address, telephone number, etc.) to the Office of the Registrar or changes in local address and telephone numbers can be changed by logging on to the student portal in SONIS. Telephone numbers that are changed through the student portal must also notify the Office of the Registrar of the change in order to update the new information in the emergency alert system.

Legal Name Changes

Official CHSU records and academic transcripts must reflect the student's name as it appears on a government issued photo identification (e.g. driver's license or passport).

A student may request an official name change for school documents and records by submitting the following information to the Office of the Registrar:

- a completed *Name Change Form* located on Bright Space or available on the Office of the Registrar's webpage.
- proof of new legal name by providing a government-issued photo ID, copy of a marriage certificate, or court order documents that displays the name change.

Once the information has been verified and student records updated, the Office of the Registrar will forward the name change information to all applicable departments.

Change of Address

Current students can update their local address, phone number, and personal email address through the Student Portal located in SONIS. Students should submit a *Change of Address Form* for permanent or billing address changes. For telephone changes, please notify the Office of the Registrar of the change so the emergency alert system is also updated with the new telephone number.

Student Portal

The Office of the Registrar maintains the student portal in the student management system (SONIS). The portal allows students to view academic information, such as, grades, unofficial transcripts, GPAs, course schedules, instructors, emergency contact information, financial billings, loans disbursements, and biographic information. A student can log on to the student portal through Microsoft access that is interfaced with their CHSU email account.

Confidentiality of Information

CHSU is committed to preserving the integrity and security of confidential records and information created, received, maintained and/or stored by the University in the course of carrying out its educational mission. Confidential records include without limitation any personally identifiable student or employee records, financial records, health records, contracts, research data, alumni and donor records, personnel records, computer passwords, University proprietary information and data and any other records for which access, use or disclosure is not authorized by federal, state or local law, or by University policy. The confidentiality of all student and personnel information will be preserved in compliance with applicable state and federal laws, including but not limited to the federal Family Educational Rights and Privacy Act.

Educational Records

Education records are records that are directly related to a student and maintained by an educational agency or institution or by a part acting for the agency or institution. FERPA applies to all educational records which are maintained by CHSU or by a party acting for CHSU and directly related to a student.

Personally Identifiable Information (PII)

Personally identifiable information includes but is not limited to: the student's name; the name of the student's parent or other family member; the address of the student or student's family; a personal identifier, such as the student's social security number or student number; a list of personal characteristics that would make the student's identity easily traceable; or other information that would make the student's identity easily traceable.

Directory Information

Directory Information is information contained in an education record of a student which would not generally be considered harmful or invasion of privacy if disclosed. The following items are designated as "Directory Information" at CHSU: name, address, telephone number, date and place of birth, academic program, dates of attendance, degrees and honors received, and most recent previous institution attended.

Disclosure of Information

Student Rights Pertaining to Educational Records

The Family Educational Rights and Privacy Act (FERPA) give students at CHSU certain rights with respect to their educational records. These rights include:

The Right to Review and Inspect

The right to inspect and review educational records within 45 days of the day the Office of the Registrar receives a written request for access. The student should submit to the Registrar a written request that identifies the record(s) the student wishes to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.

The Right to Seek an Amendment to the Student's Educational Record

A student has the right to request the amendment of the educational records if the student believes them to be inaccurate. The student may ask the University to amend a record that the student believes is inaccurate. The student should write to the Registrar, clearly identify the part of the record that is inaccurate and specify why the record is inaccurate.

The Right to a Hearing Regarding the Request for Amendment

If the University decides not to amend the record as requested by the student, the Registrar (or an appropriate official, if the record is maintained by another office), will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when the student is notified of the right to a hearing.

The Right to Consent to Disclosures of Personally Identifiable Information

A student has the right to consent to disclosures of personally identifiable information contained in the student's educational record, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A "school official" is a person employed by the University in an administrative, supervisory, academic, research, or support staff position (including law enforcement personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a "legitimate educational interest" if the official needs to review an educational record in order to fulfill his or her professional responsibility. Another exception which permits disclosure without student consent is disclosure to officials of another school, school system, or institution of post-secondary education where a student seeks or intends to enroll. Upon the request of an institution in

which a student seeks or intends to enroll, the University will forward the student's education records to the requesting institution. Upon request, the student may obtain a copy of the record that was disclosed and have an opportunity for a hearing as provided above.

The Right to Opt Out of the Disclosure of Directory Information

It is the right of a currently enrolled student to request that his/her "directory information" not be released by CHSU. Absent such a request, the University, at its discretion and without the written consent of the student, may release "directory information," which is determined by FERPA, and in accordance with University policies and procedures. A student request for non-disclosure of some or all directory information must be filed with the Office of the Registrar. The University will honor all requests to withhold any of the categories of directory information listed in the written request but will not assume any responsibility to contact the student for subsequent permission to release that information. Nondisclosure will be in effect until the student authorizes to release the restriction. A student has the right to file a complaint with the Department of Education concerning alleged failures by CHSU to comply with the requirements of FERPA. The student may contact:

Family Policy Compliance Office
U.S. Department of
Education 400 Maryland
Avenue, SW
Washington, D.C. 20202-
5920

Records Not Subject to Review

A student's record is open to the student, with the following exceptions:

- Instructors or administrators' notes
- Application materials
- Confidential letters of recommendation received by the University placed in files;
- Records of parents' financial status in support of applications for financial assistance;
- Employment records;
- Medical and psychological records;
- Some items of academic record under certain conditions;
- Other records pursuant to the policies and procedures of the Registrar.

Retention of Student Records

Student records are kept in the Office of Registrar. Confidentiality and safety of these records are a top priority. Dependent upon the type of record, they will be maintained for specified timeframes.

- Admissions records: 5 years
- Academic records: 5 years
- Transcripts, Degrees: Indefinitely

Secure Student Recordkeeping Policy

The policy defines how CHSU will ensure that all student records, including but not limited to admissions, advisement, academic and career counseling, evaluation, grading and credits, are secured and retained as required by regulatory agencies and accreditation standards.

1. All student records, whether the records are paper or electronic, will be stored within the Student Information System(s). If unable to scan certain paper records, they will be stored in locked, fireproof file cabinets in a secure storage room.
2. In compliance with the Family Federal Educational Rights and Privacy Act of 1974 (FERPA), students will be permitted to review their educational records within 45 days of written request to the Registrar's office.

Complaints lodged by students through the different pathways will be maintained securely and according to all the provisions of FERPA in the Office of the Provost. The documentation will be maintained

1. separately from the academic records of the student and be made available only for the purposes and to the individuals described in the CHSU Student Conflict Resolution and Complaints Policy.
2. To ensure employees are trained to apply FERPA, all employees of CHSU are required to attend annual FERPA training. The Office of Human Resources shall maintain records of such training. Periodically, CHSU will send FERPA reminders and information through a variety of distribution methods.

Student Personal and Emergency Contact Information Policy

CHSU has an obligation to be able to contact a student and/or a designated contact person in any case, including an emergency or other situation, affecting the welfare of the student. All students are always required to maintain accurate student and emergency contact information and update and/or review that information at least annually.

Student can update their address and emergency contact by following one of the options below:

1. Accessing and downloading the Registrar Forms for Emergency Contact Information and Change of Address located in BrightSpace, the student learning management system. These forms must be submitted to the Office of the Registrar in person or emailed to Registrar@CHSU.edu
2. Logging into their Student Portal in SONIS, the student management system.

Application for Graduation

Students applying for graduation must have all academic requirements satisfied during the year of degree conferral to submit a *Graduation Petition Form*. Students are required to submit the *Graduation Petition Form* to the Office of the Registrar for processing prior to the graduation application deadline.

Application Deadline for conferment of degree is as follows:

Graduation Application Deadline	Filing Period
Spring	January 15 through February 15

Students who are eligible to graduate will receive an email from the Office of the Registrar to complete the *Graduation Petition Form* and sign with DocuSign.

Degree Conferral

Degrees are conferred upon completion of all requirements of the degree and approval of University faculty and administration. The diplomas are distributed during the May graduation ceremony. Students who meet degree requirements after the graduation ceremony will receive their diploma by mail. Diplomas are mailed to the permanent address listed on the *Graduation Petition Form*.

Students must have no outstanding financial obligations and have returned any CHSU or CHSU COP owned property and equipment prior to receiving a diploma. A diploma will not be provided until all student account requirements are met.

Student Financial Aid Information *(revised)*

The Office of Financial Aid at California Health Sciences University is available to assist current and prospective students with funding their higher education goals. The funding options available to CHSU students are described briefly below. Students are strongly encouraged to borrow responsibly and to seek out low cost and/or no cost funding options.

Currently only the College of Pharmacy is approved for Title IV funding through the Department of Education. The College of Osteopathic Medicine will be able to apply for approval once it has been in operation for two years.

Most types of Federal aid require a student to complete the Free Application for Federal Student Aid (FAFSA). The FAFSA is an application used to determine a student's eligibility for federal aid. The Office of Financial Aid will also review a student's financial aid history as there are annual and aggregate limits to some of the loan programs.

Disbursements of funds are issued at the start of each payment period. Most academic years consist of two payment periods (Fall semester & Spring semester). Students must have submitted for review and processing all required documents prior to the start of the academic year. Failure to meet this deadline can result in a delay in processing and disbursement of funds.

Applying for Federal Direct Loans

Students applying for Federal Direct loans should begin by completing a FAFSA. The FAFSA should be completed online at www.fafsa.gov. Students will need to create or retrieve an FSA ID which allows them to log in and electronically sign the FAFSA. When completing the FAFSA be sure to include the CHSU school code **042814**. Once CHSU has received your FAFSA information your file will be reviewed to determine your eligibility.

Students applying for a Graduate PLUS Loan will also need to complete a loan application and credit check. The loan application should be completed online at www.studentaid.gov. When completing the loan application, a student should indicate the dollar amount being requested.

Students will need to complete a Student Loan Entrance Counseling Session. Entrance counseling helps a student become familiar with their rights and responsibilities as borrowers, budgeting and repayment options.

Lastly, a student will need to complete a Master Promissory Note (MPN). The MPN is the student's agreement with the government to repay any student loan funds borrowed. There are separate MPNs for the Direct Unsubsidized Loan and the Direct Grad PLUS Loan.

Federal Student Loans

Federal Direct Unsubsidized Loans

The Direct Unsubsidized loan is a loan offered through the Federal Government. This type of loan accrues interest throughout the life of the loan. The Department of Education sets annual and aggregate limits for the loan program.

Interest rates for the unsubsidized loan are set by the Department of Education. Interest rates vary based on the student's level in school and the loan's first disbursement date. Currently the interest rate is fixed at 6.08%. The government also charges fees to create the loan. The current percentage charged on an unsubsidized loan is 1.059%.

Funds are awarded per academic year. Disbursements are made at the start of each payment period. Each academic year is made up of at least two payment periods. Students are eligible for a 6-month grace period and a variety of repayment options.

For an unsubsidized loan to be processed a student must have also completed a student loan entrance counseling session and a Subsidized/Unsubsidized Loan Master Promissory Note (MPN). Both the counseling and MPN should be completed online at www.studentaid.gov.

Annual and Aggregate Loan Limits

ANNUAL LOAN LIMITS	
Dependent Undergraduate Students (except students whose parents cannot obtain Direct PLUS Loans)	
First Year Total (maximum \$3,500 subsidized)	\$5,500
Second Year Total (maximum \$4,500 subsidized)	\$6,500
Third Year & Beyond (Total Each Year) (maximum \$5,500 subsidized)	\$7,500
Independent Undergraduate Students (and dependent students whose parents cannot obtain Direct PLUS Loans)	
First Year Total (maximum \$3,500 subsidized)	\$9,500
Second Year Total (maximum \$4,500 subsidized)	\$10,500
Third Year & Beyond (Total Each Year) (maximum \$5,500 subsidized)	\$12,500
Graduate and Professional Students	
Total Amount (Each Year) (unsubsidized only)	\$20,500

Note: Certain Health Professions are eligible for additional Unsubsidized Loan funds (up to \$33,000 for Pharmacy) and an increased aggregate limit of \$224,000.

AGGREGATE LOAN LIMITS	
Dependent Undergraduate Students (except students whose parents cannot obtain Direct PLUS Loans)	
Total Amount Cumulative (maximum \$23,000 subsidized)	\$31,000
Independent Undergraduate Students (and dependent students whose parents cannot obtain Direct PLUS Loans)	
Total Amount Cumulative (maximum \$23,000 subsidized)	\$57,500
Graduate and Professional Students	
Total Amount Cumulative (maximum \$65,500 subsidized; includes loans received for undergraduate study)	\$138,500

More information about the unsubsidized loan program can be found at www.studentaid.ed.gov.

Direct PLUS loan for Graduate Students (Grad PLUS)

The Direct PLUS Loan for Graduate Students is a loan offered through the Federal Government. This type of loan accrues interest throughout the life of the loan. A student can borrow up to their cost of attendance minus all other aid awarded. Approval for the Grad PLUS loan is based on a student's credit. Students with adverse credit can add a credit worthy endorser to their application or provide documentation about extenuating circumstances for review.

Students should apply for enough funding to cover one academic year at a time. Students are encouraged to borrow responsibly and only what is needed. Students will need to reapply prior to the start of each academic year. Students should indicate the amount that they are requesting on their application. Loan applications should be completed online at www.studentaid.gov. Students are eligible for a six-month grace period and a variety of repayment options. Funds are processed per academic year. Disbursements are made at the start of each payment period.

For a grad PLUS loan to be processed, a student must have submitted a FAFSA, exhausted all unsubsidized loan eligibility, completed a PLUS Master Promissory Note (MPN) for Graduate/Professional Students and completed a PLUS loan counseling session (required for students with adverse credit history). The loan application, counseling session and MPN should be completed online at www.studentaid.gov.

Sample Repayment Options

Students can choose from a variety of repayment options. Students can also change their repayment plan for free. Students can access a repayment estimator tool online at aid.gov to get a better idea of their individual repayment options. Below is an example of the various repayment options that could be available. Information about the different repayment options can be found at www.studentaid.ed.gov.

Repayment options below are estimated based on an Unsubsidized Loan balance of \$82,000 (\$20,500 x 4 Years) at an estimated interest rate of 6.1%.

Standard You will pay a total of \$109,640 over 120 months	\$914 - \$914/month
Graduated You will pay a total of \$117,062 over 120 months	\$523 - \$1,569/month
Extended Fixed You will pay a total of \$159,703 over 300 months	\$532 - \$532/month
Extended Graduated You will pay a total of \$173,678 over 300 months	\$415 - \$797/month

By signing the Master Promissory Note (MPN) for Direct Unsubsidized or Direct Grad PLUS loans a student is promising to repay the loan funds. Students are encouraged to research the repayment options to identify the one that will work best for them. As a borrower, students are also able to take advantage of deferment and forbearance options that can postpone payments for a period based on a qualifying circumstance.

Financial Aid and Loan Obligations

If you obtain a loan to pay for an educational program, you will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student has received federal student financial loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur: (1) the federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan; (2) the student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

Rights and Responsibilities as a Student Loan Borrower

You have the right to,

- written information on your loan obligations and information on your rights and responsibilities as a borrower;
- a copy of your MPN either before or at the time your loan is disbursed;
- a grace period and an explanation of what this means;
- notification, if the department transfers your loan to another servicer without your consent;
- a disclosure statement, received before you begin to repay your loan, that includes information about interest rates, fees, the balance you owe, and a loan repayment schedule;
- deferment or forbearance of repayment for certain defined periods, if you qualify and if you request it;
- prepay your loan in whole or in part anytime without an early repayment penalty; and
- documentation when your loan is paid in full.

You are responsible for,

- completing exit counseling before you leave school or drop below half-time enrollment;
- repaying your loan according to your repayment schedule even if you do not complete your academic program, you are dissatisfied with the education you received, or you are unable to find employment after you graduate;
- notifying your lender or loan servicer if you
 - move or change your address,
 - change your telephone number,
 - change your name,
 - change your Social Security number, or
 - change employers or your employer's address or telephone number changes;
- making monthly payments on your loan after your grace period ends, unless you have a deferment or forbearance, and
- notifying your lender or loan servicer of anything that might alter your eligibility for an existing deferment or forbearance.

Return of Title IV Funds

When a student withdraws from a program a calculation is done to determine the amount of financial aid that was earned by the student based on the amount of time they were attending the program. The Return of Title IV calculation may result in a student owing the University for unpaid tuition and fees and the Department of Education for loans.

If the process creates a balance due on the student's account, the student is responsible for full payment. Funds returned to any Title IV program will not exceed the amount disbursed or credited to the student's account. If the process creates a credit balance on the student's account, the student may be eligible for a post-withdrawal disbursement. All Title IV funds will be made available within 45 days of the date the school determines the student withdrew.

Any refund calculated as a result of the return of Title IV process will be allocated in the following order:

1. Direct Unsubsidized Loan Funds
2. Direct Grad PLUS Loan Funds
3. Please see Withdrawal Policy and Refund Policy for additional information.

Exit Counseling

Prior to completion of their program students who borrowed Federal Direct Loans must complete a Student Loan Exit Counseling session. Exit Counseling is a requirement. It provides information about your loan history, repayment, deferment and forbearance and avoiding default. Exit counseling should be completed online at www.studentaid.gov. Students will need to log in using their FSA ID.

Notice of Federal Student Financial Aid Penalties for Drug Law Violations

Any student that receives a conviction for any offense, during a period of enrollment for which the student was receiving Title IV, HEA program funds, under any federal or state law involving the possession or sale of illegal drugs will result in the loss of eligibility for any Title IV, HEA grant, loan or work-study assistance (HEA Sec. 484(r)(1)); (20 U.S.C. 1091(r)(1)).

Scholarships

CHSU Scholarship Fund Program

The California Health Sciences University Scholarship Fund is a private fund that was established by the university and funded through the generosity of our supporters and has since assisted students with awards ranging from up to \$10,000 per year. This scholarship program is administered by the Central Valley Community Foundation (formerly the Fresno Regional Foundation) and they have appointed a selection committee that will consider applicants for these limited funds.

The minimum GPA for consideration of a scholarship for the College of Pharmacy is 2.7 based on a 4.0 system of grade point calculation. All applicants must complete the CHSU Scholarship Application, which includes a well-written personal statement with such information as background, participation in community organizations, extracurricular activities, financial need (including undergraduate debt/financing), interests, activities and career goals.

Pharmacy Honors at Entrance Scholarships

The Pharmacy Honors at Entrance Scholarships are merit-based with two award levels (High Honors and Honors) and are awarded to selected incoming P1 students. There will be a total of 8 scholarship awards (3 for High Honors and 5 for Honors level) available each year.

Pharmacy Honors at Entrance Scholarships are awarded to qualifying, newly offered P1 students who meet the cumulative GPA requirements. These scholarships are awarded on a first come, first serve basis. A qualified recipient will receive notification with their offer of admission.

CHSU High Honors Scholarship – College of Pharmacy

High Honors candidates must have a cumulative GPA of 3.75 or higher on a 4.0 scale to be considered. High Honors Scholarship recipients will receive a \$10,000 scholarship annually for up to four years in the CHSU College of Pharmacy program (Total amount for four years is \$40,000).

CHSU Honors Scholarship – College of Pharmacy

Honors candidates must have a cumulative GPA of 3.5 or higher on a 4.0 scale to be considered. Honors Scholarship recipients may receive a \$5,000 scholarship annually for up to four years in the CHSU College of Pharmacy program (the total amount for four years is \$20,000).

Meeting the above minimum criteria to apply does not guarantee that the applicant will be offered a scholarship. Additional criteria including interview scores will be considered in the final decision. The College of Pharmacy reserves the right to waive the GPA requirement based on individual circumstances.

Provided the scholarship recipient remains in good academic standing and maintains the required GPA, the scholarships are renewed for three years (for a maximum award of four years total).

High Honors recipients must maintain a GPA of 3.40 or higher (determined by the cumulative GPA at the end of each academic year).

Honors recipients must maintain a GPA of 3.00 or higher (determined by the cumulative GPA at the end of each academic year).

Early Decision Scholarships

CHSU College of Pharmacy participates in the “Early Decision” (ED) program through PharmCAS, which is a binding option for applicants who have decided that a particular pharmacy degree program is their first choice and that they will enroll if accepted. As an Early Decision applicant, you can apply to only one pharmacy degree program.

As part of our commitment to dedicated students like you, we offer \$40,000 Early Decision Scholarships awarded over 4 years to the first 20 qualified candidates that are accepted into the ED program.

Scholarship allocation is as follows:

- Year 1: \$10,000
- Year 2: \$5,000
- Year 3: \$5,000
- Year 4: \$20,000

Students must maintain a minimum GPA of 3.0 to continue receiving scholarships. Early Decision scholarship recipients are not eligible to apply for the CHSU scholarship fund program. However, should a student become ineligible for the Early Decision scholarship renewal, they may then qualify to apply for the CHSU scholarship fund program.

Free Scholarship Search Databases

Students are encouraged to investigate sources of financial assistance beyond what is offered by CHSU. Many foundations, professional associations, religious and ethnic organizations, and corporations offer grants and scholarships. Below are some free resources that could be utilized:

Fastweb: http://edu.fastweb.com/v/o_registration/flow/step1

Mapping Your Future: <http://mappingyourfuture.org/paying/scholarshipresources.htm>

Scholarships.com: <https://www.scholarships.com/>

Private Alternative Loans

CHSU currently offers the following private educational loan financing options:

Sallie Mae Graduate Health Profession Loan (for Pharmacy students)

Sallie Mae Medical School Loan (for DO students)

Sallie Mae Parent Loan

Wells Fargo MedCAP Medical School Loans (for both Pharmacy and DO students)

In considering private or alternative loans, borrowers need to take into account such factors as annual and aggregate loan amount limits, interest rates, fees, disbursement processes, timing and frequency, deferments such as during the in-school period, and repayment terms. Students are also encouraged to explore other options to find the best program for their needs.

Private alternative loans are credit-based loans offered by various lenders. These loans accrue interest through the life of the loan. Interest can be fixed or variable. A student can borrow up to their cost of attendance minus all other aid awarded. Approval for this type of loan is based on a student's credit. Depending on credit, some students may be required to have a cosigner.

Students should apply for enough funding to cover one academic year at a time. Students will need to reapply prior to the start of each academic year. Students will need to indicate the amount that they are requesting to borrow when they apply. Loan applications should be completed online via the lender's website. Some lenders offer deferments between 6 and 36 months long. Disbursements are made at the start of each payment period.

The Sallie Mae Graduate Health Profession Loan can be accessed at: <https://www.salliemae.com/student-loans/graduate-student-loans/>

The Sallie Mae Medical School Loan can be accessed at: <https://www.salliemae.com/student-loans/graduate-student-loans/medical-school-loan/>

The Sallie Mae Parent Loan (for parents or other sponsor borrowers) can be accessed at: <https://www.salliemae.com/ParentOptions>

The Wells Fargo MedCAP Medical School Loan can be accessed at: <https://www.wellsfargo.com/student/graduate-loans/med-school/>

College of Pharmacy

Articulation Agreements Policy *(revised)*

CHSU may, partner with other colleges and universities to offer articulation agreements pursuant to CHSU policies and procedures. Currently, CHSU has articulation agreements with Fresno Pacific University, Bakersfield College, and Clovis Community College. Information regarding those articulation agreements can be obtained from the COP Office of Admissions and via the CHSU website. CHSU reserves the right to add, modify or eliminate articulation agreements with its partner institutions.

COP Intern License *(revised)*

Enrolled CHSU students in the PharmD program must obtain and maintain an intern license through the California Board of Pharmacy (“Board of Pharmacy”) after enrollment in the College.

Detailed information about registration as an intern pharmacist with the Board of Pharmacy is provided to all new students in the fall semester of the first year. To be eligible for an intern license from the Board of Pharmacy, students must meet all eligibility requirements required by that state agency, as those requirements may change from time to time. CHSU has no control over what requirements the Board of Pharmacy imposes. Generally, to satisfy these requirements students must be enrolled in a school of pharmacy recognized by the Accreditation Council for Pharmaceutical Education (ACPE) as evidenced by being granted Precandidate, Candidate or full accreditation status. ACPE has granted CHSU College of Pharmacy Candidate status. Registration instructions for licensure as a California Intern Pharmacist will be provided by the College during the first year of fall semester. However, additional requirements specific to each applicant for a pharmacy intern license can impact whether the Board of Pharmacy issues the license. Because CHSU cannot guarantee eligibility for licensure for each individual student, applicants for admission to the College are encouraged to contact the Board of Pharmacy before enrolling in the College if they have questions regarding their eligibility to obtain an intern license.

COP Licensure *(revised)*

Completion of Program and Licensing

Completion of the educational program leading to a degree and/or diploma is dependent upon student performance and success. The requirements for licensure in the profession are established by the state where licensure is sought. Completion of the educational program and obtaining a degree or diploma does not by itself guarantee licensure. Students are expected to remain current with other licensing requirements, including but not limited to the licensure examination and technical standards they may be required to meet in order to be licensed by the state in which they seek to practice. In addition, maintaining such technical standards is a condition for continued enrollment in this program; reasonable accommodations as defined and required by law may apply to persons with disabilities.

California Intern Pharmacist *(revised)*

Registration Requirements

To register as an intern pharmacist in California, candidates must be currently enrolled in a school of pharmacy recognized by the Board or accredited by the Accreditation Council for Pharmaceutical Education (ACPE) and have fingerprint and background clearances. Complete registration instructions can be downloaded from the California State Board of Pharmacy website at:

http://www.pharmacy.ca.gov/forms/intern_app_pkt.pdf.

California Pharmacist

The standard processing time for Pharmacist Examination and Licensure Applications by the California Board of Pharmacy is approximately 30 days after submission; however, the Board will process applications submitted by schools within 10 business days if these applications are submitted as a batch by the school. Students interested in participating in the batch processing of applications must submit their completed applications to the Office of Student Affairs by May 1st, prior to graduation. The Office of Student Affairs and reviews each application prior to submission to the Board; however, it is the responsibility of the applicant to ensure all information is correct and that all required application materials have been included as part of the final application packet. These applications will then be hand delivered to the Board of Pharmacy after graduation, since official transcripts, which are a component of the application, are not complete until after graduation has occurred. To qualify for a pharmacist license, you must request an official transcript to be sent directly to the board by your school. The official transcript must indicate your degree earned and date conferred.

Eligibility Requirements

To be licensed in California you must pass the North American Pharmacist Licensure Examination (NAPLEX) and the California Pharmacist Jurisprudence Exam (CPJE).

To be eligible to take the licensure examination for California, you must:

- Be at least 18 years of age
- Be a graduate of a domestic school of pharmacy or be a graduate of foreign school of pharmacy and be certified by the Foreign Pharmacy Graduate Examination Committee (FPGEC)
- Have completed at least 150 semester hours of collegiate credit, 90 of which must be from a school of pharmacy
- Have earned at least a baccalaureate degree in a course of study devoted to pharmacy
- Have completed 1,500 hours of approved pharmaceutical experience as a registered intern or one year of experience as a licensed pharmacist in another state
- Have fingerprint and background clearances.

The registration instructions, requirements, and application form for licensure as a pharmacist in California may be obtained and downloaded at the California State Board of Pharmacy website: http://www.pharmacy.ca.gov/forms/rph_app_pkt.pdf.

NAPLEX/MPJE

The MPJE exam is for students pursuing licensure out of the state of California. To take the NAPLEX and/or MPJE, candidates must meet the eligibility requirements of the board of pharmacy from which they are seeking licensure. The board will determine your eligibility to take the examinations in accordance with the

jurisdiction's requirements. If the board determines that you are eligible to take the examinations, it will notify the National Association of Boards of Pharmacy (NABP) of your eligibility. If you have questions concerning eligibility requirements, contact the board of pharmacy in the jurisdiction from which you are seeking licensure.

Registration instructions, requirements, and application form can be obtained and downloaded from the National Association of Board of Pharmacy (NABP) website at <http://www.nabp.net>.

COP Graduation Requirements *(revised)*

In order to graduate from the CHSU-COP, a student will be required to satisfy all graduation requirements in this policy during the year of degree conferral. Graduation requirements may change from time to time following a student's matriculation and due notice will be given; however, it remains the student's responsibility to be aware of current policies and procedures at CHSU-COP.

A student who has fulfilled all the academic requirements by completing a minimum of 154.0 credit hours with a passing grade of "C" in each course and at least a 2.0 cumulative grade will be granted the Doctor of Pharmacy (PharmD) degree provided the student has met all of the below requirements:

Compliance with All Legal, Financial Requirements and Obligations. The student has complied with all legal and financial requirements and obligations of CHSU or CHSU-COP, which includes return of any CHSU or CHSU-COP owned property and equipment.

Graduation Ceremony. The student is required to attend, in person, the graduation ceremony at which time the degree is conferred, and during which graduates take the Oath of the Pharmacist. Rare exceptions to this requirement may be granted at the sole discretion of the Dean. The Dean's review will be based on whether there are extenuating circumstances that prevent the student from attending. Students are required to submit such requests to the Dean within a reasonable time after learning of any such extenuating circumstances. Students should enclose any relevant documents with their request. The Dean will issue a written decision regarding whether this requirement will be waived for the student within ten (10) business days of receipt of the student's request, or within a reasonable time frame depending on the timing of the student's notice.

Technical Standards. The student must meet all of the Technical Standards outlined in CHSU-COP's Academic Catalog, as those requirements may change from time to time.

Formal Approval for Graduation. The student has received recommendation for graduation from the voting faculty of the CHSU-COP, the process by which shall occur according to the COP's policies and procedures. Thereafter, the Board of Trustees will confer the degree of PharmD on students who have satisfactorily completed the requirements for graduation and have been recommended for graduation.

Graduation within Six (6) Years of Matriculation. A student must have completed all requirements for graduation and must graduate within six (6) years from the date of matriculation. The COP Dean shall have reasonable discretion to allow for limited exceptions

Schedule of Courses (*revised*)

Students Entering Fall 2019

First Year		
Semester 1		Credits
PHR 509	Leadership for Lifelong Learning	3
PHR 511	Biochemistry	4
PHR 514	Calculations	2
PHR 522	Pharmaceutics	5
PHR 540	Compounding and Dispensing Lab	1
PHR 541	Patient Self Care	4
	Total Credits	19
Semester 2		
PHR 512	Immunology	3
PHR 515	Biostatistics & Evidence Based Medicine	3
PHR 523	Pharmacokinetics	5
PHR 532	Principles of Drug Action I	6
PHR 543	Pharmacy Practice Lab and Patient Assessment	2
	Total Credits	19
Second Year		
Semester 3		
PHR 634	Principles of Drug Action II	6
PHR 644	Patient Care I	8
PHR 649	Advanced Patient Assessment	2
PHR 658	Critical Pharmacy Knowledge I	1
PHR 661	Introductory Pharmacy Practice Experience I	3
**PHR 781	Elective Course Option	(2)
	Total Credits	20 - 22
Semester 4		
PHR 635	Principles of Drug Action III	6
PHR 645	Patient Care II	8
PHR 654	Pharmacy Ethics (<i>replaces PHR 752B</i>)	2
PHR 659	Critical Pharmacy Knowledge II	1
PHR 662	Introductory Pharmacy Practice Experience II	3
**PHR 781	Elective Course Option	(2)
	Total Credits	20 - 22

Third Year		
Semester 5		Credits
PHR 751	Health Care Systems	3
PHR 735	Principles of Drug Action IV	6
PHR 746	Patient Care III	8
PHR 757	Critical Pharmacy Knowledge III	1
**PHR 781	Elective Course Option	(2)
*PHR 791	Co-Curriculum Portfolio	.5
	Total Credits	18.5 - 20.5
Semester 6		
PHR 747	Patient Care IV	8
PHR 752A	Pharmacy Law	2
PHR 752B	Pharmacy Ethics (<i>offered to P3 only for 2019</i>)	(2)
PHR 753	Pharmacy Management	4
PHR 759	Critical Pharmacy Knowledge IV	1
PHR 763	Introductory Pharmacy Practice Experience III	1.5
*PHR 792	IPE Portfolio	.5
	Total Credits	17
Fourth Year		
Semester 7 & 8		
PHR 851B	Board Competency (<i>Course runs Fall and Spring Semester</i>)	1.5
PHR 871	Inpatient/Acute Care Medicine	6
PHR 872	Hospital or Health System Pharmacy	6
PHR 873	Ambulatory Care	6
PHR 874	Community Pharmacy	6
PHR 877	Selected APPE (Elective)	4
PHR 878	Selected APPE (Elective)	4
PHR 879	APPE Selective Elective (Prescriber Led / IPE Project)	4
	Total Credits	37.5
	Total Overall Credits Required	154.0

*PHR 791 & PHR 792 are not counted in the COP degree requirements.

Completion of a minimum of 154.0 credit hours is required for the Doctor of Pharmacy Degree.

**Students are required to complete a min. of 4.0 elective credit hours during the 1st – 3rd years. Students are required to complete a total of 300 IPPE Hours and a minimum of 1440 APPE Hours.

COP Course Descriptions *(revised)*

Preparatory Sciences

PHR 509: Life-Long Learning & Leadership	3.0 credit hours
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Future practitioners must demonstrate competence in a number of general abilities that form the foundation for professional practice and continuing professional development. This course provides introduction to, and practice in, the application of methodologies in assessment and self-assessment, critical thinking, problem-solving, critical reading and study for deep comprehension and learning, teaming, creative thinking, and self-management.

PHR 851B: Board Competency	1.5 credit hours
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This year long course is designed to provide scheduled time for NAPLEX preparation and mock board exams. This course will also help students identify areas of deficiency where more strategic focus should be placed. By the completion of this course, students should be able to confidently sit for their board exams.

Biomedical Sciences

PHR 511: Biochemistry	4.0 credit hours
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This course will discuss the basic principles of the molecular basis of cellular function and control mechanisms of the human body, as well as the biochemistry of macromolecules, enzymes, and metabolic pathways.

PHR 512: Immunology	3.0 credit hours
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This course discusses the principles of immune responses in health and disease with a focus on antigen processing and presentation, B-cell, T-cell and antibody development and function, autoimmune diseases and primary immunodeficiencies, hypersensitivity reactions as well as transplant and cancer immunology.

PHR 514: Calculations	2.0 credit hours
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This course will review the basic calculations that are necessary for the practice of pharmacy. These calculations include ratio and proportions, dilutions, flow rates, tonicity adjustments, , determining molarity, molar equivalents and osmolarity. Students will be trained to deal with problems involving compounding and other integrated concepts.

PHR 515: Biostatistics & Evidence Based Medicine	3.0 credit hours
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This course introduces the students to various sources of drug information, to the concept of evidence-based medicine and basic principles of biostatistics.

Pharmaceutical Sciences

PHR 522: Pharmaceutics

5.0 credit hours

This course will introduce students to the physicochemical principles important for the formulation, preparation, stability, and performance of pharmaceutical dosage forms. The course will focus on the theory, technology, formulation, evaluation, regulatory aspects, and dispensing of basic dosage forms such as tablets, capsules, solutions, suspensions, emulsions, semisolids, topical, aerosol and few novel drug delivery systems.

PHR 523: Pharmacokinetics

5.0 credit hours

Pharmacokinetics course provides an overview of the fundamental principles of absorption, distribution, metabolism and elimination of drugs. This course, in addition, focuses on the basic principles of pharmacokinetics and their clinical applications. Pharmacokinetics of intravenous and oral administration, multiple dosing and nonlinear pharmacokinetics will be discussed. Students will be introduced with drug dosing techniques in various clinical situations. Prerequisites: PHR 514, PHR 522

PHR 532: Principles of Drug Action I

6.0 credit hours

This course is intended to provide students an overview of pharmacological and medicinal chemistry principles underlying drug action. The students will gain an understanding of various drug targets, drug-receptor interaction, signal transduction, drug metabolism and elimination. In addition, pathophysiology and pharmacology of endocrine, musculoskeletal and gastro-intestinal disorders will be covered in this course. Particular emphasis will be laid on the mechanisms of action, medicinal chemistry, pharmacokinetics, impact of pharmacogenomics on medication therapy, adverse effects and drug-drug interaction of the various drugs used in the treatment of course related disorders. Prerequisites: PHR 511 (*formerly PHR 531*)

PHR 634: Principles of Drug Action II

6.0 credit hours

This course will provide students a detailed understanding of the pathophysiology and pharmacological treatments of respiratory, renal and cardiovascular diseases. Particular emphasis will be laid on the mechanisms of action, medicinal chemistry, pharmacokinetics, impact of pharmacogenomics on medication therapy, adverse effects and drug-drug interaction of the various drugs used in the treatment of course related disorders. Prerequisite: PHR 532. (*formerly PHR 632*)

PHR 635: Principles of Drug Action III

6.0 credit hours

This course is a continuation in the series of courses examining the pharmacological and chemical basis of drug action. Students will integrate physiologic, biochemical and pathophysiologic concepts and information to understand the therapeutic and adverse actions and interactions of drugs. Topics included in this part of the sequence are drugs affecting the central nervous systems. This course introduces students to the pathophysiology and pharmacological treatments of neurological and psychiatric disorders. Sites of intervention by medications used to treat these disorders and their side effects will be emphasized in the treatment of affective/mood disorders, psychoses, epilepsy, anxieties, movement disorders, and sleep disorders. Prerequisite: PHR 532 (*formerly PHR 633*)

PHR 735: Principles of Drug Action IV	6.0 credit hours
<p>This course will introduce students to the pathophysiology of cancer and infectious diseases in general and their pharmacological treatments. This course will introduce students to the mechanism of action, pharmacokinetics and side effects of anti-microbial, anti-viral, anti-protozoal, and anti-fungal agents. Apart from chemotherapeutic agents used in infectious diseases, this course will also focus on mechanism of action, pharmacokinetics and adverse effects of cancer chemotherapeutic agents. In addition, students will be exposed to appropriate supportive care drugs that are required for the management of adverse effects associated with some of the specific cancer chemotherapeutic agents. Prerequisite: PHR 532</p>	
Clinical Sciences	
PHR 540: Compounding & Dispensing	1.0 credit hours
<p>This course is designed to provide students with an opportunity to learn and practice important pharmaceutical compounding techniques and dispensing used in optimizing a patient's drug therapy. This course will utilize a problem based/interactive instructional approach, and problem-solving exercises to provide students with knowledge, skills and attitude used for the extemporaneous preparation of a variety of dosage forms. This course will reinforce concepts of various pharmaceutical compounding techniques from didactic course principles to real world problem-based settings.</p>	
PHR 541: Patient Self Care	4.0 credit hours
<p>Patient Self-Care teaches the student the process of patient interviewing, patient assessment, product selection of over-the-counter (OTC) medications and complementary alternative medications (CAM). This course is interactive and designed to introduce a systematic approach for evaluating a patient's self-care needs.</p>	
PHR 543: Pharmacy Practice Lab & Patient Assessment	2.0 credit hours
<p>This course will engage students in simulations to introduce them to patient counseling, patient assessment, introduction to medication management and smoking cessation. This course will provide students hands on learning to the Pharmacist's Patient Care process when encountering simulated patients, comprehensive cases and pharmacist as a health care provider activity. Prerequisite: PHR 541</p>	
PHR 644: Patient Care I	8.0 credit hours
<p>This course introduces students to the pharmacotherapy of endocrine, gastrointestinal, women's health, immunological, and musculoskeletal disorders. Clinical evaluation and assessment of patients will be emphasized in this course which will complement the development of treatment plans for patients based on their existing health status. Dosage forms, routes of administration, adverse effects, pharmacokinetics, potential drug interactions, medication safety, and patient counseling principles of the medications used in the treatment of the disorders will be emphasized. Prerequisite: PHR 523, PHR 532, & PHR 541</p>	
PHR 645: Patient Care II	8.0 credit hours

This course introduces students to the pharmacotherapy of non-malignant hematology, cardiovascular, genitourinary, and renal disorders. Clinical evaluation and assessment of patients will be emphasized in this course which will complement the development of treatment plans for patients based on their existing health status. Dosage forms, routes of administration, adverse effects, pharmacokinetics, and potential drug interactions and medication safety of the medications used in the treatment of the disorders will be emphasized. Prerequisites: PHR 634, PHR 644, PHR 649.

PHR 649: Advanced Patient Assessment

2.0 credit hours

Patient assessment integrates psycho-social and pathophysiological processes. It includes techniques of history taking and health assessment together with an overview of normal findings and common deviations, identifying high-risk individuals and various disease states. This course will prepare students to verbally communicate with simulated patients during an assessment and to complete written assessments and develop plans of treatment using a SOAP Note format. Prerequisites: PHR 543

PHR 746: Patient Care III

8.0 credit hours

This course introduces students to the pharmacotherapy of neurological and psychiatric disorders, and of other disorders specifically affecting the pediatric and geriatric populations. Clinical evaluation and assessment of patients will be emphasized in this course which will complement the development of treatment plans for patients based on their existing health status. Dosage forms, routes of administration, adverse effects, pharmacokinetics, and potential drug interactions and medication safety of the medications used in the treatment of the disorders will be emphasized. Prerequisites: PHR 635 & PHR 645.

PHR 747: Patient Care IV

8.0 credit hours

Clinical evaluation and assessment of patients will be emphasized in this course which will complement the development of treatment plans for patients based on their existing health status. Dosage forms, routes of administration, adverse effects, pharmacokinetics, and potential drug interactions and medication safety of the medications used in the treatment of the disorders will be highlighted. Prerequisites: PHR 735

Administrative Sciences

PHR 654: Pharmacy Ethics

2.0 credit hours

This course introduces students to pharmacy ethics as an interdisciplinary subject through critical thinking, writing, and discussing contemporary issues. Trends in professional values and ethical standards can be understood best within the situational context of pharmacy practice. So, in this course after reviewing the major principles of moral ethics in the biomedical field, we will focus on case studies in pharmacy ethics. During every session we will present cases considering a range of sources of moral authority, from professional organizations, health care institutions, patients, families, physicians, and administrators to professional committees and the general public.

PHR 658: Critical Pharmacy Knowledge I

1.0 credit hours

This is the first course in a series that focus on basic, essential pharmacy information that students should be able to readily recall from memory, in addition to pharmacy calculations and IPPE readiness topics. Learning in this course will be through repetitive self-directed study as well as in a team format to complete information in case studies and calculations problems provided to the students. (formerly PHR 656)

PHR 659: Critical Pharmacy Knowledge II	1.0 credit hours
<p>This course is the second course of a series that focuses on basic, essential pharmacy information that students should be able to readily recall from memory. Learning in the course results from repetitive self-directed study. All of the information that students are required to learn is presented to them on the first day of class. The intent is for students to learn and re-learn critical pharmacy facts until such information can be accurately and reliably retrieved from memory. This course will specifically cover the Top 50 specialty drugs, pharmacokinetic calculation, of drugs cleared by liver and kidney as well as a review of the topics from CPK1. <i>(formerly PHR 657)</i></p>	
PHR 751: Health Care Systems	3.0 credit hours
<p>This course introduces students to the organization, financing, and delivery of health care services in the United States and presents the challenges that the changing health care system has for patients, pharmacists, and society. This course also covers policy-making processes. Current prescription drug policies and the avenues that pharmacists can use to influence policies that promote safe, effective, and accessible drug therapy and provide patient-centered pharmacy care will be discussed.</p>	
PHR 752A: Pharmacy Law	2.0 credit hours
<p>This course introduces students to the scope of pharmacy practice and the legal practice of pharmacy. The course will introduce students to the various regulatory agencies and the impact that these agencies have on pharmacy day to day practice.</p>	
PHR 752B: Pharmacy Ethics	2.0 credit hours
<p>This course introduces students to pharmacy ethics as an interdisciplinary subject through critical thinking, writing, and discussing contemporary issues. Trends in professional values and ethical standards can be understood best within the situational context of pharmacy practice. So, in this course after reviewing the major principles of moral ethics in the biomedical field, we will focus on case studies in pharmacy ethics. During every session we will present cases considering a range of sources of moral authority, from professional organizations, health care institutions, patients, families, physicians, and administrators to professional committees and the general public.</p>	
PHR 753: Pharmacy Management	4.0 credit hours
<p>This course is designed to introduce students to the essentials of pharmacy practice management. The course introduces leadership & management fundamentals, human resource essentials, principles of financial management, marketing basics, and risk management in the health care environment. Emphasis is placed on developing problem-solving abilities within a framework of pharmacy leadership. Student are introduced to business models for pharmacy services and products. Economic principles utilized to compare the cost and value of medication treatments will also be covered.</p>	
PHR 757: Critical Pharmacy Knowledge III	1.0 credit hours
<p>This course is the third of four courses that focuses on basic, essential pharmacy information that students should be able to readily recall from memory. Drug cards will be used to highlight black box warnings, contraindications, dosages, interactions, and affects. Learning will be done in a team format to complete information in case studies and scenarios provided to the students. This course will be a review of previous materials and coordinate with materials being taught in the Principles of Drug Action, calculations, Patient Care and other relevant courses. <i>(formerly PHR 756)</i></p>	

PHR 759: Critical Pharmacy Knowledge IV	1.0 credit hours
<p>This is the third course in a series that focus on basic, essential pharmacy information that student should be able to readily recall from memory, in addition to pharmacy calculations, and IPPE III readiness topics. Drug cards will be used to highlight black box warnings, contraindications, dosages, interactions, and affects. Learning in this course will be through repetitive self-directed study as well as in a team format to complete information in case studies and calculations problems provided to the students. This course will be a review of previous material and coordinate with materials being taught in the Principles of Drug Action, Calculations, Patient Care, and other relevant courses. (formerly PHR 757)</p>	
PHR 791/2: Co-curriculum and IPE Portfolio	.5 credit hours
<p>In the 5th and 6th semester of the program, students submit a professional portfolio documenting experiences and reflections demonstrating movement aligned to the University Global Learning Outcomes. These portfolios are initiated in the Leadership for Lifelong Learning course in Semester 1 and are developed longitudinally with support of the Academic Advisor. A focus of Semester 5 includes demonstrating Professionalism, Moral Agency and Emotional Intelligence. A focus of Semester 6 includes demonstrating Interprofessional Collaboration.</p>	
Experiential Education	
PHR 661: IPPE I	3.0 credit hours
<p>This introductory pharmacy practice experience (IPPE) is a 120 hour (3 week) on-site rotation in a community pharmacy setting. This experience is designed to provide students with opportunities to apply the basic skills they learned in the first professional year of pharmacy school and learn about patient care in a community pharmacy practice. Prerequisites: Successful completion of first professional year didactic coursework.</p>	
PHR 662: IPPE II	3.0 credit hours
<p>This introductory practice experience (IPPE) is a 120 hour (3 week) on-site rotation in an institutional pharmacy setting. This experience is designed to provide students with opportunities to apply skills they learned in the first and second years of pharmacy school and learn about patient care in an institutional pharmacy practice. Prerequisites: Successful completion of first and second professional year didactic and experiential coursework.</p>	
PHR 763: IPPE III	1.5 credit hours
<p>This introductory practice experience (IPPE) is a 60 hour pre-APPE readiness rotation with a pharmacy practice preceptor. This experience is designed to provide students with skills necessary to be successful in the advanced pharmacy practice experiences (APPE) and is offered in the spring semester of the third year of pharmacy school. Prerequisites: Successful completion of all first- and second-year courses (didactic and experiential), as well as the current year fall coursework.</p>	

Advanced Pharmacy Practice Experiences (APPEs)

PHR 871: APPE - Acute Care

6.0 credit hours

This advanced pharmacy practice experience (APPE) is a 240 hour (6 week) clinical rotation with a pharmacy practice preceptor. This course is designed to provide students with an in-depth understanding of an acute care setting such as internal medicine or critical care. Students will participate as an active member of the patient care team. Prerequisites: Successful completion of all first, second and third year didactic and experiential coursework.

PHR 872: APPE - Hospital or Health System

6.0 credit hours

This advanced pharmacy practice experience (APPE) is a 240 your (6 week) on-site rotation in a hospital or health system pharmacy setting. This experience will build upon and expand student knowledge previously gained in the institutional pharmacy IPPE. Prerequisites: Successful completion of all first, second and third year didactic and experiential coursework.

PHR 873: APPE – Ambulatory Care

6.0 credit hours

This advanced pharmacy practice experience (APPE) is a 240 hour (6 week) clinical rotation with a pharmacy practice preceptor. This course is designed to provide students with an in-depth understanding of an ambulatory care setting such as heart failure clinic, diabetes management, or anticoagulation clinic. Students will participate as an active member of the patient care team. Prerequisites: Successful completion of all first, second and third year didactic and experiential coursework.

PHR 874: APPE – Community Pharmacy

6.0 credit hours

This advanced pharmacy practice experience (APPE) is a 240 hour (6 week) on-site rotation in a community pharmacy practice setting. This experience will build upon and expand student knowledge previously gained in the community pharmacy IPPE. Prerequisites: Successful completion of all first, second and third year didactic and experiential coursework.

PHR 877, 878: APPE – Elective Opportunities

4.0 credit hours

Each student will be required to complete two 160 hour (4 week) elective rotations in the final (P4) year. Electives are quite varied and are designed to offer students innovative opportunities in different areas of pharmacy to mature professionally and explore their own interests. Prerequisites: Successful completion of all first, second and third year didactic and experiential coursework.

PHR 879: APPE-Selective Elective (Prescriber Led / IPE Project)

4.0 credit hours

Each student will be required to complete one 160 hour (4 week) elective rotation in the final (P4) year of either Prescriber Led or IPE Project. The prescriber led APPE rotation is a learning experience designed to teach the pharmacy student how to apply pharmaceutical care as an integrated member within a primary care setting. Prerequisites: Successful completion of all first, second and third year didactic and experiential coursework. (*formerly PHR 857*)

Electives

PHR 781 – Independent Study

1.0 – 3.0 credit hours

The purpose of independent study is to provide students with an opportunity to collaborate with faculty on research or specialty projects. A student meets with the appropriate faculty member to determine the nature and scope of the project to be completed. The faculty and the student design the course, the scope of the project, project assignments, methods of evaluation, and expectations. An independent study form must be completed and signed by both the faculty and the student. Once the form has been approved and signed by all applicable parties, the form is submitted to the Office of the Registrar to officially enroll the student in the course.

PHR 781B: Neuroscience Behind Tribal Leadership Model

2.0 credit hours

This course allows students to apply the principles learned from exposure to various leadership readings, excerpts, models, and self-awareness activities (including self-assessments and quizzes) in the areas of neuroscience and the tribal leadership stages/model. Applications will walk the students through how they will integrate leadership aspects, their own personal beliefs and biases, and awareness of their situation/organization into effective decision-making strategies to enrich their own lives and the lives of those around them within their organization.

PHR 781C: Cultural Competence in Interprofessional Care

2.0 credit hours

With recent changes in the population demographics of the United States, it is essential for future practitioners to gain proper knowledge and skills in cultural competence. This class offers an overview of the cultural aspects of the healthcare system from an interprofessional perspective and discusses key issues on the impact of culture in providing effective patient care. Critical examination of different attitudes towards health and healing will be promoted through case studies and self-assessment. The case-based approach encourages innovative thinking and new solutions in addressing patients' needs, belief system, and their relationship with the medical team.

PHR 781E: Natural Medicines

2.0 credit hours

This course is interactive and designed to introduce students to natural products. Natural medicine teaches students to establish principles to identify appropriate literature, product selection, and to create physical references for natural products covered in class and others that the students deem relevant to what they may have seen in practice. This course will use the Pharmacist's' Patient Care Process when evaluating patient scenarios involving natural products. Prerequisites: PHR 541

PHR 781H: Pharmacy Spanish

2.0 credit hours

The course, Pharmacy Spanish I, provides students with knowledge and skills needed to provide a high level of care for Spanish-speaking patients and their families. In the day-to-day management of patients in any healthcare setting the clinician needs basic knowledge and skills to communicate with Spanish speaking patients. Students gain a deeper understanding of the culture and language shared by members of the Spanish speaking world.

PHR 781L: Innovation & Entrepreneurship	2.0 credit hours
<p>This course is designed to introduce students to the essentials of pharmacy product and service development. Emphasis is placed on developing needs analysis skills, steps in product design & service design, development, and business models. Students working as individuals or in teams, will present their needs analysis, prototypes, data from focus groups, and business models in a traditional business pitch. The curriculum is based on the Google design framework and the product development framework used by the National Institute of Health (NIH).</p>	
PHR 781M: Drug Development in Industry and Regulatory Application	2.0 credit hours
<p>This course will review the industry product development processes along with FDA regulations currently applied in the USA for bringing an FDA regulated product from research and development (R&D) to approval and market. The course will provide an overview of critical regulatory requirements through the pharmaceutical product development pathway, introduce key regulatory documents and summarizing the key information to interpret regulatory concepts. Students will be involved in projects, case studies, and/or discussions to further understand important regulatory elements and concepts, and the pathways of pharmaceutical product development in the current pharmaceutical industry.</p>	
PHR 781O: NAPLEX Calculations	2.0 credit hours
<p>This course will review fundamental concepts related to various calculations encountered during the program. Apart from accuracy, emphasis will be laid on solving the problem quickly. Students will be exposed to a collection of word problems that will acquaint them for their NAPLEX exam. Math calculations, review of various pharmacokinetic calculations including renal function calculations and dosing of anti-cancer agents will be discussed.</p>	
PHR 781P: Pharmacogenomics and Precision Medicine	2.0 credit hours
<p>This course will (a) introduce students to the fundamentals of pharmacogenomics; (b) provide a basic understanding of genetic concepts and nomenclature; (c) help to understand how genetic variation contributes to inter-individual variability in drug pharmacokinetics, response, and adverse effects; (d) provide a basic understanding of how to interpret pharmacogenomics test results and recommend pharmacogenomic testing, when appropriate, to aid in drug and dose selection and; (e) help to evaluate the results of pharmacogenomic tests and apply the results to patient care. Prerequisites: PHR 534, PHR 634, & PHR 644</p>	
PHR 781Y: Yoga	2.0 credit hours
<p>Introduces students to the practice of Hatha yoga. Emphasizes yoga asanas (postures), transitions between them, pranayama (breathing exercises), safety and evidence-based benefits to enhance physical fitness and mental concentration.</p>	

CHSU Directory (*revised*)

Listing of people, official titles and contact information can also be found on the website located at: <https://chsu.edu/directory/#university>.

University Administration

Office of the President	
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Wendy Duncan, PhD (Pharmaceutics)	Senior Vice President for Academic Affairs and Provost
James Dunn	Vice President of Operations
John Graneto, DO, Med, FACOP, FACOPEP-dist, FNAOME	Dean, College of Osteopathic Medicine Vice President of Health Affairs, Professor
Derek Hayashi, CPA	Chief Financial Officer
Richele Kleiser	Vice President, Marketing & Communications
Kathleen Haeberle	Executive Assistant to the President
Office of the Provost & Academic Affairs	
Wendy Duncan, PhD (Pharmaceutics)	Senior Vice President for Academic Affairs and Provost
Karin Chao-Bushoven	Director of Sponsored Programs
Will Ofstad, PharmD, BCPS, CDE	Assistant Dean for Education Director, Office of Teaching & Learning
Stephanie Wragg, PhD	Director of Institutional Assessment, Effectiveness and Research
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Accounting and Finance	
Tanya Bohorquez	Deputy Chief Financial Officer
Sidra Fareed	Senior Accountant
Tracy Bradford	Senior Accountant
Jessica McCune	Accounting Administrative Assistant
Development	
Chandler Jameson	Fund Development Manager
Financial Aid Office	
Kevin Hoover	Director, Financial Aid
Sandra Acuna	Financial Aid Advisor
Human Resources	
Carlita Romero-Begley, PHR, SHRM-CP	Director of Human Resources
Paula Mehrtash	Human Resources Generalist
Stephanie Gilleland	Human Resources Generalist
Information Technology Services	
John Briar	Executive Director of Information Technology
Brandon Simons	Senior Systems Administrator
Tim Koonce	Student Support Technician
Matthew Bennetts	Infrastructure Support Technician
Library & Learning Resources	
Joanne Muellenbach, MLS, AHIP	Health Sciences Library Director
Kyle Robinson, MLIS	Electronic and Technical Services Librarian

Marketing and Communications	
Richele Kleiser	Vice President, Marketing & Communications
Kaysha Rajani	Assistant Director of Marketing & Communications
Kayleigh Bader	Marketing Coordinator
Roque Rodriguez	Graphic Designer
Operations	
James Dunn	Vice President of Operations
Tim Bos, MPA	Director of Security
Kristi Kruger	Facilities Coordinator
Office of the Registrar	
Janine Dragna	Registrar
Hope Lemons	Assistant Registrar

College of Pharmacy - Administration

Office of the Dean	
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Will Ofstad, PharmD, BCPS, CDE	Interim Chair, Clinical Sciences
Jeremy Hughes, PharmD	Assistant Dean for Student Affairs & Enrollment, Associate Professor of Clinical Sciences
TBD	Assistant Dean for Assessment & Program Excellence, Professor
Rosemary Sanchez, MM/HRM, G-MDT	Academic Affairs Program Manager
Juan Aldape	Learning Specialist
Cheyanna Vang	Academic Affairs Coordinator
Nicole Contreras	Academic Affairs Receptionist
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Leslie Williams	Director of Admissions
Jennette Munn	Outreach and Admissions Advisor
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Mary Solis, MA, BSN, RN	Director of Experiential Education, Assistant Professor of Clinical Sciences
Monica Singh, CPhT	Experiential Education Compliance Coordinator
Adriana Sanchez, CMA	APPE/Outreach Program Specialist
Sherri Smith	Experiential Education Administrative Assistant
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Macie Luallen, Med, SHRM-CP	Student Affairs Program Manager
Gabrielle Favilla	Student Affairs Administrative Assistant

College of Pharmacy

Clinical Sciences Department - Faculty

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TBD	Professor of Clinical Sciences & Assistant Dean for Assessment & Program Excellence	
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Pharmaceutical and Biomedical Sciences Department – Faculty

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Yuwei Wang, PhD, MS	Assistant Professor of Pharmaceutics	PhD, University of Utah MS, Peking University

Social and Economic Sciences Department

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Wendy Duncan, PhD	Professor of Social & Economics Sciences	PhD, University of Toronto, Canada
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Shaowei Wan, PhD, MS	Associate Professor of Social & Economic Sciences	PhD & MS, University of Iowa
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College of Osteopathic Medicine – Administration

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Susan Ely, PhD	Assistant Dean, Student Affairs & Enrollment, Professor
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Nanami Yoshioka, MA	Standardized Patient Educator
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Ralph Herrera	Simulation Specialist, Operations
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Shanil Kumar	Admissions Advisor
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Clinical Affairs & Community Engagement	
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Department of Osteopathic Clinical Education

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Osteopathic Principles and Practices - Faculty

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