

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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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
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Janine Dragna	Registrar
Hope Lemons	Assistant Registrar

College of Pharmacy - Administration

Office of the Dean	
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TBD	Assistant Dean for Assessment & Program Excellence, Professor
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Nicole Contreras	Academic Affairs Receptionist
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Jennette Munn	Outreach and Admissions Advisor
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Monica Singh, CPhT	Experiential Education Compliance Coordinator
Adriana Sanchez, CMA	APPE/Outreach Program Specialist
Sherri Smith	Experiential Education Administrative Assistant
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Gabrielle Favilla	Student Affairs Administrative Assistant

College of Pharmacy

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Nanami Yoshioka, MA	Standardized Patient Educator
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Department of Osteopathic Clinical Education

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