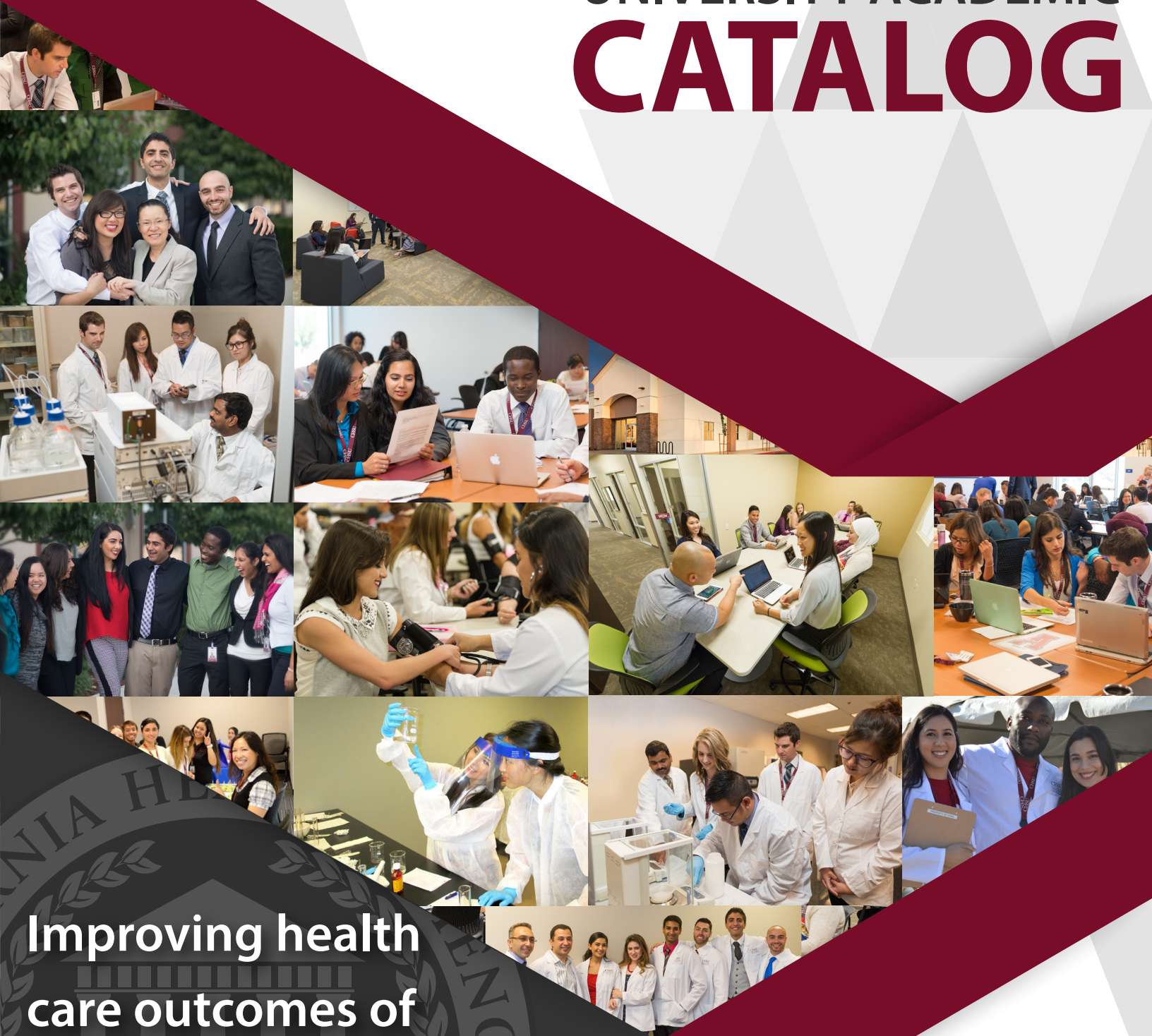


2017-18

UNIVERSITY ACADEMIC

CATALOG



Improving health
care outcomes of
people in the
Central Valley

CHSU
CALIFORNIA
HEALTH SCIENCES
UNIVERSITY

Table of Contents

Message from the President	10
Conditions of Accuracy	11
Bureau for Private Postsecondary Education Disclosures	11
Approval to Operate.....	11
School Performance Fact Sheet.....	12
Student’s Right to Cancel.....	13
Notice Concerning Transferability of Credits and Credentials Earned at Our Institution.....	13
Gainful Employment Disclosure.....	13
Accreditation	14
Western Association of Schools and Colleges (WSCUC).....	14
Accreditation Council for Pharmacy Education (ACPE).....	14
Overview of ACPE Accreditation.....	14
General Information	15
Mission.....	15
Vision.....	15
Values.....	15
Our Educational Philosophy.....	16
CHSU Global Learning Outcomes (GLOs).....	16
Team-Based Learning Methodology.....	17
Academic Freedom.....	19
Intellectual Honesty/Academic Integrity.....	21
Nondiscrimination and Equal Opportunity Statement	21
Commitment to Diversity	22
University Diversity Committee.....	23
Code of Ethical Conduct	23
Law and Policy Compliance.....	24
Professionalism.....	24
Use of University Resources.....	24
Intellectual Honesty/Academic Integrity.....	25
Research Misconduct.....	25
Respect for Others and Faculty/Students/Staff Interactions.....	25

College Specific Codes of Conduct and Professionalism.....	26
Reporting Violations of the Code.....	26
Guidelines for Use of Social Media.....	27
Student Professionalism and Conduct Policy.....	27
Introduction.....	27
Student Expectations.....	28
Jurisdiction.....	28
Student Professionalism & Conduct.....	29
Student Professional Review Committee.....	31
Student Disciplinary Procedures.....	32
Sanctions.....	35
Student Disciplinary Records.....	36
Unlawful Discrimination, Harassment, Retaliation, and Sexual Violence.....	36
Conduct Prohibited by this Policy.....	36
Academic Freedom and Freedom of Speech Protections.....	37
Definitions.....	37
Sexual Violence Definitions.....	39
Other Prohibited Behaviors.....	39
Reporting Process and Procedures for Complaints of Unlawful Discrimination, Harassment, Retaliation, and Sexual Violence.....	40
Corrective Action, Remedial Measures and Discipline.....	42
Alcohol, Drug and Tobacco Use.....	42
Drug-Free Institution.....	42
Standards on Use of Alcoholic Beverages On and Off University Property.....	43
Use of Alcoholic Beverages on University Property.....	44
Guidelines for Off-Campus Events that include the Serving of Alcoholic Beverages.....	44
California State Laws.....	45
Sanctions for Violating the University Alcohol Standards.....	46
Definitions.....	46
Tobacco-Free Environment.....	46
Student Issue or Dispute Resolution.....	47
Applicability and Jurisdiction.....	47
Definitions.....	47
Examples of Complaints or Concerns Not Covered By This Policy.....	47
Procedural Steps for Resolving Student Complaint or Concern.....	48

Sanctions.....	48
Retaliation.....	49
Records.....	49
Confidentiality of Information.....	49
Retention of Student Records.....	49
Disclosure of Information.....	49
Student Rights Pertaining to Educational Records.....	51
Records Not Subject to Review.....	51
Financial Information.....	51
Financial Disclosure.....	51
Tuition and Fees.....	51
Administrative Fees.....	52
Payment of Tuition and Fees.....	52
Method of Payment.....	52
Contractual Obligations.....	52
Debts.....	52
Student Rights Under the Student Tuition Recovery Fund (STRF).....	52
Tuition Refund Policy.....	54
Credit Balance on Account.....	55
General Academic Policies and Procedures.....	55
Application for Graduation.....	55
Attendance and Excused Absence for Didactic Courses.....	55
Duration of Absence.....	55
Types of Absences and Makeup Expectations.....	56
Excused Absence Categories and Criteria.....	57
Appeals.....	58
Awarding of Degrees.....	58
Changes of Regulations or Course Offering.....	58
Dean's Hours.....	59
Elective Courses.....	59
Final Course Grade Appeal.....	59
Grade Reports.....	60
Holds.....	60
Late Arrivals to Exams.....	60
Leave of Absence.....	60

Personal Information Changes.....	61
Registration.....	61
Schedule Changes or Withdrawal from a Course.....	61
Student Information Non-Disclosure Requests.....	61
Withdrawal from a Program.....	62
Division of Student Affairs and Enrollment.....	62
About Student Affairs and Enrollment.....	62
Career Services.....	62
Student Support Services.....	63
Student Counseling.....	63
Accessibility Services.....	63
Orientation.....	66
Wellness Education.....	67
Student Affairs.....	67
Transformative Learning Opportunities.....	67
Student Government Association (SGA).....	67
Student Organizations.....	67
Off Campus Housing.....	67
Academic Support and Development.....	68
Tutoring.....	68
Academic Advising.....	68
Financial Aid.....	69
Private Loans.....	70
Scholarships.....	70
CHSU Honors at Entrance Scholarships.....	70
Library Resources.....	71
Library Portal.....	72
Copying and Printing.....	72
Mobile Computing.....	72
University Operations.....	73
Campus Facilities.....	73
Bicycles.....	74
Skateboards and Skates.....	74
Food and Drink in the Classroom.....	74
Parking.....	74

Weapons.....	75
Minor Children on Campus.....	75
Posting of Materials.....	76
Guests of Students on Campus.....	76
Campus Technology.....	76
CHSU Student Laptop Recommendation.....	76
Student E-mail and Distribution Lists.....	78
Use of Technology: General Principles.....	79
Mobile Devices.....	79
Computing Resources.....	80
Computing Account Security Agreement.....	81
Remote Access to CHSU Online Systems.....	82
ID Cards.....	82
Web Pages: Use of Material.....	82
Security.....	82
Enforcement.....	83
Termination of Services.....	83
Acceptable Use of Technology Policy for Students.....	83
University Technology.....	83
Acceptable Use.....	83
Secure Use.....	85
Passwords Used with University Technology Must Follow the Following Standards:.....	85
Responsibility.....	85
Restriction of Use.....	86
Personally Owned Devices.....	86
University Branding.....	86
Reporting.....	86
Consequences for Violation.....	86
Record of Activity.....	86
Blocked or Restricted Access.....	86
No Expectation of Privacy.....	87
Administration.....	88
Message from the Dean.....	90
College of Pharmacy General Information.....	91
Mission Statement.....	91

Vision.....	91
Values.....	91
College of Pharmacy Program Learning Outcomes (PLOs).....	92
Domain 1 - Foundational Knowledge.....	92
Domain 2 - Essentials for Practice and Care.....	92
Domain 3 - Approach to Practice and Care.....	92
Domain 4 - Personal and Professional Development.....	93
Doctor of Pharmacy Degree Program Description.....	93
Academic Calendar (2017-2018).....	94
Schedule of Courses.....	95
Students Entering Fall 2016 and Fall 2017.....	95
Students Entering Fall 2015.....	96
Students Entering Fall 2014.....	98
Admissions.....	99
Admissions Requirements.....	100
English Language Requirement.....	101
Student Visas.....	101
Transfer of Credit Policies.....	101
Program Academic and Technical Standards.....	102
Observation.....	103
Communication.....	103
Sensory and Motor Coordination and Function.....	104
Intellectual, Conceptual, Integrative, and Quantitative Abilities.....	104
Behavioral and Social Attributes.....	105
Ethical Values.....	105
Enrollment Requirements.....	105
Health Insurance.....	105
Professional Liability.....	106
Background Check and Drug Screening.....	106
Intern Licensure.....	107
Immunization Requirements.....	107
College of Pharmacy Financial Information.....	108
Tuition and Fees.....	108
Annual Tuition and Fees.....	109
Charges Paid to Other Entities.....	109

Total Estimated Non-Institutional Costs*	109
Other Financial Information	110
College of Pharmacy Regulations and Policies	110
Assignment of Unit of Credit	110
Course Numbering System	110
Course Load	111
Dress Policy	111
Exceptions	112
Guidelines for Wearing the CHSU Branded White Coat and Name Badge	112
Withdrawal from an Advanced Placement Pharmacy Practice Experience	112
Grading System and Quality Points	113
Dean's List	113
Graduation with Honors	114
Satisfactory Academic Progress	114
Standard of Performance	114
Academic Monitoring and Alert Statuses	114
Remediation	114
Remediation Exam	115
Remediation Applied to Courses	115
Academic Probation	115
Individualized Progression - The Alternate Progression Plan	115
Academic Suspension	117
Academic Dismissal	117
Academic Dismissal Appeal	117
Class Auditing Regulations	117
Application for Graduation	118
Degree Requirements	118
Course Descriptions	118
Required Didactic Courses	118
Preparatory Sciences	118
Biomedical Sciences	119
Pharmaceutical Sciences	119
Medical Sciences	120
Clinical Sciences	121

Administrative Sciences.....	123
Introductory Pharmacy Practice Experiences (IPPEs).....	123
Advanced Pharmacy Practice Experiences (APPEs).....	124
College of Pharmacy Library Resources.....	126
Library Collections in Support of the PharmD Program.....	126
College of Pharmacy Faculty.....	126
Clinical and Administrative Sciences.....	126
Pharmaceutical and Biomedical Sciences.....	127

Message from the President

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

Since we were founded in 2012, we have surpassed our initial expectations in progressing our mission and establishing our university and professional programs because of the vision and acumen of our leadership, faculty and staff, community, and most impressively because of our talented and dedicated students. Our work has only begun!

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

We hope you feel the CHSU pride in being part of our history in the making! In the near future, we expect to achieve becoming fully accredited, breaking ground on our master campus, and launching our next program – the Doctor of Osteopathic Medicine - giving you further interprofessional collaboration and learning opportunities. We are grateful for the opportunity to help you achieve your career and personal goals to help treat, heal, and serve the precious members of our community.

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



Florence T. Dunn

President

California Health Sciences University (CHSU)

Conditions of Accuracy

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

Text for the catalog was prepared as of July 2017. The information herein applies to the academic year 2017-2018.

Bureau for Private Postsecondary Education Disclosures

Approval to Operate

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

The California Health Sciences University College of Pharmacy is a private institution that is approved to operate as such by the California Bureau for Private Postsecondary Education. “Approval to Operate” means that California Health Sciences University is in compliance with state standards as set forth in CEC94897 (1).

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, California, 95833, <http://www.bppe.ca.gov/>, Phone: (888) 370-7589 or (916) 431-6959 or Fax: (916)263-1897.

As a prospective student you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

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

For more information, contact the Bureau for Private Postsecondary Education at (916) 431- 6959, or toll-free (888) 370-7589, or visit its website at www.bppe.ca.gov.

School Performance Fact Sheet

In compliance with the California Postsecondary Education Act of 2009, California Health Sciences University provides the following Statements of Fact: The Bureau for Private Postsecondary Education (BPPE), as the regulatory body for private postsecondary institutions for the State of California, requires that each institution provide the following information to students, prior to enrollment, as evidence of recognition of the need to address consumer protection:

- Completion rates for each program of instruction;
- Placement rates for each program of instruction;
- License-examination passage rates for any program to which that statistic is applicable;
- Salary or wage information for each career, occupation, trade, job, or job title, as applicable, for which students are prepared.

The pharmacy program provided by California Health Sciences University is a new program that has yet to graduate its first class and therefore does not yet have the data for any of the categories listed above. Therefore, the number of students who graduate, the number of students who are placed, or the starting salaries a graduate might earn following graduation and successful completion of licensing examinations are unknown. Information regarding general salary and placement statistics may be available from various websites that list salary information (such as payscale.com, glassdoor.com, etc.) or from the institution, but it is not equivalent to actual performance data. This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, <http://www.bppe.ca.gov/>; Phone: (916) 431-6959; Toll-Free: 888-370-7589; Main Fax: 916-263-1897.

Student's Right to Cancel

You have the right to cancel and obtain a total refund of monies paid up through the first week of class, excluding the non-refundable fees (Enrollment Confirmation Fee and Malpractice Insurance Fee). Please refer to the Tuition and Fees section for a more detailed explanation.

Notice Concerning Transferability of Credits and Credentials Earned at Our Institution

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

Gainful Employment Disclosure

The PharmD program prepares graduates to perform essential functions in various areas of pharmacy practice including retail, hospital, long-term care, home-health care, physician office pharmacies and specialized areas of pharmacy. The United States Department of Labor's Standard Occupational Classification codes for the PharmD program are:

- 29-1050 - (Pharmacists)
- 29-1051 - (Pharmacists, Hospitals)
- 25-1071 - (Pharmacology Professors)
- 19-1042 - (Research Pharmacologists)
- 19-1041 - (Pharmacoepidemiologists)

A degree program that is unaccredited or a degree from an unaccredited institution is not recognized for some employment positions, including, but not limited to, positions with the State of California.

Accreditation

Western Association of Schools and Colleges (WSCUC)

California Health Sciences University has been recognized as a Candidate for Accreditation by WASC Senior College and University Commission (WSCUC), 985 Atlantic Avenue, Suite 100, Alameda, CA 94501, (510) 748-9001. This status is a preliminary affiliation with the Commission awarded for a maximum period of five years. Candidacy is an indication that the institution is progressing toward Accreditation. Candidacy is not Accreditation and does not ensure eventual Accreditation.

Accreditation Council for Pharmacy Education (ACPE)

California Health Sciences University College of Pharmacy's Doctor of Pharmacy program has been granted Candidate status by the Accreditation Council for Pharmacy Education, 135 South LaSalle Street, Suite 4100, Chicago, IL 60503, (312) 664-3575; FAX (312) 664-4652, web site www.acpe-accredit.org.

Precandidate Status

Granting of Precandidate status brings no rights or privileges of accreditation as associated with either candidate status or fully accredited status. Precandidate accreditation status indicates only that planning has taken into account ACPE standards and guidelines and suggests reasonable assurance of moving to the next step, that of Candidate status. Since Precandidate accreditation status does not create any rights of accreditation under the ACPE standards, it is the opinion of ACPE that graduates of programs of Colleges or Schools of Pharmacy that bear Precandidate accreditation status do not meet the educational requirements for licensure.

Candidate Status

With respect to clarification of the meaning of Candidate status, graduates of a program so designed would, in the opinion of ACPE, have the same rights and privileges of those graduates from a fully accredited program. The Candidate status denotes a developmental program that is expected to mature in accord with stated plans within a defined time period. It should be underscored, however, that decisions concerning eligibility for licensure by examination or reciprocity reside with the respective state boards of pharmacy in accordance with their state statutes and administrative rules, should Candidate status be awarded to a program, ACPE would, however, make its position known and make recommendations consistent with that position.

Overview of ACPE Accreditation

The Accreditation Council for Pharmacy Education (ACPE) accredits Doctor of Pharmacy programs offered by Colleges and Schools of Pharmacy in the United States and selected non- US sites. For a Doctor of Pharmacy program offered by a new College or School of Pharmacy, ACPE accreditation involves three steps: Precandidate status, Candidate status, and Full accreditation status.

Precandidate status denotes a developmental program that is expected to mature in accord with stated plans and within a defined time period. Precandidate status is awarded to a new program of a College or School of Pharmacy that has not yet enrolled students in the professional program and authorizes the program to admit its first class.

Candidate status is awarded to a Doctor of Pharmacy program that is currently recognized by ACPE with Precandidate status and that has students enrolled but has not yet had a graduating class.

Full accreditation status is awarded to a program that has met all ACPE standards for accreditation and has graduated its first class. Graduates of a class designated as having Candidate accreditation status have the same rights and privileges of those graduates from a fully accredited program, generally including eligibility for licensure. ACPE conveys its decisions to the various boards of pharmacy and makes recommendations in accord with its decisions. It should be noted, however, that decisions concerning eligibility for licensure by examination or reciprocity reside with the respective state boards of pharmacy in accordance with their state statutes and administrative rules.

General Information

Mission

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

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

Vision

To be the health sciences educator of choice in Central California.

Values

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

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

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

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

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

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

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

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

Our Educational Philosophy

The California Health Sciences University (CHSU) curriculum has been developed to prepare students to become active, self-directed lifelong learners, and participate in primary patient care as an integral member of the health care team. The curriculum has been laid out to allow students to learn in a progressive and cohesive fashion through the didactic and experiential courses.

CHSU Global Learning Outcomes (GLOs)

1. **Leadership and Team Efficacy** - promotes adaptive change in individuals, groups, organizations, and communities by mobilizing individuals and groups to identify and achieve relevant goals.
2. **Critical Thinking** - the habit of mind characterized by the comprehensive exploration of issues, ideas, artifacts, and events before accepting or formulating an opinion or conclusion.
3. **Intercultural and Interpersonal Competence** - a set of cognitive affective and behavioral skills and characteristics that support effective and appropriate interaction in a variety of contexts.
4. **Oral Communication** – prepared, purposeful presentation designed to increase knowledge to foster understanding or promote change in the listener’s attitudes values beliefs or behaviors.
5. **Written Communication**– the development and expression of ideas through writing.
6. **Problem Solving** - the process of designing, evaluating, and implementing a strategy to answer an open ended question or achieve a desired goal and involves the ability to identify problems; explore and prioritize potential strategies; and design, implement, and evaluate a viable solution.

7. **Professionalism** - a set of cognitive, affective, and behavioral skills and characteristics that engender trust in our ability and willingness to perform a specialized set of services in the best interest of our clients which is engendered through modeling, mentoring, professional service and advocacy and support for career development.
8. **Community and Civic Engagement** - working to make a difference in the quality of civic life of our communities and the people in them and developing the motivation knowledge skills and values to do so and which may include the ability to recognize social determinants of health to diminish disparities and inequities in access to quality care, education of a variety of audiences and patient advocacy.
9. **Emotional Intelligence** – which for our purposes, involves self-awareness, self- management and motivation.
10. **Creative and Entrepreneurial Thinking** - both the capacity to combine or synthesize existing ideas, images, or expertise in original ways and the experience of thinking, reacting, and working in an imaginative way characterized by a high degree of innovation, divergent thinking, and risk taking.
11. **Interprofessional Collaboration** - occurs when multiple health workers from different professional backgrounds work together with patients, families, care givers, and communities to deliver the highest quality of care.
12. **Clinical Competency** - Demonstrating the knowledge, skills, abilities, and attitudes necessary to perform effectively within the professional scope of patient-centered practice.

Team-Based Learning Methodology

Why TBL?

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

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

TBL at CHSU

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

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

TBL Phases

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

Readiness Assurance

1. Students start the readiness assurance process by studying materials suggested by the instructor before class (Step 1, in red above) to cover the basic facts, concepts and vocabulary necessary to discuss the topic. This may involve reading assignments, taped lectures, practice problems, pre-class learning objectives, and other self-study activities.
2. The readiness assurance process continues at the start of class when individual students complete a brief multiple-choice test (Step 2) based on the self-study assignment, assuring enough knowledge readiness to begin discussing the key concepts. This is called the Individual Readiness Assurance Test (iRAT).
3. To help identify and clarify misunderstandings, each team of students then retakes the same brief multiple-choice test, discussing questions within the team to reach a consensus answer (Step 3). This is called the Team Readiness Assurance Test (tRAT).
4. The question key is then revealed to the students and if a team wishes to challenge a keyed answer or offer a different interpretation of a question, the team may submit a written appeal (Step 4) to the instructor for later review.

5. The professor then leads a classroom discussion encouraging interaction between teams (or offers a brief focused lecture when needed) to clarify the fundamental concepts intended from the readiness assignment (Step 5). This discussion prepares the class for the more challenging questions coming later in the in-class team applications. The instructor may also choose to address appeals at this point if it helps enrich the classroom discussion; otherwise appeals are reviewed with the team after class or by email.

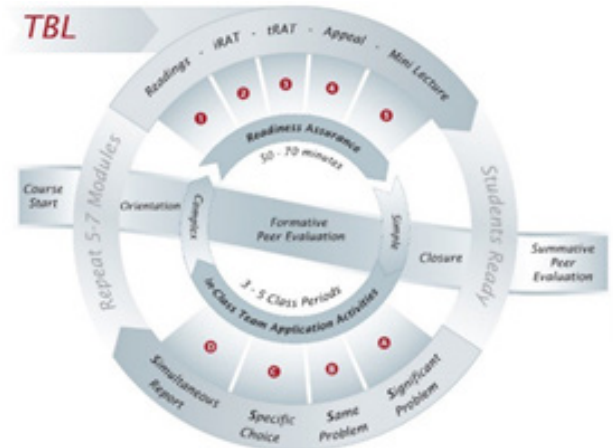


Image Above:

Source: Shibley J., Spiridonoff S.

Introduction to Team-Based Learning

In-Class Team Applications

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

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

Academic Freedom

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

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

CHSU expects that its members exercise academic freedom responsibly.

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

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

Academic Freedom has the following limitations:

1. Academic freedom does not give faculty or students the right to say anything they want. Abuse of academic freedom to say or behave in a way that causes physical or emotional harm to others, for example, is not acceptable.
2. Students do not have the right to interfere or interrupt the education of others in the name of academic freedom.
3. Students do not have the right to avoid teachings in which they do not agree.

No faculty members (full-time or part-time) of the University shall use or attempt to use their official authority or position in the University, directly or indirectly to:

1. Affect the nomination or election of any candidate for any political office,
2. Affect the voting or legal political affiliation of any other employee of the College or of any student, or
3. Cause any other employee of the College or any student to contribute any time or money (whether as payment, loan, or gift) to the support of any political organization or cause, or
4. Represent that any political party, political candidate, political issue, or partisan activity has the official or unofficial support of California Health Sciences University or any of its colleges.

The faculty member is a citizen as well as a member of a learned profession and an educational institution. While speaking or writing as a citizen, faculty are free from institutional censorship or discipline, but should realize they hold a special position in the community which imposes unique obligations. As a person of learning and an educational officer, the faculty member should remember the public may judge the teaching profession and this institution by his or her statements and behavior. Hence, at all times faculty should be accurate, exercise appropriate restraint, show respect for the opinions of others, and make every effort to indicate they do not speak for the institution.

Procedural safeguards for academic freedom and individual responsibility, including, but not limited to contracts of employment, are in place to ensure the maintenance of intellectual liberty and high standards in teaching and scholarship.

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

Intellectual Honesty/Academic Integrity

As members of an academic community, faculty bear the responsibility to participate in scholarly discourse and research in a manner characterized by intellectual honesty and scholarly integrity.

Collaborative scholarship requires the study of other scholars' work, the free discussion of such work, and the explicit acknowledgment of those ideas in any work that informs a faculty member's own work. This exchange of ideas relies upon a mutual trust that sources, opinions, facts, and insights of faculty members in their teaching, scholarship, and service will be properly noted and carefully credited.

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

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

Nondiscrimination and Equal Opportunity Statement

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

member); political affiliation; as well as any other classifications protected by federal, state, or local laws and ordinances. When requested to do so, CHSU will also make reasonable accommodations to assist prospective and/or active students and employees as required by law.

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

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

Commitment to Diversity

California Health Sciences University strives to provide a campus environment that welcomes, promotes, and celebrates the entire diversity of human experiences. We are committed to welcoming people from all backgrounds and we seek to include knowledge and values from many cultures in the curriculum, extra-curricular activities, and within our campus community. Our commitment to achieve an environment that values diversity requires that we create, promote, and maintain activities and programs which further our understanding of individual and group diversity. We will also develop and communicate policies and promote values which discourage intolerance and discrimination.

The dimensions and concept of diversity are to be advanced and incorporated into every aspect of our university, including the curriculum, teaching, student life, programs, staffing, personnel training practices, research, community services, events, and every other university endeavor.

Dimensions of diversity shall include, but are not limited to, the following: race, ethnicity, religious belief, sexual orientation, sex, gender identity, gender expression, ability, socioeconomic status, cultural orientation, national origin, and age.

University Diversity Committee

The Commitment to Diversity will be implemented by the university as a whole. The President will appoint a comprehensive Diversity Committee comprised of a cross section of university representatives, including a minimum of two staff, two faculty and two student members with the following responsibilities:

1. Foster a climate that promotes a better understanding of, and an appreciation for, diversity within their sphere of influence and encourage others to do the same.
2. Periodically review and recommend changes to the University's diversity efforts.
3. Facilitate the implementation of existing diversity strategies, programs, and initiatives.
4. Develop programs that promote mutual respect, valuing of differences, as well as cross- cultural understanding.
5. Assist in highlighting, recognizing, and publicizing diversity initiatives to promote campus- wide cooperation and participation.
6. Share and vet diversity strategies, initiatives and information with their campus communities and constituents.
7. Prepare students for a leadership role in a competitive global community.

Code of Ethical Conduct

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

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

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

Law and Policy Compliance

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

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

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

Professionalism

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

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

Use of University Resources

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

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

Intellectual Honesty/Academic Integrity

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

Research Misconduct

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

Respect for Others and Faculty/Students/Staff Interactions

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

Faculty Responsibilities: All faculty are expected to engage in teaching, advising, scholarship, service to their College and university, community engagement and outreach, and, in the case of clinical faculty, practice. Faculty are

expected to meet deadlines for submission of handouts, exam questions and answers, and other course materials; follow copyright law; adhere to course schedules; to be available for student conferences outside of class and to accommodate student requests for appointments outside of scheduled office hours whenever possible; and to provide ADA accommodations as required by the Americans with Disabilities Act (1991) including but not limited to extra time and private space for examinations for students who need such accommodations. Additional faculty requirements and responsibilities may be found in applicable faculty policies.

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

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

College Specific Codes of Conduct and Professionalism

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

- A. CHSU College of Osteopathic Medicine (“COM”) has adopted the AOA Code of Ethics and all members of the COM community are expected to comply with the AOA Code of Ethics in addition to the CHSU Code.
- B. CHSU College of Pharmacy (“COP”) has adopted a Code of Ethics and Professionalism applicable to all members of the COP community.

Reporting Violations of the Code

All members of the University community are expected to report violations of the Code to the appropriate University officials. Violations of specific University policies should be reported per the reporting procedures outlined in the policy. If no particular University policy applies, employees shall communicate potential problems or ethical

violations to their immediate supervisor or, if the immediate supervisor is involved in the alleged violation or the subject of the report, to the next level supervisor or head of the department. If the next level supervisor or head of the department is involved, employees should communicate their concerns to the Office of the General Counsel or Office of Human Resources. Employees will not be threatened with retaliation in any form, including from third parties, for reports of alleged violations of the Code made in good faith. Such threats of retaliation, or actual retaliation, are strictly prohibited. Where legally permissible, the identity of the reporting party will be confidential. All reported violations will be investigated per the procedures outlined in the Employee Policies, Faculty Policies, and Student Policies depending upon the identity of the responding party.

Guidelines for Social Media

1. Remember your audience: Be aware that a presence in the social media world can easily be made public, including current and future students, staff, faculty, alumni, and the general CHSU community. Consider this before publishing to ensure the post will not alienate, harm or provoke any of these groups.
2. Do not upload anything you may regret later. This includes photos, content, comments or tags. Increasingly, employers are conducting Web searches as a hiring practice before extending offers. Be sure not to post something that might haunt you in the job search.
3. Think before you post. There is no such thing as “private” social media sites. Search engines can turn up posts and pictures years after publication date.
4. Remember: when you create a Facebook or Twitter account, you are agreeing to their Terms and Conditions. Be cognizant of these when posting content, personal or professional.
5. Use your personal Twitter accounts for personal information. Use of personal Twitter accounts for official organization business should be limited to promotions of events and breaking news.
6. If the content of your message would not be acceptable for face-to-face conversation, over the phone or in another medium, it is more than likely not suitable for social networking sites. Ask yourself: would you want the comment or content published in the newspaper or posted on a billboard in the future?
7. If you post content to a personal website or social media site and it includes student organization-related comments, be sure to be transparent.

Student Professionalism and Conduct Policy

Introduction

CHSU students are members of the CHSU community and are future health care professionals. As such, the purpose of this policy is to establish standards of appropriate student conduct and to outline student discipline procedures that provide due process, including notice of the allegations of misconduct, an impartial decision-maker and an opportunity for the student to directly address allegations of misconduct.

The process provides CHSU students with the opportunity to evaluate their own actions and decision making, and to acquire new skills to improve their actions in the future. This process also supports students in tracking their own professionalism, serves as a reminder of the professional obligations of CHSU students and enables any inaccurate information to be identified and amended promptly.

Student Expectations

This policy is meant to be consistent with university-wide governing statutes and policies regarding student conduct, including, but not limited to, the University's Governing Statute 2 – Code of Ethical Conduct. Each student of the CHSU community has a duty to:

1. Understand and become familiar with this policy;
2. Uphold this policy in all aspects of the student's daily life;
3. Report any suspected conduct violations committed by other members of the CHSU community;
4. Cooperate with investigations of alleged conduct violations;
5. Self-report conduct.

Jurisdiction

This policy applies to all: (a) admitted students; (b) students on leaves of absence, suspensions or otherwise temporarily not on campus or currently on a leave of absence; or (c) former students who engaged in misconduct while enrolled at CHSU. Students may be disciplined pursuant to this policy for conduct that occurs either on-campus or off-campus. Students may be disciplined for their off campus conduct because CHSU recognizes that while students are individually accountable for their actions, students are also ambassadors of the University and therefore accountable to the larger CHSU community.

CHSU may, at its sole discretion, exercise jurisdiction over student behavior that occurs off campus if such conduct would violate university or college-specific statutes or policies under the following circumstances:

1. On a school sponsored activity including field trips, professional internships, rotations or other activities related to course of study at CHSU;
2. While the student is engaging in any activity to further the student's education including engaging in research or attending courses at a conference or another professional school, such as a fellowship, study abroad program or similar activity;
3. At any activity that is sponsored, conducted, or authorized by CHSU or by a CHSU student organization;
4. While the student is representing or publicly recognized as being affiliated with CHSU by, including wearing CHSU insignias, a CHSU lab coat or other CHSU professional clothing; or
5. If the student is charged with, arrested for or convicted of a felony or misdemeanor.

CHSU may make a determination regarding whether to exercise jurisdiction over off-campus conduct on a case-by-case basis. In making this determination, CHSU may take into account the following factors: severity of the alleged misconduct, whether the alleged victim is a member of the campus community, the ability of CHSU to gather information regarding the alleged incident, whether the alleged misconduct is connected to a series of incidents that have occurred on or off campus, whether the alleged incident calls into question the student's ability to practice in the student's respective field of study.

Additionally, students may be disciplined for the same offense under multiple university or college-specific statutes or policies.

Student Professionalism & Conduct

Students are expected to demonstrate honesty and integrity in all aspects of their education and training. The following list includes, but is not limited to, examples of conduct which violate this policy:

1. Dishonesty including, but not limited to, the following:
 - a. Plagiarism is defined as the failure to acknowledge and cite appropriate reference for words, facts, or ideas, belonging to another individual, and falsely representing it as your own. Failure to reference any such material violates academic integrity and is both ethically and legally improper.
 - b. Self-plagiarism which is defined as the reusing of significant, identical, or nearly identical portions of one's own work (e.g., work completed by the student for another course) without acknowledging that one is doing so or citing the original work, and without obtaining prior approval from the faculty member teaching the course in which the student is reusing the student's prior work.
 - c. Cheating occurs when a student obtains or attempts to obtain, or aides or attempts to aid another in obtaining, an unfair or disallowed advantage which includes, but is not limited to:
 - i. Deliberate submittal of work that is not prepared by the student and that violates faculty instructions for the work;
 - ii. Providing or receiving assistance when such assistance has not been authorized by the faculty instructor;
 - iii. The use of testing or similar materials from past testing periods as a study guide, unless authorized by the faculty member who created and presented the prior material and the faculty member giving the subsequent test;
 - iv. Theft or otherwise unauthorized access to the exam, answer key, or previously graded tests or coursework, unless explicitly permitted by the course professor;
 - v. Having someone else complete work or take an exam instead of the student required to complete the work or take the exam;
 - vi. Copying or allowing another person to copy exam information or other graded coursework;

- vii. The possession of written or electronic material or devices during an examination that are not expressly authorized by the faculty member(s) who created or administered an examination;
- viii. The discussion of examination contents with any other student while taking an examination or divulging or receiving any information regarding the content, form, or study tips related to any examination that the other student has not yet taken;
- d. Lying or falsifying documents in order to obtain additional time or other accommodation for course work or exams;
- e. Falsifying student attendance or participation in class in any way, including but not limited to, with the use of electronic device (e.g., clickers), signing in for students who are not present or otherwise participating on behalf of another student in any way.
- f. Lying is defined as making a statement that one knows is false or an omission that is intended to deceive.
- g. Academic theft is the intentional removal of academic materials in order to deprive or prevent others from having equal learning opportunities.
- h. Fabrication is the intentional or unauthorized falsification or invention of any information or citation in connection with any academic or co-curricular exercise or requirement. This includes falsification of documents.
- i. Forging is the production of a copy or imitation of a person's signature, notes, work, or other document for the purpose of deception.
- j. Fraud is deception, misrepresentation or omission intended to result in financial or personal gain. Fraud includes, but is not limited to, misuse of CHSU funds or the misrepresentation of the purpose funds will be used for when fundraising.

2. Conduct that Threatens Health or Safety

Conduct that threatens the health or safety of any person including, but not limited to, physical assault, sexual misconduct, domestic violence, or threats that cause a person reasonably to fear for one's own safety or the safety of others, incidents involving the use or display of weapons likely to cause great bodily harm, or intoxication or impairment through the use of alcohol or drugs. This includes conduct prohibited in the sections of the student catalog discussing Alcohol, Drug and Tobacco Use, Weapons and others that discuss health, safety, or violence on campus.

3. **Unprofessional Conduct** including, but not limited to:

- a. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other CHSU activities;
- b. Insubordination, which includes failure to follow a lawful directive of faculty, administration, staff or other authority figure;
- c. Engaging in disorderly or lewd conduct;

- d. The actual or attempted manufacture, distribution, dispensing, possession, use, or sale of controlled substances, as identified in Federal or California state law or regulations, which is unlawful or otherwise prohibited by or not in compliance with, any University or college-specific statute or policy;
- e. Making offensive, disrespectful, insulting or taunting comments toward others;
- f. Any misuse of CHSU property, including using CHSU property for unauthorized personal use or carrying out unlawful activity;
- g. Being charged with, arrested for or convicted of a felony or misdemeanor;
- h. Recording via video, audio or other electronic means any person without that person's prior consent;
- i. Any violation of University rules related to the use of technology or social media;
- j. Lack of punctuality, poor attendance or consistent failure to meet deadlines;
- k. Demonstration of uncaring attitude towards a patient;
- l. Breach of confidentiality of patient information or HIPAA related policies of CHSU or any affiliated site;
- m. Any other conduct that calls into question the student's fitness to practice in the student's respective field of study.

Student Professional Review Committee

The Student Professional Review Committee ("SPRC") is an ad hoc university-level committee whose purpose is to review alleged student conduct violations. SPRC serves an advisory role issuing non-binding recommendations to the Dean (or designee) of the college that the accused student attends. SPRC will issue recommendations regarding whether the accused student engaged in the alleged misconduct by a preponderance of the evidence standard (i.e., whether it is more likely than not to have occurred). SPRC may, upon the request of the appropriate Dean (or designee), also make recommendations regarding appropriate sanctions for the student.

SPRC shall consist of three (3) faculty members and two (2) students appointed by the Dean of the accused student's college. The faculty and student appointees are not required to be from the accused student's college. The appropriate Dean shall appoint one of the faculty members to serve as Chair of the SPRC. The Chair shall be responsible for leading and facilitating the duties of SPRC, including conducting the hearing, as described in this policy. All members of SPRC, must be in good standing with their respective colleges at the time of appointment. Members may be appointed to serve on the SPRC multiple times.

Generally, most accusations will be resolved through an informal process and will not result in a hearing by SPRC. SPRC shall hear a case at the request of the Dean (or designee) if the conduct alleged satisfies the following criteria:

1. Where the alleged misconduct, if true, may result in the student's suspension or expulsion, and the student has not made an admission to the misconduct; or
2. Where the alleged misconduct has been ongoing by the student and/or prior counseling or other efforts have been unsuccessful in changing the behavior, and the student has not made an admission to the misconduct.

Before a student's case is heard by SPRC, the student will be provided with a list of the names of faculty and students that will hear the student's case. In order to protect the integrity and confidentiality of the process, at the time the names are disclosed to the accused student, the student will be required to sign a confidentiality form which requires the student to agree not to disclose any of the identities of the members of SPRC before, during or after the student's hearing, with exceptions for disclosure to legal counsel or the students assigned college advisor. Violation of the confidentiality requirement may subject the student to additional disciplinary action, up to and including dismissal from their program. If a student refuses to sign a confidentiality form, they shall not be permitted to provide a live statement in front of SPRC but may submit a written statement in lieu thereof.

Within three (3) days of receiving the list of names the accused student may raise a perceived bias that the student believes would prevent a member of SPRC from being impartial in hearing the case. The student will be required to provide a written explanation regarding the reason for the perceived bias to the Dean (or designee). The Dean (or designee) will review such reasoning and will make a final decision regarding whether any member of SPRC will need to be excused and replaced during the hearing of the student's case.

Student Disciplinary Procedures

The procedures outlined in this section represent the steps employed to reach a resolution in cases of alleged student misconduct:

Step 1: Conduct Referral Submitted – Allegations of student misconduct may be reported by faculty, administration, staff, students, patients, external organizations or any member of the public to the Dean (or designee) of the student's college. If the matter involves the Dean then the student conduct should be reported to the Provost (or designee). Student conduct referrals must be submitted in writing using the conduct referral form ("Conduct Referral") which shall be developed by the University's Student Affairs Department.

Step 2: Dean's Review – Upon receipt, the Dean (or designee) shall review the content of the Conduct Referral to determine if it is appropriate to process it under this policy. If not, the Dean (or designee) shall notify the person who submitted the Conduct Referral and refer them to the correct process outside of this policy and no further steps under this policy will be taken.

Step 3: Notice to Accused Student and Selection of Investigator – If the Conduct Referral is appropriate under this policy, the Dean (or designee) shall assign a qualified, neutral University employee to conduct an investigation into the alleged misconduct. The Dean (or designee) has broad discretion in selection of a neutral investigator; however, in no event shall an employee of Student Affairs be assigned to investigate student conduct referrals. The Dean (or designee) shall ensure that the assigned investigator has both the skills and resources necessary to conduct a complete investigation. Before the investigation begins, the Dean (or designee) will notify the accused student in writing regarding the nature of the alleged misconduct, with a copy provided to Student Affairs. In cases involving

an active law enforcement investigation, the Dean may determine that notice to the student may interfere with the active criminal investigation. In this situation, the notice to the student may be delayed for a reasonable period of time.

Step 4: Investigation – The investigation shall be appropriately tailored to the circumstances based on the misconduct alleged in the Conduct Referral, and shall include, at a minimum, review of relevant documents and interviews with relevant witnesses (including the accused student). The accused student shall have an opportunity to be interviewed as part of the investigation. In order to protect the integrity of the investigation, the Dean (or designee) may require that the accused student or others participating in the investigation refrain from acting in a specified manner (i.e., such as directives to refrain from contacting others involved in the investigation until the investigation is complete). The findings of the investigation should be documented in the investigation file, which shall be maintained by the Dean's office. The accused student is not entitled to the investigation file as part of the student disciplinary process.

Step 5: SPRC or Dean's Final Determination – Based on the findings of the investigation, the Dean (or designee) shall determine whether the matter should be heard by SPRC based on the criteria for SPRC review, described above. If review by SPRC is required, the matter will proceed to step 6, below. If no review by SPRC is necessary the Dean (or designee) will determine: (1) whether the student engaged in the alleged misconduct based on a preponderance of the evidence standard; and (2) the appropriate sanction(s) to be imposed on the student, if any, taking into consideration any special circumstances or mitigating factors. In this case, the Dean (or designee) shall notify the student in writing of these determinations within a reasonable time after the close of the investigation. The Dean's (or designee's) determination is final. The University's Student Affairs Department shall be copied on the Dean's (or designee's) notice to the student. The Registrar shall be copied as well in cases where the sanction is suspension or expulsion.

Step 6: Notice of SPRC Hearing - If the Dean (or designee) determines that further review by SPRC is warranted, the hearing shall take place within a reasonable time period after the close of the investigation, but in no event more than thirty (30) calendar days thereafter. The student shall be notified at least ten (10) calendar days prior to the hearing, and such notice shall include an explanation of the hearing process. The University's Student Affairs Department shall be copied on such notice to the student.

Step 7: SPRC Hearing - SPRC hearings are informal and not a forum to try or prosecute students. Therefore, criminal, civil or administrative rules of evidence shall not apply. Rather, SPRC's purpose is to serve as a forum to discuss the facts of the case, consider any special circumstances of the accused, and to evaluate the behavior of the accused according to the CHSU's established statutes and policies. Ultimately, the members of SPRC are charged with making recommendations to the Dean (or designee) that will serve a mutual interest for CHSU in its mission to educate each student while fulfilling its obligation to maintain a safe learning environment and promote high ethical and professional standards among the student body.

In situations where the alleged misconduct involves multiple students, if all of the students involved in a case desire to have one joint hearing, they may each sign a waiver of their right to individual hearings. If a student fails to sign such waiver, the student will have a separate hearing. Matters involving more than one accused student will be reviewed by the same SPRC members.

The hearing will be conducted in a secure and private location, and is closed to all members of the public. Only the members of SPRC, the accused student and a support representative (“Support Representative”) selected by the student will be allowed to attend the hearing. The Support Representative may be a friend, family member, mentor or other advisor. The Support Representative’s role is only advisory to the student. The Support Representative may not participate directly in the hearing, even if that person is a lawyer. If the Support Representative is disruptive or attempts to directly participate in the hearing, the Chair may ask the Support Representative to leave.

Hearings will not be audio or video recorded. Typically, the hearing will not be transcribed by a certified court reporter, but an administrative assistant will take the minutes of the hearing. However, any of the participants in the hearing may submit a request to the Chair that a transcript by a certified court reporter be permitted. Such requests must be submitted to the Chair at least five (5) calendar days in advance of the hearing. The Chair will make the final decision as to whether the hearing will be transcribed by a certified court reporter, and will notify the requesting party prior to the hearing. The requesting party shall pay the costs associated with a transcription by a certified court reporter.

The student is not entitled to cross-examine or question witnesses at the hearing. However, the student may present witnesses who will speak in support of the student. If the student wishes to have supporting witnesses speak at the hearing, the student must submit the names of each witness, and a description of why the student wishes to call the witness, to the Chair at least five (5) calendar days in advance of the hearing. The Chair will determine whether the witnesses are relevant to the hearing and shall notify the student if the witnesses will be allowed at least forty-eight (48) hours prior to the hearing. The student is responsible for notifying the witnesses they are requesting of the date, time and location of the hearing.

Within a reasonable time prior to the hearing, SPRC will be provided with all relevant documents from the investigator and the Dean regarding the case, including a complete investigation file and documents related to the student’s prior misconduct.

The Chair shall open the hearing by explaining to the student the hearing process. The Chair shall review the allegations of misconduct and the investigation findings. The Chair will then allow the student to submit any additional documents the student has brought to the hearing for consideration by SPRC, including, but not limited to, the student’s own written statement or the written statements of supporting witnesses. The Chair will then call the student’s witnesses, if any, that are present in-person for the hearing. Each witness will be allowed to speak on the student’s behalf. The student is not permitted to question such witnesses, but the members of SPRC may ask

witnesses questions. Following presentation of the student's witnesses, the members of SPRC may ask the student questions relevant to the alleged misconduct. The Chair shall also provide an opportunity for the student to make a closing statement. At that time, the hearing shall be concluded.

Step 8: Determination by SPRC - After deliberation, SPRC will recommend to the Dean (or designee) by majority vote: (1) whether the student engaged in the alleged misconduct based on a preponderance of the evidence standard; and (2) the appropriate sanction(s) to be imposed on the student, if any, taking into consideration any special circumstances or mitigating factors. SPRC Chair shall notify the Dean (or designee) in writing of these recommendations within five (5) business days after the completion of the hearing. The Dean (or designee) shall then notify the student in writing of the Dean (or designee's) final determinations within five (5) business days after the close of the investigation. The Dean's (or designee's) determination is final. The University's Student Affairs Department shall be copied on the Dean's (or designee's) notice to the student. The Registrar shall be copied as well in cases where the sanction is suspension or expulsion.

Sanctions

The below is a list of possible sanctions that may be imposed on students for misconduct violations. The list is not exhaustive, and other sanctions may be imposed. Additionally, when determining an appropriate sanction, mitigating factors may be considered, including, but not limited to, a student's self-report of misconduct.

1. **Written or Verbal Warning/Coaching**: For offenses that are considered minor, CHSU may provide the student with appropriate supportive measures such as advice, guidance, practical support or remedial measures aimed at helping the student to gain an insight into their conduct and to prevent such conduct from re-occurring. Any written warnings or coaching summaries must be provided to the student with a copy to Student Affairs.
2. **Non-Academic Probation**: Students may also be placed on non-academic probation. A student who is on non-academic probation is restricted from holding office or representing CHSU off-site at professional conferences. Non-academic probation means that the student is required to complete certain tasks, such as counseling, trainings, educational activities, volunteering, or other tasks, prior to being released from probation. The Dean's (or designee) shall be responsible for monitoring completion of probation by the student, and shall notify Student Affairs in writing regarding whether the probation is completed or not.
3. **Suspension**: Suspension means that the student is unable to attend classes, participate in rotations or otherwise engage in professional activities for CHSU students for a set period of time. A student placed on suspension is not automatically permitted to return to CHSU after the suspension period has expired, but must show that the student has met any and all required criteria to the satisfaction of the Dean (or designee) in order to return to CHSU.
4. **Expulsion**: Expulsion means that the student is dismissed from their program at CHSU and thus no longer able to complete their degree at CHSU. An expelled student will be immediately dropped from all courses and not eligible to re-enroll.

Student Disciplinary Records

All documents regarding the student discipline process are to be maintained by Student Affairs in a student disciplinary file which is separate from student's academic records. Student's may access and review their own student disciplinary file. The disciplinary file may be reviewed by others in compliance with state and federal law.

Unlawful Discrimination, Harassment, Retaliation, and Sexual Violence

INTERIM POLICY

CHSU is committed to creating an inclusive environment, where all individuals can achieve their academic and professional aspirations free from sexual violence, unlawful discrimination, harassment, or related retaliation. The purpose of this policy is to explain the prohibited conduct related to sexual violence, unlawful discrimination, harassment and retaliation. The purpose of this policy is also to outline the process by which CHSU processes complaints regarding sexual violence, unlawful discrimination, harassment or retaliation.

All members of the CHSU community, including CHSU employees, students, and third party contractors and vendors are governed by this policy. CHSU does not tolerate harassment, discrimination or retaliation against job applicants, applicants for admission to CHSU, current students, contractors or vendors (including employees of contractors or vendors), supervisors, those in management, or any third party who enters onto CHSU facilities.

This policy applies to prohibited conduct alleged to have occurred on CHSU property or in connection with CHSU activities, programs, or events. In addition, CHSU may apply this policy to conduct that occurs online or off-campus where the conduct: (i) affects the CHSU learning or working environment; or (ii) has a continuing adverse effect on campus.

Conduct Prohibited by this Policy

This policy prohibits any form of harassment or discrimination on the basis of race; color, national origin (including possessing a driver's license issued under Vehicle Code § 12801.9), or ancestry; gender/sex, gender identity, transgender status, sex stereotyping or gender expression; age; physical or mental disability, perceived disability or perceived potential disability; pregnancy or perceived pregnancy, childbirth, breastfeeding or medical conditions related to pregnancy, childbirth or breastfeeding; religion (including religious dress and grooming practices) or creed; marital status; registered domestic partner status; medical condition (including HIV and AIDS); citizenship; military and veteran status; sexual orientation; genetic characteristics; genetic information (including information from the employee's genetic tests, family members' genetic tests, and the manifestation of a disease or disorder in the employee's family member); political affiliation; as well as any other classifications protected by federal, state, or local laws and ordinances is a violation of this policy and will be treated as a disciplinary matter.

CHSU policy also prohibits harassment or discrimination based on the perception that a person has any of these characteristics or is associated with a person who has, or is perceived to have any of these characteristics. CHSU prohibits any and all retaliation against any person covered by this policy for submitting a report of unlawful harassment or discrimination or for cooperating in any such investigation. CHSU has does not tolerate harassment, discrimination or retaliation and is committed to an environment free of it.

Additionally, it is a violation of this policy to knowingly submit a complaint for discrimination, harassment, retaliation or sexual violence based on false allegations or to knowingly provide false information in connection with an investigation of a complaint processed under this policy.

Academic Freedom and Freedom of Speech Protections

CHSU recognizes and promotes its commitment to academic freedom and freedom of speech, as described in the Academic Freedom and Academic Dishonesty policy, and other applicable CHSU policies. The faculty and other academic appointees, staff, and students of CHSU enjoy significant free speech protections guaranteed by the First Amendment of the United States Constitution and Article I, Section I of the California Constitution. However, freedom of speech and academic freedom are not limitless and do not protect speech or expressive conduct that violates federal or state anti-discrimination laws.

Definitions

The following definitions are applicable to this policy:

1. Complainant: Any person who files a report of alleged conduct or retaliation prohibited by this policy.
2. Respondent: A person alleged to have engaged in the prohibited conduct and about whom a report of such prohibited conduct is made.
3. Discrimination Defined. Discrimination means excluding from participation, denying the benefits of, or otherwise subjecting an individual or group of individuals to different treatment based on a protected class. For example, unlawful discrimination may consist of a decision, policy or practice.
4. Harassment Defined. Harassment is unwelcome verbal, visual or physical conduct creating an intimidating, offensive, or hostile work or educational environment that interferes with a person's work or educational performance, or creates an environment such that a reasonable person would find the conduct intimidating, hostile or offensive. Harassment can be verbal (including slurs, jokes, insults, epithets, gestures or teasing), graphic (including offensive posters, symbols, cartoons, drawings, computer displays, or e-mails) or physical conduct (including physically threatening another, blocking someone's way, etc.) that denigrates or shows hostility or aversion towards an individual because of any protected characteristic. Because it is difficult to define unlawful harassment, persons covered under this policy are expected to behave at all times in a professional and respectful manner.

5. **Retaliation Defined.** Retaliation means any adverse treatment including threats, intimidation, adverse employment or educational actions, against a person based on their report of discrimination or harassment under this policy, or participation in the investigation, report, remedial or disciplinary process arising from this policy. Retaliation against someone for reporting or participating in an investigation and related processes constitutes prohibited conduct. Employees and students who violate this policy will be subject to appropriate disciplinary action, including termination or expulsion from CHSU.
6. **Sexual Harassment Defined.** Sexual harassment is a form of gender discrimination, defined as unwelcome or unsolicited sexual advances, unwelcome requests for sexual favors, graphic or written statements, and other unwelcome verbal, nonverbal or physical conduct of a sexual nature when:
 - a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational experience; or
 - b. Submission to or rejection of such conduct is used as a basis for employment, salary, or other benefits affecting a student; or
 - c. Such conduct interferes with an individual's work or educational experience and creates an intimidating, hostile, or offensive working or educational environment.

Sexual harassment need not be motivated by sexual desire. Examples of conduct that violates this policy include:

1. Unwelcome sexual advances, flirtations, advances, leering, whistling, touching, pinching, assault, blocking normal movement;
2. Requests for sexual favors or demands for sexual favors in exchange for favorable treatment;
3. Obscene or vulgar gestures, posters, or comments;
4. Sexual jokes or comments about a person's body, sexual prowess, or sexual deficiencies;
5. Propositions, or suggestive or insulting comments of a sexual nature;
6. Derogatory cartoons, posters, and drawings;
7. Sexually-explicit e-mails or voicemails;
8. Uninvited touching of a sexual nature;
9. Unwelcome sexually-related comments;
10. Conversation about one's own or someone else's sex life;
11. Conduct or comments consistently targeted at only one gender, even if the content is not sexual;
12. Teasing or other conduct directed toward a person because of the person's gender.

Sexual Violence Definitions

1. **Consent:** Consent is affirmative, conscious, voluntary and revocable. Consent to sexual activity requires of all persons involved an affirmative, conscious and voluntary agreement to engage in sexual activity. It is the responsibility of each person to ensure they have the affirmative consent of the other to engage in the sexual activity. Lack of protest, lack of resistance, or silence, do not alone constitute consent. Affirmative consent must be ongoing and can be revoked at any time during sexual activity. The existence of a dating relationship or past sexual relations between the persons involved should never by itself be assumed to be an indicator of consent (nor will subsequent sexual relations or dating relationship alone suffice as evidence of consent to prior conduct).
2. **Sexual Assault—Penetration:** Without the consent of the Complainant, penetration, no matter how slight, of the vagina, anus, or mouth by a penis; or the vagina or anus by any body part or object.
3. **Sexual Assault—Contact:** Without the consent of the Complainant, touching, an intimate body part (genitals, anus, groin, breast, or buttocks), whether clothed or unclothed.
4. **Relationship Violence:**
 - a. **Dating Violence:** Conduct by a person who is or has been in a romantic or intimate relationship with the Complainant that intentionally, or recklessly, causes bodily injury to the Complainant or places the Complainant in reasonable fear of serious bodily injury.
 - b. **Domestic Violence:** Conduct by a current or former spouse or intimate partner of the Complainant shares a child in common, that intentionally, or recklessly causes bodily injury to the Complainant or another, or places the Complainant or another in reasonable fear of serious bodily injury.
 - c. **Stalking:** Repeated conduct directed at a Complainant, which includes following, monitoring, observing, surveilling, threatening, communicating or interfering with property, of a sexual or romantic nature or motivation, which would cause a reasonable person to fear for their own safety, or the safety of others, or to suffer substantial emotional distress.

Other Prohibited Behaviors

1. **Invasion of sexual privacy:**
 - a. Without a person's consent, watching or enabling others to watch that person's nudity or sexual acts in a place where that person has a reasonable expectation of privacy; or
 - b. Using depictions of nudity or sexual activity to extort something of value from a person.
2. Sexual intercourse with a person under the age of 18.
3. Exposing one's genitals in a public place for the purpose of sexual gratification.
4. Failing to comply with the terms of a no-contact order, a suspension of any length, or any order of exclusion issued under this Policy.

Reporting Process and Procedures for Complaints of Unlawful Discrimination, Harassment, Retaliation, and Sexual Violence

The below procedures are intended to allow CHSU to respond to complaints of alleged discrimination, harassment, retaliation or sexual violence. CHSU encourages all members of its community who have experienced alleged criminal sexual violence to report the conduct to the police. In an emergency situation, community members should call 9-1-1. CHSU also encourages all community members to report alleged discrimination, harassment, retaliation or sexual violence to CHSU as follows:

Step 1: Complaint Submitted. CHSU cannot remedy claimed harassment or retaliation unless such complaints are brought to its attention. Failure to report claims of harassment and/or retaliation prevents CHSU from taking steps to address the problem. If a CHSU community member believes someone has violated this policy, the CHSU community member is strongly encouraged to promptly bring the matter to attention the appropriate party, identified as follows:

1. For complaints in which the Respondent is a student: Complaints may be filed with the Dean's office of the accused student's college.
2. For complaints in which the Respondent is someone other than a student or where the Respondent is a student who is also an employee: Complaints should be filed with the Office of Human Resources.

CHSU recognizes that complaints may be received by others within the CHSU community, such as ombudspersons, faculty advisors, co-workers, student affairs employees, etc. When complaints are received by such members of the CHSU community, that member has an obligation to report the complaint to the appropriate party, identified above. Additionally, any member of the CHSU community who observes any such incident is strongly encouraged to report the incident, irrespective of whether the alleged victim files a complaint.

While there is no time limit for submitting such reports, reports of prohibited conduct should be brought forward as soon as possible; all incidents should be reported even if significant time has elapsed but prompt reporting will better enable CHSU to respond, investigate, provide an appropriate remedy, and impose discipline if appropriate. The CHSU prefers the complaint be made in writing and identify the person(s) involved, what occurred and the identity of any witnesses. The complaint should be specific and should include the names of the individuals involved and the names of any witnesses. However, if a complaint is not filed in writing but CHSU receives notice of any allegation(s) that is subject to this policy, CHSU shall take affirmative steps to investigate and address the allegation(s), in a manner appropriate to the particular circumstances. Complaints alleging retaliatory conduct shall also be reported in the same manner.

Step 2: Review and Interim Measures. Upon receipt of the complaint, the Office of Human Resources or Dean, as appropriate, will conduct an initial review of the complaint to clarify the Complainant's allegations and to determine whether the complaint, on its face, plausibly alleges misconduct prohibited by this policy. Following the initial

review, if the Office of Human Resources or Dean's office determines that the complaint does not adequately allege prohibited conduct of this policy, the matter may be closed without further action or investigation or be forwarded to the appropriate party for processing under the applicable policy. In such a case, notice shall be provided to the Complainant by the Office of Human Resources or the Dean. If the complaint does allege misconduct prohibited by this policy, the Office of Human Resources or Dean's Office may consider and adopt interim measures. Such interim measures may be adopted when there are health and safety risks to the Complainant or CHSU community. Interim measures may serve to limit the effects of the alleged prohibited conduct and to protect the Complainant and other persons. These measures may include, separating the parties, or making alternative working or academic arrangements. Such interim measures shall remain in place until the Office of Human Resources or Dean determines that they are no longer necessary or until a final written decision is issued, whichever occurs first. A person's failure to comply with interim measures may be considered a separate violation of CHSU policies. Whenever interim measures are implemented, the goal is to minimize the impact on the Complainant. A decision about interim measures does not, however, constitute evidence or a finding of a policy violation.

Step 3: Notice to Accused Person and Selection of Investigator. If the complaint is appropriate under this policy, the Office of Human Resources or Dean shall assign a neutral investigator to conduct an investigation into the alleged misconduct, or may choose to investigate the matter directly. The Office of Human Resources or Dean shall have broad discretion in selection of a neutral investigator, provided that the assigned investigator has both the skills and resources necessary to conduct a complete investigation. Before the investigation begins, the Office of Human Resources or Dean will inform the Complainant and the Respondent that an investigation has commenced. The notice will summarize the Complainant's allegations and shall outline the investigation process. In cases involving an active law enforcement investigation, the Office of Human Resources or Dean may determine that notice to the Respondent may interfere with the active criminal investigation. In this situation, the notice to the Respondent may be delayed for a reasonable period of time.

Step 4: Investigation – CHSU will promptly conduct a neutral and thorough investigation into the facts and circumstances of any claim of misconduct prohibited by this policy. The investigator will determine, by a preponderance of the evidence standard (i.e., more likely than not) what occurred and whether the accused person violated CHSU policy.

The investigation must be appropriately tailored to the circumstances based on the misconduct alleged in the complaint, and shall include, at a minimum, review of relevant documents and interviews with relevant witnesses. The Respondent shall have an opportunity to be interviewed as part of the investigation. In order to protect the integrity of the investigation, the investigator may require that the Respondent or others participating in the investigation to refrain from acting in a specified manner (i.e., such as directives to refrain from contacting others involved in the investigation until the investigation is complete). The findings of the investigation should be documented in the investigation file, which shall be forwarded to the Dean or Office of Human Resources as appropriate. The investigation file shall be maintained by the Deans office if the Respondent is a student or the Office of Human Resources if the Respondent is someone other than a student.

A Complainant's or Respondent's refusal to provide the investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation or engage in any other obstruction of the investigation may result in the dismissal of the complaint because of a lack of evidence to support the allegation(s). Generally, formal investigations should be completed within thirty (30) business days after CHSU's receipt of the complaint. This timeline may be extended for good cause by CHSU and in such circumstances CHSU shall notify the Complainant and Respondent with the reason for the delay and an estimated completion date.

Step 5: Determination. After the investigation is complete, the Office of Human Resources or Dean, as appropriate, will make a determination of whether a violation of this policy occurred. Both the Complainant and Respondent will be notified of the results of the investigation in writing within five (5) business days after the close of the investigation.

Corrective Action, Remedial Measures and Discipline

For Respondents who are students, corrective action, remedial measures and/or discipline shall be governed by the student discipline process. The investigation and determination of misconduct which took place under this policy, shall serve as the investigation and determination of misconduct required by the student discipline process.

For Respondents who are employees, corrective action, remedial measures and/or discipline shall be handled by the Office of Human Resources, in consultation with appropriate members of the CHSU administration and the Office of General Counsel, as needed. The investigation and determination of misconduct which took place under this policy, shall serve as the investigation and determination of misconduct required by the employee discipline process.

For Respondents who are third-parties, corrective action and remedial measures shall be handled by the Office of Human Resources, in consultation with appropriate members of the CHSU administration and the Office of General Counsel, as needed.

Alcohol, Drug and Tobacco Use

Drug-Free Institution

Pharmacists have been entrusted by society as the legal custodians of controlled substances approved for medicinal use. Pharmacists and pharmacy students both have a moral, legal and ethical obligation to refrain from the use of illegal drugs, the unauthorized use and distribution of controlled substances, and the abuse of alcohol. Substance abuse and chemical dependency is a disease that affects all aspects of society including pharmacists and pharmacy students. Thus the illegal use of controlled substances can result in serious injury to the health of students and staff by adversely impairing the performance of their responsibilities. This can also jeopardize the property of the College or its members or visitors, as well as adversely affect the educational mission of the College. CHSU encourages students who may have problems with the use of illicit drugs or with the abuse of alcohol to seek professional advice and treatment. This encouragement is for the benefit of the student as well as for the protection of society at large from the harm that may result from the actions of a chemically-impaired pharmacist.

Pharmacy students are licensed health professionals in the state of California (limited pharmacy license) and are encouraged to self-report problems with chemical dependency to the Pharmacist Recovery Program, a non-disciplinary approach for dealing with licensees who have substance abuse problems. This organization can be contacted at 1-800-522- 9198. Participation in the Pharmacist Recovery Program guarantees that the identity and confidentiality of any student in compliance with the program will be protected.

Students with problems related to substance abuse who fail to voluntarily enroll in the recovery program and are subsequently found to have violated legal or professional standards as a result of their chemical dependency are subject to the same sanctions as any other health professional, up to and including license revocation. In addition, students on experiential education rotations are subject to the same rules and regulations as other employees in that workplace.

CHSU recognizes that pharmacy education can be a time of great stress for students. Therefore, we wish to help our students adapt successfully to these stresses without engaging in potentially harmful coping mechanisms such as alcohol or drug abuse. A student who needs help will be assisted promptly to help solve his or her problem in an effective, compassionate, and confidential manner.

Standards on Use of Alcoholic Beverages On and Off University Property

The intent of the Standards on Use of Alcoholic Beverages On and Off Campus by Students and Student Organizations are neither to encourage nor to endorse the use of alcoholic beverages, but to describe the permitted and prohibited use of alcoholic beverages on and off University Property. The University is committed to maintaining an environment that is predominantly free of the use of alcoholic beverages and in full compliance with federal and state laws and CHSU standards. Students who violate laws or University standards concerning alcoholic beverages shall be subject to criminal prosecution and/or institutional sanctions. Such sanctions may include behavioral probation, suspension, or termination/expulsion. Further standards and guidelines pertaining to Registered Student Organizations are in the Student Organization Handbook. All standards are intended to guide practices related to alcohol use and to achieve the following:

- Provide a safe and secure environment.
- Promote healthy choices for the University community.
- Consistently enforce laws and standards regarding the use of alcohol.
- Educate the University community regarding safe, legal, responsible and moderate consumption of alcohol for those who choose to drink and not to punish responsible, legal behavior.
- Encourage members of the University community to take responsibility for each other.
- Provide assistance, when appropriate, to those members of the University community who need support, treatment, and other services.

Use of Alcoholic Beverages on University Property

1. Alcohol may not be served and/or consumed on University Property.
2. The possession or consumption of alcoholic beverages by students on University Property is prohibited.
3. Students found to be intoxicated on University Property, regardless of where they consumed the alcohol, will have violated this standard.
4. Individual violations of these alcohol standards and/or federal or state regulations may be subject to disciplinary action as outlined in Section IV. Any student who feels that he/she has been incorrectly or falsely accused of an above offense may file an appeal.

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

In addition to complying with state laws that regulate the sale or provision of alcoholic beverages, the conduct of events or off-campus programs, including Registered Student Organization Events, should be conducted in accordance with the following:

1. Advertisements that reference alcoholic beverages in any form may not portray alcohol as the dominant theme or primary purpose of the event or program, or promote alcohol consumption as an expectation during the event or activity.
2. Valid age determinations will be made to assure compliance with minimum age requirements, including efforts to determine if a person is using a false ID.
3. Sale of alcoholic beverages by a Registered Student Organization is prohibited. No portion of any charge levied for attendance at an event shall be used to pay for any alcoholic beverages.
4. No portion of University allocated funds are to be used for the purchase of alcohol.
5. The serving and/or consumption of alcoholic beverages shall be carried out only by individuals 21 years of age or older.
6. Registered Student Organizations are responsible for ensuring that moderation is encouraged during the lawful consumption of alcoholic beverages.
7. A person's decision not to use alcohol is to be respected.
8. Food or snacks as well as non-alcoholic beverages will be readily available at any event in which alcoholic beverages are served.
9. An appropriate number of designated drivers will be available at any event in which alcoholic beverages are served.
10. Professional security personnel will be employed at events held by Registered Student Organizations which include alcohol. Any such event held in an acceptable public facility that provides its own security is exempted from this requirement.

California State Laws

In all circumstances, the possession and consumption of alcohol should be in conformity with applicable law. The following summarizes those laws of the State of California most relevant to individuals:

1. Unless ALL three of the following conditions are met, a license to serve or dispose of alcohol is required: (i) there is no sale; (ii) the premises are not open to the public during the time alcoholic beverages are being served, consumed, or otherwise disposed; and (iii) the premises are not maintained for the purposes of keeping, serving, consuming, or disposing of alcoholic beverages. If any of the above conditions are not met, a license must be secured from the Alcoholic Beverage Control Department (California Business & Professions Code §23399.1).
2. Serving alcohol to an intoxicated person is prohibited (California Business & Professions Code §25602).
3. It is illegal for persons under the age of 21 to possess an alcoholic beverage in any public place or any place open to the public (California Business & Professions Code §25662).
4. Any person who furnishes, gives, or sells any alcoholic beverage to someone under the age of 21 is guilty of a misdemeanor (California Business & Professions Code §25658(a)).
5. Any person under the age of 21 who attempts to purchase an alcoholic beverage is guilty of an infraction (California Business & Professions Code §25658.5).
6. Any person under the influence of alcohol in a public place and unable to exercise care for one's own safety or that of others is guilty of a misdemeanor (California Penal Code 647(f)).
7. It is illegal for persons to operate a motor vehicle while under the influence of alcohol or other intoxicants or with a blood alcohol level of .08% or higher (California Vehicle Code §23152).
8. It is unlawful for a person under the age of 21 years who has a 0.05 percent or more,
9. by weight, of alcohol in his or her blood to drive a vehicle (California Vehicle Code §23140(a)).
10. It is illegal for a person under the age of 21 to drive a vehicle when he or she has a blood alcohol concentration of .01% or higher (California Vehicle Code §23136).
11. It is a misdemeanor to ride a bicycle under the influence of alcohol, drugs, or both (California Vehicle Code §21200.5).
12. It is an infraction to possess an open container of an alcoholic beverage while in a motor vehicle (California Vehicle Code Section 23223).
13. It is an infraction for an owner or driver of a motor vehicle to allow an open container of alcohol in the passenger area (California Vehicle Code §32225).

Sanctions for Violating the University Alcohol Standards

The use or possession of alcohol on University property has the following sanctions in addition to any and all legal sanctions set forth by local, state and federal law:

1. First violation: \$200 fine (per person), a written reprimand, nonacademic probation, and possible referral to a risk reduction alcohol class.
2. Second violation: \$400 fine (per person), nonacademic probation, and substance abuse assessment with possible referral to an appropriate licensed treatment program. Student must complete a risk reduction alcohol class.
3. Third violation: \$600 fine (per person) and suspension or dismissal from the University.

In cases where minors violate the University Alcohol Standards, the University reserves the right to notify parents if deemed appropriate by the Vice President of Student Affairs.

Definitions

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

Registered Student Organization: A student organization that has completed the registration process, is officially recognized as a student organization at CHSU, and is in good standing with the Office of Student Affairs.

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

Sale: The exchanging of any consideration, either directly or indirectly, for an alcoholic beverage. The term “sale” also includes the imposition of any admission charge to, or any other charge for the event at which alcoholic beverages will be served exclusively to those who pay such charge. The term “consideration,” as used above, includes money or tickets, tokens or chips which have been issued in exchange for money, or anything else of value.

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

Tobacco-Free Environment

As members of a pharmacy program committed to training and educating future pharmacists, we have a responsibility to be professional role models for proper health maintenance and prevention. We are all concerned about the health and well-being of the individuals who learn and work here as well as those who visit the campus. Therefore, the CHSU College of Pharmacy has designated itself as a Tobacco-Free Campus, with smoking and all other tobacco usage permitted only in private vehicles. This policy applies to all College buildings and grounds; CHSU- affiliated

off-campus locations and clinics; and any buildings owned, leased or rented by CHSU in all other areas. This tobacco-free policy is in effect 24 hours a day year-round.

Student Issue or Dispute Resolution

CHSU is committed to fostering a supportive environment where students are listened to, understood and appreciated. CHSU encourages students to resolve conflicts informally and at the lowest level. When such resolution does not occur or is not appropriate, a student may follow the process outlined in this policy, which includes the filing of a formal written complaint in accordance with these procedures.

The purpose of this policy is to provide a process for students to follow who have a complaint or concern that falls under this policy. The Office of Student Affairs or Ombuds can advise students about the appropriate procedures and steps the student must follow in resolving the student's complaint or concern.

Applicability and Jurisdiction

This policy applies to all students and covers complaints or concerns that a student may have regarding: another student(s), a faculty member(s), a staff member(s) or an administrator(s).

Students may submit a complaint or concern regarding on-campus conduct or off-campus conduct where the conduct either: (i) affects the CHSU learning environment; or (ii) has a continuing adverse effect on campus.

Definitions

The Grievant: is the student who feels that they have been harmed by an action or inaction of another person or by a policy or procedure.

The Respondent: is the person against whom the student has a complaint or concern. When a student has a complaint or concern about a policy and/or procedure there is no Respondent.

Retaliation: is any adverse treatment including, threats, intimidation, adverse educational actions, against a person based on their submission of a complaint or concern under this policy. Retaliation also includes adverse treatment towards someone for reporting or participating in an investigation and related processes.

Examples of Complaints or Concerns Not Covered By This Policy

This policy does not apply if there are other policies or procedures already in place for addressing the complaint or concern. For example, if the complaint or concern is regarding a final course grade, the student must follow the procedure for a final course grade appeal as described in the University Catalog. Furthermore, complaints or concerns regarding discrimination, harassment, or sexual violence will be addressed under CHSU's Unlawful Discrimination, Harassment, Retaliation and Sexual Violence Policy.

Procedural Steps for Resolving Student Complaint or Concern

Depending on the nature of the complaint or concern, students should be able to resolve issues by following the process described below. Below is the process for students to take when they have a complaint or concern regarding an academic policy, regulation and/or procedure, or have a complaint or concern regarding an individual (student, faculty, administrator, staff member):

Step 1: Informal Resolution - The student should meet with the individual regarding whom the student has a complaint or concern to seek an informal resolution. If this is not possible or appropriate the student should skip this step and move directly to Step 2 below.

Step 2: Meeting - If the complaint or concern is not resolved after student has attempted informal resolution under Step 1 or has skipped Step 1 as permitted in certain circumstances, the student should follow the below process by having a meeting to attempt to resolve the complaint or concern, as described below:

- a. If the complaint or concern is regarding a student, the student should meet with the Respondent student's faculty advisor, a Student Affairs Staff member, or Ombuds, to seek an informal resolution; or
- b. If the complaint or concern regarding faculty/administrator/staff member, the student should meet with the Dean.

Step 3: Formal Complaint/Concern - Students who are not satisfied with the decision in Step 2 must submit a completed Student Issue or Dispute Resolution Form (found in CHSUSync) to the Dean's Office to begin the formal complaint process. If the student's complaint or concern is regarding a Dean or another high level administrator the complaint or concern will need to be submitted to either the Provost's Office or the Office of the President, as appropriate. After such complaint or concern is received:

- a. The Dean will meet with the Grievant, the Respondent (if applicable) and any other relevant witnesses or parties involved. After the Dean has met with all the relevant parties and reviewed all the relevant documents the Dean shall render a written decision within thirty (30) days of receiving notification of the complaint or concern from the student.
- b. The Dean will notify both the Grievant and the Respondent (if applicable) of the Dean's decision in writing.
- c. The decision of the Dean is final.

Sanctions

For Respondents who are students, corrective action, remedial measures and/or discipline shall be governed by the student discipline process. The investigation and determination of misconduct which took place under this policy, shall serve as the investigation and determination of misconduct required by the student discipline process.

For Respondents who are employees, corrective action, remedial measures and/or discipline shall be handled by the Office of Human Resources, in consultation with appropriate members of the CHSU administration and the Office of

General Counsel, as needed. The investigation and determination of misconduct which took place under this policy, shall serve as the investigation and determination of misconduct required by the employee discipline process.

Retaliation

Any retaliation by anyone for reporting or being involved in a matter under this policy is prohibited. Any such retaliation should be reported to the Dean.

Records

All submissions of **Student Issue or Dispute Resolution Forms** and written submissions of decisions will be retained by the Dean's Office. All non-academic complaints or concerns and the written decisions regarding such complaints or concerns will be retained by the Office of Student Affairs. All such records except the final decision shall be destroyed after six years following the issuance of the final decision.

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.

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

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

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); a person serving on the Board of Trustees; 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 of a currently enrolled student to request that his/her "directory information" not be released by CHSU. The University, at its discretion and without the written consent of the student, may release "directory information," which includes the following items: student name, address, telephone number, date and place of birth, academic program, dates of attendance, degrees and honors received, most recent previous institution attended, and participation in officially recognized activities and sports. A student request for non-disclosure of the above items must be filed with the Office of the Registrar. The right to file a complaint with the U.S. Department of Education concerning alleged failures by CHSU to comply with the requirements of FERPA. The name and address of the office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

Records Not Subject to Review

Records maintained by the College with respect to which a student does not have a right of review include but are not limited to instructors or administrators' notes, financial statements submitted by parents in support of applications for financial assistance, and letters of recommendation received by the College.

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

- Confidential letters of recommendation placed in files;
- Records of parents' financial status;
- Employment records;
- Medical and psychological records;
- Some items of academic record under certain conditions.

Financial Information

Financial Disclosure

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

Tuition and Fees

Tuition and fees are included in the respective College Catalog. Please note that these tuition rates and miscellaneous fees are for the 2017-2018 academic year and are subject to change without prior notice.

Payment of Tuition and Fees

All tuition and fees must be paid in full no later than 30 days prior to the first day of class. A late fee of \$50 will be charged for payment received after the due date, except when a written creditor approved loan that covers all costs has been provided to the University.

If payment has not been received by the end of the drop/add period, the student's registration is subject to withdrawal. In addition, the University reserves the right to deny access to, or use of, University facilities, systems, programs and resources for any student with an outstanding balance due. Payment of tuition and fees is the responsibility of the student, regardless of pending sponsorships or scholarships.

Administrative Fees

Late Registration	\$50.00
Late Payment Fee	\$50.00
Registration Reinstatement Fee	\$50.00
Returned Check Fee	\$50 or 5% of face value of check, whichever is greater. (Obligation and fee for returned checks must be paid in cash, cashier's check, or money order. After two returned checks, students are placed on a "cash only" basis with the University.)

If a student is registered for a particular semester but elects not to attend, the student must officially notify the Registrar in writing. Non-attendance does not cancel charges, and the student will be held financially accountable for all classes for which she/he was registered.

Method of Payment

Tuition, special fees, and other assessments may be paid through ACH on the Student Portal, check, money order or cashier check.

Contractual Obligations

The registration of a student signifies the assumption of definite financial obligations between himself or herself and CHSU. It is an agreement by the student to fulfill the terms of the registration contract.

Debts

No records are released, no future registration is allowed, and the faculty considers no student as a candidate for graduation until all indebtedness to the University has been settled. The Business Office is authorized to withhold and apply to the student's debt any funds needed from the student's payroll check, stipend, scholarships, loans, or any other financial assistance. Unpaid student accounts that are deemed delinquent will be placed with a collection agency. If such action is required, the student will be liable for any costs associated with such an action.

If a student obtains a loan to pay for the pharmacy program, the student must repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds.

Student Rights Under the Student Tuition Recovery Fund (STRF)

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by a third party, such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

“The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school’s failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school’s failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or the Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.”

However, no claim can be paid to any student without a social security number or a taxpayer identification number. To qualify for STRF reimbursement you must file a STRF application for reimbursement of prepaid but unused tuition within sixty days of being notified by the Bureau for Private Postsecondary Education (BPPE) that the school has closed. If you do not receive notice from the Bureau, you have 4 years from the date of closure to file a STRF application. If a judgment is obtained you must file a STRF application within two years of the final judgment.

It is important that students keep copies of their enrollment agreement, financial assistance (loans) papers, receipts or any other information that documents the monies paid to the school. Questions regarding the STRF may be directed to the **Bureau for Private Postsecondary Education**, 2535 Capitol Oaks Drive, Suite 400, Sacramento, California, 95833; P.O. Box 980818, West Sacramento, CA 95798-0818; Phone: (916) 431-6959; Fax: (916) 263-1897; email: www.bppe.ca.gov (916) 431-6959.

Tuition Refund Policy

A student has the right to cancel the enrollment agreement and obtain a refund of charges paid thru attendance at the first class session, or the seventh day after enrollment, whichever is later minus the enrollment confirmation fee. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance.

A student who formally withdraws from CHSU prior to the completion of 60 percent of the semester, but after the seventh day of enrollment, is entitled to a pro-rated refund of tuition and fee charges as described in California Education Code 94920. A student who withdraws after completion of 60 percent of the semester is not entitled to any refund.

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

$(48 \text{ days} - \text{no. of days attended}) \times \text{cost per day for 43 days of instruction} = \text{Refund}$ [48 days is 60 percent of the semester (15 weeks of instruction plus 1 week of final examinations or 16 weeks multiplied by 5 days of instruction per week is 80 days total)]

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

1. The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
2. The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligation to the school.

To formally withdraw from the program, a student must withdraw from all courses for the semester by completing and returning, or having a designated representative complete and return, an official Withdrawal Form that can be obtained from the Registrar. The Registrar must receive the completed form before the withdrawal process can be finalized. Refund calculations will be based upon the date the Withdrawal Form is received by the Registrar. Once all calculations are complete, the Business Office will bill or refund the student for any outstanding balance. When the University has assessed charges in error, a full credit and/or refund of the charges will be made.

This refund policy is subject to change if there are future changes to institutional policies with which it may conflict. A calculation for the return of funds will be completed within 30 days of attendance at the school, or a calculation for the return of funds will be completed within 30 days of the school's determination that a student has ceased attendance without proper notification.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, on any remaining amount shall be paid to the student.

Credit Balance on Account

All payments made by or on behalf of a student shall be applied to his or her account. The Business Office will disburse credit balances on a regular basis or within 3-5 business days after requests are made.

General Academic Policies and Procedures

Application for Graduation

Students who expect to qualify for graduation must file applications for graduation with the Registrar's Office in the fall semester of the fourth professional year.

Attendance and Excused Absence for Didactic Courses

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

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

Duration of Absence

In general, a student will receive up to three academic days of excused absences per course per semester. More than 3 excused absences will require approval from the office of the Dean. In total, excused and unexcused absences shall

not exceed five academic days per course per semester. Absences exceeding five academic days may require a student to take a leave of absence or withdrawal. Please contact the Office of the Dean for further information.

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

Types of Absences and Makeup Expectations

Students are responsible to contact their team for arranging review of missed materials or coursework. Students who do not follow the Excused Absence Policy or the Course Director's instructions for makeup assignments (as requested) will receive a zero for the missed coursework. If makeup coursework is offered, students recognize the special nature of the assessment and may not appeal the scoring of makeup coursework. If the absence is determined

May Request	May Not Request
Medical (self or immediate family)	Car breakdown (please call for alternative transportation if urgent)
Military duty	Disruptions in daycare, unless medical in nature
Immigration & Naturalization	Work scheduling
Jury duty	Weddings
Legal	Reunions
Bereavement (case by case consideration)	Travel delays or vacations
Traffic accident (law enforcement report required)	Undocumented causes
Professional leave (conferences, invited presentations/posters, competitions, co-curricular activities or residency interviews). Requires 14 day advance notification	Professional leave without required 14 day notification. Exceeded duration of absence (see Duration of Absence below)

to be unexcused by the Office of the Dean, the student will receive a zero for the missed coursework. See the course syllabus for additional course related policies pertaining to excused and unexcused absences.

Excused Absence Categories and Criteria

Following the submission of the Excused Absence Request Form to the Office of the Dean, it will be determined if an absence will be excused or unexcused for the course based upon the categories and criteria below.

Low Stakes Absence

A Low Stakes Absence is defined when a student misses assignments not designated within the high stakes absence category, typically normal topics without a significant assessment due. The nature of the absence must be listed under the “May Request” list above. Unless required by your Course Director, you will not be requested to submit missed materials. In general, up to 3 IRATs, TRATs, or in class applications will be automatically waived in the grade book.

High Stakes Absence

A High Stakes Absence is defined when a student misses any of the following: exam, delivery of a presentation, project, poster, performance, or any item listed as an “important date” on the front page of the syllabi for a specific course. This type of absence must be approved by the Office of the Dean thru submission of the excused absence request form found on CHSU-Sync. Without approval from the Office of the Dean, the student will not be allowed to complete the missed high stakes activity.

This category of absence will be held to the highest standard for documentation and communication. A student requesting to receive an excused High Stakes Absence must satisfy ALL FIVE of the following criteria:

- Nature: The nature of the absence is listed under the ‘May Request’ list above.
- Urgent and Necessary: The nature of the absence must demand immediate attention by the student to avoid significant harm or loss. NOTE: Staying home or scheduling a medical visit for a routine cold, flu, nausea, migraine, dental visit, physical, annual exam or other non-emergency illness, does not satisfy this criterion.
- Unavoidable: Students must demonstrate that the absence could not have been anticipated and cannot be avoided by way of rescheduling to avoid the High Stakes Absence. Students must also demonstrate they returned to courses as early as possible.
- Timely Communication: The student reaches out in writing (typically by email) directly to the Course Director as soon as it is possible and safe to do so, providing preliminary details of the nature and urgency of the absence. Where possible, this is done in advance of the absence.
- Well-Documented: Please complete the Excused Absence Request form and submit it to the Office of the Dean. The student must provide sufficient written documentation demonstrating in detail the above criteria,

no later than 3 business days after the student returns to ANY course or to campus. This documentation will be verified. The student must respond to requests from the Course Director for additional documentation in a timely manner and no later than 48 hours following each request made by the Course Director of the Office of the Dean.

As any missed assessments or exams may be compromised by the delay in assessment, it is recommended (but not required) that the Course Director add to or replace the original assessment with a one-on-one oral and/or written exam. The student should notify the Course Director immediately upon their return to campus, even if full documentation of the High Stakes Absence is pending, and be prepared to complete the makeup coursework at any time as designated by the Course Director. These expectations are in addition to the Makeup Expectations sections described above.

Professional Leave

The College of Pharmacy supports the learning and professional development opportunities professional conferences and co-curricular activities can provide students; thus the college has a policy to allow student participation and attendance. Such requests must be submitted at least 14 days in advance of the professional conference or co-curricular event to the Dean's Office thru CHSU-Sync.

The Course Director may choose to drop the missed coursework from the gradebook or allow for makeup at the Course Director's discretion, without penalty to the student. It is the responsibility of the student to reach out to their team for copies of missed materials.

Appeals

Students may appeal decisions concerning absences to the Office of the Dean, in writing and with evidence, within 3 business days of the denial of an excused absence request. Feedback may be sought from the Course Director in an appeal, but the final decision resides within the Office of the Dean. Students may not appeal the scoring of makeup coursework.

Awarding of Degrees

The College awards degrees at the end of the semester in which all degree requirements have been met.

Changes of Regulations or Course Offerings

The rules and regulations, as stated in the catalog, are announcements and do not serve as a contract between the students and the California Health Sciences University. When considered necessary, the college reserves the right to change, without notice, the calendar, curriculum, rules, and regulations of this catalog. The University reserves the right to withdraw any courses at any time and to change its rules concerning admission of students. The University

reserves the right to change, at any time, any academic regulation that affects the granting of degrees. Students will need to meet the new regulations, as long as additional time in residence is not required to meet the new regulations.

Dean's Hours

Dean's Hours are typically Tuesday through Thursday from 1:00 pm to 2:00 p.m. No classes are regularly scheduled during these hours. Dean's Hours provide growth, learning and professionalization opportunities that are not regularly incorporated in the curriculum, with the primary purpose of helping students make steady progress toward achieving the college's Global Learning Outcomes. Dean's Hours may be scheduled by the Dean's Office, Student Affairs, or Experiential Education, and are typically mandatory unless otherwise noted. On dates that Dean's Hours are not scheduled, student organizations wishing to schedule events during common hours, or at any other time, must reserve the date by completing an event form in CHSUSync. On occasion, Dean's Hour may be scheduled on short notice and take precedence over other events.

Elective Courses

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

Final Course Grade Appeal

A student can file an appeal if he/she disagrees with a final course grade. The student must initiate a formal grade appeal process using the Course Grade Appeal form and submit this form to the course director within ten (10 business days of online grade posting). The grade appeal form is located on the school's web site. The course director will respond to the student in writing using the submitted Course Grade Appeal form within two (2) business days. If the appeal is not resolved to the student's satisfaction, he/she can submit the appeal form to the Department Chair within two (2) business days of receiving the decision of the course director. The Department Chair will return a decision to the student using the appeal form within two (2) business days of receipt of the formal appeal. If this does not resolve the disagreement over the final course grade the student has two (2) business days to submit the appeal to the Academic Performance and Standards Committee. If the course director is the Department Chair, the student can appeal the decision made by the course director directly to the Academic Performance and Standards Committee. The Academic Performance and Standards Committee will respond to the student using the appeal form within two (2) business days of receipt of the formal appeal. If the Academic Performance and Standards Committee cannot resolve the appeal to the student's satisfaction the student has two (2) business days to submit the appeal form to the Dean. The Dean will make the final decision as to whether the appeal will be upheld or not and will notify the student, course director, department chair and the Academic Performance and Standards Committee in writing within two (2) business days of receipt of the formal appeal. The Dean will notify the Registrar if a grade appeal is upheld so that the Registrar can make the appropriate change in grade in the student's record and on the formal transcript.

Grade Reports

CHSU does not automatically mail grade reports to students. Students may check their semester grades on-line through the Learning Management System (LMS) as soon as grades are posted. The Registrar will mail a copy of an unofficial transcript to each student once all course grades for the previous semester have been received and are final.

Holds

A student will not be permitted to register, receive student services, order a transcript or receive his or her diploma if a hold has been placed on the student's record by one of the offices within the College. A hold can be placed on a student's record for one or more of the following reasons:

Office Placing Hold	Reason
Business Office	Financial obligation not met,
Library and Learning Resources	Financial obligation not met, or unreturned resources.
Office of Academic Affairs	Unmet academic requirements or policy.
Office of Experiential Learning	Disciplinary misconduct, financial obligation not met, or violation of College/University policy or procedure.
Office of Student Affairs	Disciplinary misconduct, financial obligation not met, or violation of College/University policy or procedure.

Only the office that places the hold has the ability to remove the hold. The office that places a hold on a student's record will notify the Registrar when the hold has been removed.

Late Arrivals to Exams

A student who arrives more than 15 minutes late to an exam may be allowed to take the exam at a later date. Final exam scores will be deducted by 10%. In addition, the student will receive a "letter of unprofessionalism" that will be kept in the student's file. If the student has an approved excused absence, they will be allowed to take the exam at a later date without penalty. Please see the excused absence policy for further details.

Leave of Absence

A leave of absence is approved for a specified extended period of time that could be for several weeks to a year. If the student will miss a semester, the institution will agree to permit the student to return to the College without formally reapplying for admission to the College. However, the student must return to the College at the beginning of the semester agreed upon on the Leave of Absence form. The Leave of Absence form can be found on the Student Portal. Students requesting a Leave of Absence must discuss their decision with the Dean prior to completing the Leave of Absence form. The Dean must sign the Leave of Absence form for students who take a leave of absence. The

completed Leave of Absence form must be submitted to the Office of the Registrar before the leave of absence can take effect. Students approved for a leave of absence can return to the college and to classes without reapplying if the return is within the approved time frame as recorded on the Leave of Absence. Non-attendance to classes does not constitute notification of intent to apply for a leave of absence. The date of leave of absence status is the date that the Registrar receives the signed Leave of Absence form.

Personal Information Changes

It is the student's responsibility to ensure that their directory information is up to date at all times. Any changes must be submitted to the Office of the Registrar by completing the Change of Address form. All students will be requested to review and submit changes in either address or telephone number at the beginning of each academic year.

A student who has a legal name change must submit, to the Office of the Registrar, a Name Change Report form. The form lists the appropriate documents that need to be submitted along with the form.

A delay in reporting a change in name or address could result in delays in registration, grade reporting, updating of transcripts, mailing of transcripts, and assignment to rotation sites.

Registration

All students will be unofficially registered by the University Registrar in what is classified as "Block Registration" no later than 30 days prior to the academic term for which registration is required.

All students will be officially registered for each academic term on the first day of class. Failure to have tuition, fees, and prior debts paid in full on or before registration day for each academic term may be grounds for dismissal.

Schedule Changes or Withdrawal from a Course

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

Student Information Non-Disclosure Requests

In compliance with FERPA, directory information includes the following: name, address, telephone numbers, email addresses, dates of attendance, previous institutions attended, awards, honors, and degrees conferred. Directory information may be released upon request to individuals outside the college unless the student expressly instructs the College in writing, to withhold this information. Students who do not wish to have this information released must annually complete a non-disclosure form. This form is available through the Office of the Registrar and must be submitted no later than the last day to add a course for the fall semester. A new form must be completed each academic year. A form submitted the last term a student enrolls will remain in effect until the student re-enrolls.

Withdrawal from a Program

1. Total withdrawal from a CHSU program occurs when a student officially withdraws from all courses in which he or she is enrolled at any time after the end of the add/drop deadline for a given semester by completing an official Withdrawal Form. The effective date of withdrawal is the date the form is received by the Registrar. The form can be obtained from the Registrar's office or CHSUSync.
2. Grades of W will be awarded for all of a student's courses if/when he or she officially withdraws before the published add/drop deadline.
3. Grades of F will be recorded when a student withdraws after the published add/drop deadline.
4. In extreme personal circumstances and with appropriate documentation, a student may appeal to have grades of W awarded if they officially withdraw after the deadline.
5. Non-attendance or ceasing to attend a course(s) does not constitute course or term withdrawal. Failure to officially withdraw will result in academic and financial penalties.

Division of Student Affairs and Enrollment

About Student Affairs and Enrollment

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

- Admissions
- Registrar
- Financial Aid
- Career Services
- Student Support Services
- Student Affairs
- Academic Support and Development

Career Services

Career Services connects students to career information, resources and job opportunities. Career Services is committed to engaging students in transformative one-on-one appointments, programs, and opportunities to formulate career plans, develop post-graduation objectives, and implement appropriate lifelong career decision-making strategies. CHSU does not provide job placement services.

Career development is provided through the following:

- Career Enrichment Workshop Series (CEWS): Workshops facilitated in a team-based learning format that address topics including, but not limited to, interview preparation, resume writing, and networking strategies.
- Career Exploration Special Events, including an annual Career Fair.

- Interview coordination with local partners who recruit CHSU students for internships and jobs.
- Individual coaching sessions with students who need individual assistance with a resume or cover letter.
- Mock interviews coordination for students who would like to practice their interview skills.

Student Support Services

Student Counseling

A licensed psychological counselor is contracted with CHSU to provide psychological counseling services for students suffering from anxiety, depression, alcohol and substance abuse, and for evaluation and accommodation of students suspected of having learning disabilities. Students interested in pursuing this service should contact the Assistant Director of Student Affairs.

The Office of Student Affairs is available to assist students with questions or challenges related to student life. The Director of Financial Aid is available to help students who seek assistance in financing their education.

Accessibility Services

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

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

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

Definitions for Purposes of this Policy Only

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

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

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

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

Accommodation Request Process

It is the responsibility of individual students to identify themselves as persons with a disability when requesting an accommodation. Students are not obligated to self-disclose their disability to Student Accessibility Services. However, students with disabilities who wish to obtain accommodations, auxiliary aids and/or services must self-disclose their disability and direct their request in accordance with this policy.

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

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

accommodation requests, the ADSA (or designee) will engage in an interactive dialogue with the student at an in-person meeting. At this meeting, the ADSA or designee will review requests for accommodation on a case-by-case basis.

3. **Decision/Accommodation Plan:** After all complete paperwork is received Accessibility Services will make a decision regarding whether the student is eligible for the requested accommodation or other reasonable accommodation. Generally, the ADSA (or designee), strives to prepare a written accommodation plan within five (5) business days following the in-person meeting, so long as no additional information regarding the student's disability is needed. The accommodation plan may be revised at any point during the student's course of study at CHSU. Necessary changes to the accommodation plan may relate to the nature of the student's disability and/or as a result of additional medical documentation that may be provided. It is the student's responsibility to keep the ADSA (or designee) informed of any additional information and/or changes relating to the student's disability that will impact the accommodations the student requires. Students receiving short-term accommodations will need to provide additional medical paperwork in order to continue to receive the same (or altered) accommodations.
4. **Ensuring Accommodation is Provided to Eligible Students:** If a student is found to be eligible for a reasonable accommodation, the ADSA (or designee) will notify all of the student's professors, course directors and others who need to know about the accommodation in order to ensure the faculty implement the accommodation. Students experiencing difficulty in receiving accommodations that have been established in the student's accommodation plan should contact the ADSA (or designee). The ADSA (or designee) will work with the student and any appropriate party to seek resolution to such a situation.

Appeal of Accommodation Request

Students with disabilities who have requested an accommodation(s) which was partially or fully denied in accordance with this policy, and who believe the reasonable accommodation(s) has been denied improperly, may submit a written appeal, requesting that the Vice President of Student Affairs ("VPSA") may reconsider the accommodation request denial. The written appeal must be submitted within ten (10) business days of the denial and must explain the basis for the appeal and must include all paperwork submitted to Student Affairs. A student may also attach any additional documentation the student would like the VPSA to review. During any appeal process, the student will continue to receive any reasonable accommodation that has previously been granted to the student. The VPSA shall issue a decision regarding the student's appeal within thirty (30) days of the VPSA's receipt of all of the appeal paperwork. All decisions made by VPSA regarding a student's disability determination will be final. Student Ombuds Services.

Student Ombuds Services

Student Ombuds Services is a resource for all CHSU students. The Ombuds volunteers are committed to hearing about students' experiences. This service offers a safe place to go for assistance in resolving any university related issue, concern, conflict, or complaint. Communications with Ombuds volunteers are strictly confidential, informal, impartial, and independent. The only exception is when there appears to be imminent risk of serious harm to self or others or issues about sexual misconduct.

The Office of Student Affairs will coordinate, select and train, volunteer Ombuds who will independently and confidentially listen to concerns and questions that are both university- and student-related. The Ombuds will help to clarify concerns, answer questions, explain policies, and explore resolution options. The Ombuds will listen, ask questions, make informal inquiries, review information, consider options, make referrals, and mediate disputes (if requested by both parties) independently and impartially. The Ombuds will assist parties in reaching resolutions that are consistent with the mission and values of CHSU.

Student Ombuds Services will be one campus resource that addresses conflict resolution informally; it will not replace the existing formal university processes. The Assistant Director of Student Affairs will provide feedback to the Vice President of Student Affairs regarding trends or issues without identifying any individuals associated with those issues. In addition, the Assistant Director of Student Affairs will make recommendations to the Vice President of Student Affairs for policy changes, needed training, or other procedures that may enhance the campus climate.

Student Ombuds Services volunteers will not receive formal complaints to be investigated and processed within the existing university procedures. However, the Ombuds can refer students to the appropriate University office to receive formal complaints.

Orientation

Over the course of five days, New Student Orientation (NSO) provides incoming students with an opportunity to build a network of resources that will start their CHSU journey on the right path. Campus offices, departments and faculty come together to welcome students and share information about team-based learning, student resources, campus policies, and expectations. Each day is filled with activities and information designed specifically for new CHSU students. New Student Orientation is such an important step for getting students off on the right foot that it is required of all incoming students. By the time students leave orientation, they'll be on their way to becoming a successful CHSU student.

A one-day orientation is required for second and third year students that allows time to develop new team contracts and introduce new University or College policies and procedures prior to the start of Fall Semester.

Wellness Education

A healthy campus culture and environment where each student can thrive is an inspiring place to learn and grow. The purpose of the new and expanding health and wellness services will be to:

- Assist students in coping with the stresses associated with pursuing a challenging academic program;
- Provide resources and services relevant to pharmacy student health and wellness needs;
- Foster an awareness of how health and wellness influences academic and personal development;
- Help students self-assess health and wellness needs;
- Connect students with community resources and support services as appropriate.

Student Affairs

Transformative Learning Opportunities

The Office of Student Affairs provides student life experiences that contribute to student success and development. Transformative learning opportunities are sought to develop students' leadership skills, sense of civic responsibility, ethical reasoning and social justice through co-curricular programming that is in alignment with the University's Global Learning Outcomes (GLOs). Student Life also helps to develop university-wide traditions by collaborating with student leaders to offer annual programs and events.

CHSU also recognizes the significant contribution that students can make in the institutional decision-making process. Students in the College serve with faculty and staff on many committees. Students are encouraged to become involved in professional organizations and extracurricular activities while enrolled. The CHSU Student Organization Handbook provides the policies and procedures applicable to Registered Student Organizations (RSO).

Student Government Association (SGA)

The SGA represents the student body, serves as a liaison for communication between the student body, the faculty, staff and administration, promotes awareness of student concerns, and promotes the use of established protocols for dealing with those concerns. The SGA has their own constitution under which it operates.

Student Organizations

CHSU currently has 10 registered student organizations. Specific information regarding the registration process and policies pertaining to student organizations is available in the Student Organization Handbook provided by the Office of Student Affairs.

Off Campus Housing

California Health Sciences University (CHSU) does not provide on-campus housing for students. While CHSU is not responsible for obtaining housing for students, the Office of Student Affairs will provide resources for locating local housing. Housing is available within two miles of the campus. Rental prices range from approximately \$400 to over \$1000 per month. All arrangements for housing will be between the student and the landlord.

Academic Support and Development

Tutoring

Through the Office of The Dean, for each respective college, students are offered peer tutoring services without charge. Tutoring is designed to help students enhance their test-taking skills, modify their study habits, and/or focus on critical material and content.

Students are eligible to apply to tutor a subject if they are approved by the Office of the Dean within the respective college, and the Human Resources Office. Student tutors must be able to communicate effectively, have mastered the course material, and be in good academic standing. Tutors receive an hourly honorarium for their services. Student tutors must be registered in the Office of the Dean to be eligible for reimbursement of services.

Initially, students need not be in academic difficulty to request peer tutoring. However, following the first examination and/or graded performance assessment, those students who are receiving a grade of lower than 75% in a course will be given priority in the program.

Applications to become a tutor and to request tutoring services are available on CHSU-Sync.

Academic Advising

Academic advising builds collaborative student-centered relationships that support achievement of personal development and academic success. The philosophical bases for an effective system of advising is shared responsibility. A student is ultimately responsible for the choices he or she makes, but in order to make informed decisions, students need the mentoring and advice of faculty advisors, student affairs staff and others in the University community.

The purposes of academic advising are to provide students with informational, developmental and integrative advice to enable students to:

- Make a successful transition to the College of Pharmacy, have a rewarding College experience, plan for life after graduation, and in clarifying their goals and direction;
- Interpret academic requirements, policies and practices in order to make good decisions related to their academic program and progression;
- Foster an awareness of opportunities for academic and personal growth and development;
- Create and make use of formal and informal networks;
- Connect with campus resources and support services as appropriate.

Students are assigned a faculty advisor by the Office of Student Affairs upon matriculation. This individual serves as a student's primary academic advisor for the three years the student is on campus, unless a student requests a

change in advisor. Students will meet with their advisor a minimum of twice a semester for assessment of student achievement of learning.

The role of the student is to:

- Know their advisor and interact on a regular basis.
- Keep their advisor informed on progress, changes in goals, and personal issues.
- Understand the requirements for degree progress.
- Come prepared to meetings with their advisor.
- Ask probing questions to make informed decisions.
- Accept responsibility for decisions.

The role of the advisor is to:

- Ensure the student is making academic progress.
- Clarify policies and procedures.
- Monitor academic performance.
- Refer students to resources.
- Connect students with honors options, research, internships, etc.
- Assist students with their transition at each step in their progression.

The role of the Office of Student Affairs is to:

- Offer career development opportunities and support.
- Refer students to resources and services.
- Provide academic success coaching.
- Support faculty and students by providing training, resources and information pertaining to student growth and development.

Financial Aid

CHSU, as an institution not yet granted full accreditation, does not receive federal or state financial aid for its students. The Office of Financial Aid is available to help students identify other sources of approved private loans and with financial planning to meet the costs of their education. Students must understand, however, that if they obtain a loan to pay for the CHSU pharmacy program they have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

Private Loans

CHSU currently offers three competitive, private educational loan financing options:

- iHELP Select Student Loan: ihelpselect.com
- Sallie Mae Smart Option Student Loan: <https://www.salliemae.com/student-loans/graduate-student-loans/>
- Sallie Mae Parent Loan: salliemae.com/ParentOptions

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.

Scholarships

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 to assist students with between \$2,500-\$10,000 of their educational expenses. This scholarship program is administered by the Central Valley Community Foundation and they have appointed a selection committee that will consider applicants for these limited funds.

The minimum GPA for consideration of a scholarship 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.

Students are also 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/>

CHSU Honors at Entrance Scholarships

The CHSU Honors at Entrance Scholarships are merit-based with two award levels (Honors and High 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.

Honors at Entrance Scholarships are awarded to qualifying, newly-admitted 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

High Honors candidates must have a cumulative GPA of 3.75 or higher on a 4 point scale to be considered. High Honors Scholarship recipients may receive up to \$40,000 in scholarships over their four years in the CHSU College of Pharmacy program (\$10,000 year 1, \$5,000 in years 2 and 3, and \$20,000 in year 4).

High Honors recipients must maintain a GPA of 3.40 or higher (determined by the cumulative GPA at the end of each academic year). In addition, the student must complete 150 professional service hours each year (may include summer).

CHSU Honors Scholarship

Honors candidates must have a cumulative GPA of 3.5 or higher on a 4 point 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 (Total amount for four years is \$20,000).

Honors recipients must maintain a GPA of 3.00 or higher (determined by the cumulative GPA at the end of each academic year). In addition, the student must complete 100 professional service hours each year (may include summer).

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. CHSU reserves the right to waive the GPA requirement based on individual circumstances.

Provided the scholarship recipient remains in good academic standing, maintains the required GPA, and fulfills the professional service hour requirements each year, the scholarships are renewed for three years (for a maximum award of four years total).

Library Resources

The Health Sciences Library is staffed 40 hours per week during the academic year, as follows: Monday through Thursday, 8:00 am – 5:00 pm and Friday, 7:00 am – 4:00 pm. The Library also provides students with extended library access during exam periods. Security personnel are on duty for extended building hours during exam periods.

CHSU Library comprises more than 1250 square feet with seating for 45, including tables with six public access computers, small tables and larger tables; three printer/photocopier/ scanner/fax machines; sufficient shelving for the print collections and an information services desk equipped with the EOS Integrated Library System. In addition, staff from Technology Services are located close by, and therefore, are readily available to assist library users with their technology needs. Student ID swipe cards enable College of Pharmacy students to make photocopies and to access specific areas of the building.

Silent, quiet and collaborative study opportunities are provided via three mechanisms. The first is the Health Sciences Library, which is designated as a silent and quiet study area. The second is made up of the nine small group rooms available throughout the College of Pharmacy building and in designated areas in our new facility across the street. Student looking to find space for group study or group collaboration, can reserve study rooms through the library's website. The third will be the ability to identify any quiet space in other clinical locations and to use wireless access to enable it as a small-group or individual study area. Examples include the student lounge, conference rooms and even the courtyards on our College of Pharmacy campus.

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

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

Library Portal

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

Copying and Printing

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

Mobile Computing

Access to the library resources will be available to the students while off campus by going to the CHSU website and logging in to the password-protected library portal. Misuse of these services will be considered a violation of the Honor Code, which could result in dismissal from the program.

University Operations

Campus Facilities

California Health Sciences University does not offer distance education. Classes for the College of Pharmacy are held at 120 N. Clovis Ave, Clovis, CA and 45 North Clovis Ave, Clovis, CA.

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

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

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

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

At 65 N. Clovis Avenue, CHSU has a built 9,000 square foot building which will house offices for the College of Osteopathic Medicine Faculty & Staff.

Bicycles

CHSU College of Pharmacy encourages the use of bicycles as a convenient and sustainable form of transportation on campus. CHSU encourages safe and responsible riding at all times. Riders are encouraged to wear a helmet and to follow all California state and local laws. Please familiarize yourself with these laws as cyclists are granted the same rights and subject to all duties of motor vehicle drivers. Bicycles are to be secured only to the provided bicycle racks. CHSU is not responsible for lost or stolen bikes. Bikes that are not parked in accordance with this policy may be confiscated by the University and owners may be subject to a fine.

Skateboards and Skates

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

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

Persons affiliated with the campus who violate this policy are subject to warnings, citations or fines. Violations by non-affiliated persons may be enforced by citation and/or temporary withdrawal of consent to be on campus.

Food and Drink in the Classroom

The consumption of food and drink is not allowed in the library or laboratories. Students are permitted to have food in the classroom. The only drinks that are allowed are those in a container with a tight-fitting lid. Students must keep in mind that professional behavior includes having respect for building furnishings and maintaining a CLEAN learning environment. Demonstration of unprofessional behavior related to food or beverages may lead to the revocation of food/drink privileges for the entire student body or charges filed against individuals through non-academic judicial procedures.

Parking

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

Parking tags need to be prominently displayed in the rear window of the vehicle. Every person operating a vehicle on campus is held responsible for acquainting himself/herself with and obeying all traffic and parking regulations. Vehicles owned or driven by students must be parked in spaces designated for students. Reserved spaces are restricted 24 hours a day. Students may park in faculty/staff areas from 6 pm to 6:30 am unless otherwise restricted. Overnight parking (midnight to 7 am) is NOT allowed on the campus and where otherwise posted. If a vehicle must be left overnight due to an emergency, you must notify the Director of Student Affairs. Parking is prohibited for vehicles in the following areas: all areas not distinctly designated as parking areas, service lane zones and roads, traffic lanes

within parking lots, on the grass or sidewalks, and on a pedestrian crossing. A record will be kept of all fees and penalties assessed. Students may not register for the next semester until all fees have been paid.

Weapons

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

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

Reporting Criminal Activity and Other Emergencies

To report a crime or criminal activity on or around the CHSU campus, contact the Clovis, CA, Police Department. In an emergency situation call 9-1-1. For non-emergency responses call 559- 324-2800. To reach the Crime Line (for nonemergency tips) call 559-324-2459.

Pets on Campus

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

Minor Children on Campus

A minor is defined as an individual under the age of 18 years unless enrolled as a student at CHSU, or is emancipated. The University workplace, including classrooms and all laboratories, is not an appropriate place for minor children (except university registered students) to be present on a frequent or continuing basis. The primary mission of CHSU is to educate and prepare students for a career in a health science field. Therefore, CHSU has the responsibility of providing a place of instruction that is free from distractions and conducive to learning. The presence of minor children is often disruptive, not just because a child can be noisy or active, but because, even inadvertently, attention is centered on the child rather than on the teaching and learning process. The presence of minor children on campus and in its facilities also raises safety and liability concerns and issues. Appropriate restrictions must be placed on bringing minor children to the CHSU campus, facilities and other CHSU related areas.

First and foremost, CHSU and its facilities (classrooms, offices, public areas, common areas, and grounds) cannot be assumed to function as a substitute for child care. Students must not allow minor children to be left unattended on campus. Minor children may not be left unattended in public areas such as the library or be left to wait or play outside a classroom or in the cafeteria while the adult is in class. Second, at no time may minor children be left unattended or unsupervised on campus for even a short period of time. Thus children under the age of eighteen, unless otherwise

exempt as listed above, are not allowed in classrooms, labs, college grounds, or other college facilities except for visits while supervised by an adult. Third, only currently enrolled students should be present in classrooms, lab facilities, libraries, or lounges. Minor children may not attend class, or class activities such as field trips, along with enrolled students except on very rare occasions at the discretion of professors. This policy does not preclude short visits when the minor child is accompanied by another responsible adult.

Staff or students who observe minor children who appear to be unattended should contact the Clovis Police Department. The Clovis Police Department will handle the matter in accordance with appropriate city, county, and state laws.

Posting of Materials

Posting of signs, flyers, bulletins, announcements, etc. upon doors, walls, and windows is prohibited to prevent damage to campus physical facilities. Bulletin boards for student-related announcements are provided in the main hallway leading to and from the classrooms. Students should contact the Office of Student Affairs for questions regarding bulletin boards and for permission to post material to the bulletin boards. Material approved for posting will be stamped. Material not showing approval for posting or the date the material must be removed from the bulletin board.

Guests of Students on Campus

Students and groups are responsible for notifying their guests of College rules and regulations and may be held accountable for the conduct of their guests. Guests can be CHSU students or non-students. Guests on campus who do not abide by College policies are subject to being removed from campus. CHSU faculty members have the authority to decide if guests may be allowed in the classroom. When making such a determination, the faculty member will consider issues of safety, the impact on other students, and the appropriateness of course content in making such decisions. If not already prohibited in the course syllabus, the request for an exception must be made to the responsible faculty member prior to bringing any guest into the classroom. In the event a faculty member grants permission is granted by the faculty member to bring a guest to a classroom, it is the responsibility of the guest's sponsor/host to make sure the guest does not disrupt the educational environment of the class. If the guest does causes a disruption, the faculty member shall request or insist that the guest leave or be removed from the classroom. Failure to follow the request of the faculty member will result in disciplinary action for the student host in accordance with the University code of conduct policy.

Campus Technology

CHSU Student Laptop Recommendation

There are many elements of the teaching and learning environment at CHSU that require computer technology to complete assignments, interact with instructors and other students, and achieve learning outcomes. This

communication provides information on the minimum technical hardware and software requirements for mobile computers that are recommended for CHSU students. For recommendation updates, please refer to the CHSU website. Most laptops offered for sale in the past 2 years meet the hardware requirements listed below. Laptop models that are currently available for purchase meeting the requirements include:

Windows Laptop: Dell Inspiron 15 3000, Intel Core i3-7100U 2.4ghz 4GB RAM 320 GB Disk

Apple Laptop: Apple MacBook A1286 Intel Core i5 2.4ghz 4GB RAM 128GB Disk

This recommendation should provide you with the information needed to secure mobile computer technology that will operate effectively to support the learning activities at CHSU. Please contact the CHSU IT Help Desk at support@chsu.org with any question or concerns.

Recommended elements for Windows Laptops are as follows:

1. Hardware:
 - a. Capable of running the Microsoft Windows Operating System 7 or above
 - b. 4GB of ram or higher.
 - c. CPU processor equivalent to Intel i5 430m 2.3 GHZ or higher processor
 - d. 100GB or larger hard/flash drive
 - e. Display resolution of 1024 x768 or higher
 - f. Must support audio output and video input and output
 - g. Wireless card to support 802.11n wireless network access via WPA2 Enterprise encryption
 - h. Capable of Bluetooth wireless communication
2. Software:
 - a. Microsoft Windows Operating System 7 or above
 - b. MS Office 2010 (Word, Excel, PowerPoint, Outlook)
 - c. Browsers: Chrome or IE
 - d. Adobe Reader 9 or later
 - e. Video player software to be able play to play MP4 files
 - f. Current version of ExamSoft Client (www.examsoft.com/chsuparm)

Required elements for Apple laptop purchases are as follows:

1. Hardware:
 - a. Capable of running the OSX 10 operating system or above
 - b. Minimum requirement at least 2010 MacBook Pro (A1286-EMC 2353)

- c. 4GB of ram or higher
 - d. CPU Intel processor equivalent to Intel i5 430m 2.3 GHZ or higher processor
 - e. Intel Core i5 520m 2.4Ghz or higher processor
 - f. 100GB or larger hard/flash drive
 - g. Display resolution of 1024 x768 or higher
 - h. Must support audio output and video input and output
 - i. Wireless card to support 802.11n wireless network access via WPA2 Enterprise encryption
2. Capable of Bluetooth wireless communication
- a. Software: OSX operating system (OS X 10.7 or above) MS Office 2010 (Word, Excel, PowerPoint, Outlook)
 - b. Browsers: Chrome or Safari
 - c. Adobe Reader
 - d. Video player software to be able play MP4 files
 - e. Current version of ExamSoft Client (www.examssoft.com/chsuparm)

Student E-mail and Distribution Lists

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

Official University email accounts and class-specific distribution lists may be provided to students through the learning management system in order to facilitate their education and communication with faculty and fellow students. Official distribution lists are for the express use of university-related business and are not to be used as a joke list, invitation list for private parties, business, or political endeavors. Such use of a distribution list will be considered a violation of the Honor Code and will be treated as such with the possibility of dismissal of the student violating the use of a distribution lists. For further information, refer to the Acceptable Use Policy and the Electronic Mass Communication Policy.

Students should report problems with their CHSU email address to the IT Help Desk by submitting an email to support@chsu.org.

Use of Technology: General Principles

The University provides Internet access for its employees, faculty, and students for university business and educational use. Computer workstations and Internet access are provided to students and faculty who require it for the performance of their duties. Access to the Internet using university resources is a privilege not a right. The CHSU technology resources are intended to support and enhance the academic mission and administrative functions of the. The appropriate use of CHSU networks and supporting infrastructure, computing equipment, computer peripherals such as printers, operating systems, software, or any combination thereof owned or licensed by the University or under the custody or control of the University is guided by the Acceptable Use Policy, which states the rules and regulations regarding the use of these technologies.

Appropriate use should always be legal, ethical, and consistent with the University's mission, policies, and procedures. The University reserves the right to log (i.e. keep a record of) Internet use and to monitor utilization by users. Students given Internet access are expected to use the Internet to enhance the performance of their work and study responsibilities. No student shall place university material (copyrighted software, internal correspondence, confidential materials, etc.) on any publicly accessible Internet site without prior permission.

Compliance with expectations put forward in this policy is a shared responsibility between students, faculty members, and preceptors. Students may use computers, smart phones, and similar devices in the classroom and on pharmacy practice experiences as allowed by the professor or preceptor for consulting online textbooks, retrieving primary medical literature, and using drug information databases. Other specific uses of electronic devices in the classroom and during pharmacy practice experiences is unacceptable. Unacceptable use includes accessing social media sites, "surfing" the web, shopping, entertainment, and similar off-task behaviors.

Mobile Devices

The University recognizes the growing trend regarding student possession of mobile devices including laptops, tablets, and smartphones with video, camera, and/or voice recording capabilities. In support of each individual's reasonable expectation of privacy and the copyright and intellectual property laws, the use of these mobile device features must be in conjunction with express consent. Students are expressly forbidden to video, photograph or make voice recordings without the express consent of the subject(s) being photographed or recorded. Any student whose use of their mobile device violates another's reasonable expectation of privacy or produces any media as a result of the mobile device capabilities without express consent may be found in violation of this policy. Violations of this policy may lead to disciplinary action that may result in confiscation of the mobile device and referral to Student Services as a violation of the Honor Code. For more information, refer to the Privacy Policy.

In order not to disturb the work of others in the classroom, mobile devices are to be set to a non-audible mode (vibrate or flashing light) during all classes (classroom or laboratory) and meetings. Incoming calls are not to be answered permitted until the class or meeting is over.

Mobile devices are also to be set to a non-audible mode while a student is on his or her experiential education rotations

so that calls will not disrupt any activity at the site. However, the preceptor will have the final decision regarding mobile device use by a student while at his or her rotation site. You may have and use a laptop computer in class, but it may only be used for course-related purposes. No other computing activities will be permitted. Unauthorized computer use during class may result in loss of computing privileges and/or wireless network access. A laptop computer will be needed for taking examinations as these will be administered using an examination management software program.

Computing Resources

The computing resources of the University are intended for use in instruction, research and conducting of the educational and business purposes of the University. All users must have proper authorization for the use of university computing resources. Users are responsible for seeing that these computing resources are used in an effective, ethical, and legal manner. Users must apply standards of normal academic and professional ethics and considerate conduct to their use of university computing resources. Users must be aware of the legal and moral responsibility for ethical conduct in the use of computing resources. Users have a responsibility not to abuse the network and resources, and to respect the privacy, copyrights, and intellectual property rights of others.

Policy violations generally fall into five categories that involve the use of computing resources:

1. For purposes other than university programs of instruction and research and the legitimate business of the University
2. To harass, threaten, discriminate, stalk, intimidate, or otherwise cause harm or attempt to cause harm to specific individuals or classes of individuals
3. To impede, interfere with, impair, or otherwise cause harm to the activities of others
4. To download, post or install to university computers, or transport across university networks, material that is illegal, proprietary, in violation of license agreements, in violation of copyrights, in violation of university contracts, or otherwise damaging to the institution
5. To recklessly, willfully, negligently, or maliciously interfere with or damage CHSU computer or network resources or computer data, files, or other information

Examples of policy violations related to the above five categories include, but are not limited to:

1. Using computer resources to invade the privacy of another
2. Sending an individual or group repeated and unwanted (harassing) email or using email to threaten someone
3. Accessing, or attempting to access, another individual's data or information without proper authorization (e.g., using another's computing account and password to look at their personal information)
4. Creating a false email address
5. Propagating electronic chain mail, pyramid schemes or sending forged or falsified email
6. Obtaining, possessing, using, or attempting to use someone else's password regardless of how the password was obtained

7. Posting a university site-licensed program to a public bulletin board
8. Releasing or threatening to release a virus, malware, worm, or other program that damages or otherwise harms a system, network, or data
9. Preventing others from accessing services
10. Viewing, distributing, downloading, posting or transporting child or any pornography via the Web, including sexually explicit material for personal use that is not required for educational purposes
11. Violating federal copyright, intellectual property, and/or trademark laws or the CHSU copyright, intellectual property, and/or policy
12. Promotion of personal political beliefs
13. Distribution of unsolicited materials to others

When a student is found in violation of Internet use policies, the University may immediately suspend the student's Internet privileges and in those instances where criminal or illegal conduct is suspected, the school may also contact the appropriate local, state, and federal agencies. For further information, refer to the Acceptable Use Policy.

Computing Account Security Agreement

CHSU requires students to hold and maintain one official university computer account that is used to access major computing resources, including email. Use of a CHSU computing account requires acceptance of the Acceptable Use Policy and conditions stated below.

1. You must not share your account with other individuals for any reason. Your computer account is to be used only by you.
2. The password to your account must be kept secure. Commit your password to memory. You may change your password at any time. Always choose a password that is difficult to guess. Your password must be eight characters in length and contain a combination of both letters and numbers. It must not be any word that can be found in a dictionary. Choose a password that is meaningful to you but not obvious to others.
3. CHSU computer systems will monitor your password on a regular basis. If your password is guessed by the system, you will be notified by electronic mail. If you receive such notification, immediately change your password to prevent anyone from tampering with your account.
4. CHSU is not responsible for the loss of any files, documents or electronic mail you may store online. It is your responsibility to make backups of your files.
5. If you do not access your account for a period of six months, it will be deleted from the system.
6. Situations of inappropriate conduct and violations of this agreement will be addressed by the appropriate procedures and agents (e.g. Vice President for Student Affairs, Assistant Director of Student Services, etc.). In cases where a student violates any of the terms of this agreement, the University may, in addition to other remedies, temporarily or permanently deny access to any and all CHSU computing resources, and appropriate

disciplinary actions will be taken, up to and including dismissal. For further information, refer to the Acceptable Use Policy and the Computing and Communications Confidentiality Policy.

Remote Access to CHSU Online Systems

In order to access university computing resources from off-campus sites, all CHSU students are expected to provide their own Internet access service through a suitable Internet service provider.

ID Cards

All students admitted to CHSU are expected to obtain a Student ID Card that will also serve as a CHSU name badge. The Office of Operations will arrange for the taking of photos and the issuance of these photo ID cards during Orientation. Student ID Cards include CHSU-issued student identification numbers that are different from social security numbers. Student ID Cards also function as library cards for utilizing CHSU Library resources. The Student ID card must be worn and visible at all times on campus and at all clinical sites. There is no charge for the initial Student ID Card. However, lost, stolen, misplaced or abused cards must be reported immediately and replaced by the Office of Operations at a cost of \$20 to the student. This Student ID Card is necessary for full access to all university facilities and services. The use of a Student ID Card by anyone other than its original holder is prohibited.

Web Pages: Use of Material

It is against federal law and the university policy to violate copyrights or patents of others on or through the Internet. Students may not download or use copyrighted material without obtaining proper written authorization. You should assume that materials you find on the Web are copyrighted unless a disclaimer or waiver is expressly stated. If you have received formal permission to use material owned by another, place a notice on the page that contains the copied material.

Security

The IT Department has been granted authority to access files for the maintenance of the systems, storage or backup of information, or resolving system problems. Further, the University may access usage data, such as network session connection times and end-points, CPU and disk utilization, security audit trails, etc. In certain situations, the IT Department may be required to review and/or provide to others user's files, messages, or other communications. For further information, refer to the Computing and Communications Confidentiality Policy.

The University maintains a backup schedule of most user areas. However, individuals are responsible for backing up their own data. The University disclaims any and all liability resulting from any and all situations in which we are unable to recover data in user storage areas for reasons such as system crashes or technical failures of any type. Users are cautioned to keep a copy of any data posted in user storage areas. The University assumes no liability for data and loss of data in any and all areas.

Enforcement

Students of CHSU must act responsibly and with the highest ethics in the use of the technologies provided to them by the University. The University considers any violation of acceptable use principles or guidelines to be a serious offense, and reserves the right to copy and examine any files or information resident on university resources allegedly related to unacceptable use, and to protect its network from systems and events that threaten or degrade operations. Failure to comply with the guidelines above may result in suspension of privileges, or civil or criminal action under state or federal law.

All users have the responsibility to report any discovered unauthorized access attempts or other improper usage of the Acceptable Use Policy. If a security or abuse problem with the Acceptable Use Policy is observed by or reported to a user, such user shall immediately report the same to the IT Department.

Termination of Services

Upon ceasing enrollment at the University, a student will no longer have access to e-mail and network accounts, effective immediately upon separation from the University. Also, upon ceasing enrollment with the University, the student shall immediately return all resources owned or issued by the University, and shall make every attempt to return any data or other files associated with the University that may be held on personal equipment.

Acceptable Use of Technology Policy for Students

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

University Technology

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

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

Acceptable Use

University students are only permitted to use University Technology for purposes which are safe (pose no risk to students, students or assets), legal, ethical, do not conflict with their duties or the mission of the University, and

are compliant with all other University policies. Usage that meets these requirements is deemed “proper” and “acceptable” unless specifically excluded by this policy or other University policies. The University reserves the right to restrict online destinations through software or other means.

Additionally, the University expressly prohibits:

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

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

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

Secure Use

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

Passwords used with University Technology must follow the following standards:

1. Passwords and other authentication and authorization codes, cards or tokens assigned to individuals must not be shared with others. Authorized Users must not provide access to unauthorized users. Passwords should be chosen carefully to lessen the possibility of compromise. Users are responsible for all activity that takes place under their User ID(s).
2. Passwords must be at least 8 characters long and contain at least one upper case and one lower case letter as well as a numeric value or a special character (!,\$,#,%).
3. Passwords will be changed according to IT Department guidelines.
4. All University-owned computer systems connected to the University network will be configured to lock the screen after a period of 15 minutes of inactivity. All students, faculty, and staff must lock their screen whenever stepping away from their computer.
5. Activity that may compromise the system integrity or security of any on or off-campus system is prohibited. This includes any type of unauthorized access or hacking.
6. Unauthorized monitoring of individual User activity, information and communications is prohibited. See the University IT Confidentiality Policy.
7. Users must ensure the security of restricted, confidential, proprietary, licensed, copyrighted or sensitive information entrusted to their care or that may come into their possession. Security includes, as appropriate, protection from unauthorized disclosure, modification, copying, destruction or prolonged unavailability. Unless approved by the IT Systems Administrator, users must not store non-university personal identification numbers including, but not limited to, Social Security Numbers, Credit Card Numbers, or Driver’s License Numbers on unsecured devices or media, for any period of time.

Responsibility

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

Restriction of Use

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

Personally Owned Devices

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

University Branding

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

Reporting

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

Consequences for Violation

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

Record of Activity

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

Blocked or Restricted Access

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

No Expectation of Privacy

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

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

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

Administration

President	Florence T. Dunn
Senior Vice President for Academic Affairs and Provost	Wendy Duncan, PhD, FNAP
Dean, College of Pharmacy	Daniel Brown, PharmD
Chief Academic Officer and Dean, College of Osteopathic Medicine	Douglas Wood, DO, PhD, FACOI
Senior Associate Dean, College of Osteopathic Medicine	Gregg Silberg, DO, PhD, RPh, FACOI, FAOCR
Associate Dean for Academic Affairs for the College of Osteopathic Medicine	Casey Bassett, PhD
Vice President of Marketing and Communications	Richele Kleiser
Vice President of Student Affairs and Enrollment	Carolyn Harris, PhD
Assistant Vice President for Operations	Jimmy Dunn
Controller	Aron Flores, CPA
Associate Dean for Student Development and Professionalization	Patty Havard, PharmD
Assistant Dean for Education	Will Ofstad, PharmD, BCPS, CDE
Chair, Dept. of Pharmaceutical and Biomedical Sciences	Inder Seghal, PhD, DVM
Chief of Staff	McKenna Walker, MAEd, AET
Director of Institutional Assessment, Effectiveness, Julie Marty-Pearson, PsyD Research and Compliance	Julie Marty-Pearson, PsyD
Director of Experiential Education	Huma Ibrahim, PharmD
Director of Admissions	Leslie Williams
Director of Financial Aid and Registrar	Kevin Hoover
Assistant Director of Student Affairs	Kathryn Walters
Executive Director of Information Technology	John Briar
Health Sciences Librarian	Anna Yang, MLIS

CHSU

COLLEGE OF
PHARMACY



Message from the Dean

Welcome to the College of Pharmacy at California Health Sciences University. We are fully committed to your success as a student and as a future pharmacist, and the first step to success is knowing what to expect. This catalog has been carefully designed to provide you with a wealth of information about the educational experience at our college. It includes comprehensive details about the curriculum and how it is delivered, academic and student affairs policies, professional and academic learning outcomes, performance expectations of students, services provided to students, student organizations and activities, and a multitude of miscellaneous policies and procedures that define how the college and university operate, are governed, and are accredited.

There is an overwhelming amount of information, so our intent is not that you read it cover to cover. I'd suggest that you scan through it to familiarize yourself with the contents, so that sometime in the future, when you are in need of a specific type of information, you'll know where to look. Think of this catalog as a useful guidebook—a reference that you can consult as needed throughout the PharmD program. It can help in navigating your way through the maze of pharmacy school. You will also find our dedicated faculty and staff to be ready, willing and able to help you every step of the way. Best wishes for an experience that is both enjoyable and successful!



Dan Brown, PharmD

Dean, College of Pharmacy

California Health Sciences University (CHSU)

College of Pharmacy General Information

Mission Statement

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

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

Vision

To transform pharmacy into a primary care profession.

Values

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.

College of Pharmacy Program Learning Outcomes (PLOs)

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

Domain 1 – Foundational Knowledge

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

Domain 2 – Essentials for Practice and Care

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

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

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

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

Domain 3 – Approach to Practice and Care

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

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

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

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

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

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

Domain 4 – Personal and Professional Development

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

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

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

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

Doctor of Pharmacy Degree Program Description

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

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



2017-18 Academic Calendar

College of Pharmacy

IPPE I (COP 2020) - 4 weeks	
Block A	May 8 - June 2, 2017
Block B	June 5 - June 30, 2017
Block C	July 10 - Aug 4, 2017
IPPE II (COP 2019) - 3 weeks	
Block 1	May 8 - May 26, 2017
Block 2	May 29 - June 16, 2017
Block 3	June 19 - July 7, 2017
Block 4	July 10 - July 28, 2017
Block 5	July 31 - August 18, 2017
Fall 2017	
Tuition Due for Fall (or Financial Aid in process)	July 21, 2017
P1 Orientation Begins	August 14-18, 2017
P2 Orientation Day	August 18, 2017
P3 Orientation Day	August 19, 2017
Fall Semester Classes Begin	August 21, 2017
Add/Drop Period	August 21-25, 2017
Late Registration	August 21-25, 2017
Last Day to Withdraw from Program Without Penalty	August 25, 2017
Labor Day Holiday - No Classes	September 4, 2017
White Coat Ceremony	September 30, 2017
Thanksgiving Holiday - No Classes	November 20-24, 2017
Last Day of Class	December 8, 2017
Final Examinations	December 11-15, 2017
Pre-Registration for Spring Semester	December 9-31, 2017
Winter Break - University Closed	December 25, 2017-January 1, 2018
Spring 2018	
Tuition Due for Spring (or Financial Aid in process)	December 8, 2017
Spring Semester Classes Begin	January 8, 2018
Add/Drop Period	January 8-12, 2018
Last Day to Withdraw from Program Without Penalty	January 12, 2018
Martin Luther King Holiday - No Classes	January 15, 2018
President's Day Holiday - No Classes	February 19, 2018
Spring Break - No Classes	March 19-23, 2018
Community Engagement Day	April 4, 2018 (subject to change)
Last Day of Classes	April 27, 2018
Final Examinations	April 30-May 4, 2018
P4 Naplex/Law Review	Week of May 14, 2018 (exact dates TBA)
Class of 2018 Graduation Dinner	May 18, 2018
Class of 2018 Commencement	May 19, 2018

IPPE I (COP 2021) - 4 weeks	
Block A	May 7 - June 1, 2018
Block B	June 4 - June 29, 2018
Block C	July 9 - Aug 3, 2018
IPPE II (COP 2020) - 3 weeks	
Block 1	May 7 - May 25, 2018
Block 2	May 28 - June 15, 2018
Block 3	June 18 - July 6, 2018
Block 4	July 9 - July 27, 2018
Block 5	July 30 - August 17, 2018
APPE Schedule - COP 2018 (6 weeks)	
Block 1	May 15 - June 23, 2017
Block 2	June 26 - August 4, 2017
Break	August 5 - August 13, 2017
Block 3	August 14 - September 22, 2017
Block 4	September 25 - November 3, 2017
Block 5	November 6 - December 15, 2017
Break	December 16, 2017 - January 7, 2018
Block 6	January 8 - February 16, 2018
Block 7	February 19 - March 30, 2018
Block 8	April 2 - May 11, 2018

Revised 3/27/17

Schedule of Courses

Students Entering Fall 2016 and Fall 2017

First Year		
Semester 1		Credits
PHR 509	Leadership for Lifelong Learning	3
PHR 511	Biochemistry	4
PHR 514	Calculations Lab	1
PHR 522	Pharmaceutics	5
PHR 540	Compounding and Dispensing Lab	1
PHR 541	Patient Self Care	4
Total Credits		18
Semester 2		
PHR 512	Immunology	3
PHR 515	Biostatistics & Evidence Based Medicine	3
PHR 523	Pharmacokinetics	5
PHR 532	Principles of Drug Action I	6
PHR 543	Pharmacy Practice Lab and Patient Assessment	2
Total Credits		19
Second Year		
Semester 3		
PHR 634	Principles of Drug Action II	6
PHR 644	Patient Care I	8
PHR 649	Advanced Patient Assessment	2
PHR 661	Introductory Pharmacy Practice Experience I	4
Total Credits		20
Semester 4		
PHR 635	Principles of Drug Action III	6
PHR 645	Patient Care II	8
PHR 681	Electives	2
PHR 662	Introductory Pharmacy Practice Experience II	3
Total Credits		19
Third Year		
Semester 5		
PHR 751	Health Care Systems	3
PHR 735	Principles of Drug Action IV	5
PHR 746	Patient Care III	8
PHR 781	Electives	2
PHR 781	Co-Curriculum Portfolio	.5
Total Credits		18.5

Third Year		
Semester 6		Credits
PHR 747	Patient Care IV	8
PHR 752	Pharmacy Law and Ethics	4
PHR 753	Pharmacy Management	4
PHR 764	Introductory Pharmacy Practice Experience III	1
PHR 792	Co-Curriculum Portfolio	.5
Total Credits		17.5
Fourth Year		
Semester 7 & 8		
PHR 871	Inpatient/Acute Care Medicine	6
PHR 872	Hospital or Health System Pharmacy	6
PHR 873	Ambulatory Care	6
PHR 874	Community Pharmacy	6
PHR 875	Selected APPE (Elective)	6
PHR 876	Selected APPE (Elective)	6
PHR 877	Primary Care	6
Total Credits		42

Students Entering Fall 2015

First Year		
Semester 1		Credits
PHR 511	Biochemistry	4
PHR 514	Calculations Lab	1
PHR 521	Medicinal Chemistry	5
PHR 522	Pharmaceutics	5
PHR 541	Patient Self Care	4
Total Credits		19
Semester 2		
PHR 522	Immunology	3
PHR 513	Biostatistics	3
PHR 523	Pharmacokinetics	5
PHR 531	Pharmacology I	5
PHR 542	Pharmacy Practice Lab	2
Total Credits		18

Second Year

Semester 3

PHR 632	Pharmacology II	5
PHR 642	Evidence Based Medicine	2
PHR 644	Patient Care I	8
PHR 649	Advanced Patient Assessment	2
PHR 661	Introductory Pharmacy Practice Experience I	4
Total Credits		21

Semester 4

PHR 633	Pharmacology III	5
PHR 645	Patient Care II	8
PHR 681	Electives	2
PHR 662	Introductory Pharmacy Practice Experience II	3
Total Credits		18

Third Year

Semester 5

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

Semester 6

PHR 747	Patient Care IV	8
PHR 752	Pharmacy Law and Ethics	4
PHR 753	Pharmacy Management	4
PHR 764	Introductory Pharmacy Practice Experience III	1
PHR 792	IPE Portfolio	.5
Total Credits		17.5

Fourth Year

Semester 7 & 8

PHR 871	Inpatient/Acute Care Medicine	6
PHR 872	Hospital or Health System Pharmacy	6
PHR 873	Ambulatory Care	6
PHR 874	Community Pharmacy	6
PHR 875	Selected APPE (Elective)	6
PHR 876	Selected APPE (Elective)	6
PHR 877	Primary Care	6
Total Credits		42

Students Entering Fall 2014

First Year			
Semester 1			
PHR 510	Calculations Lab		.5
PHR 511	Biochemistry		4
PHR 521	Medicinal Chemistry		5
PHR 522	Pharmaceutics		5
PHR 541	Patient Self Care		4
Total Credits			18.5
Semester 2			
PHR 512	Immunology		3
PHR 513	Biostatistics		3
PHR 523	Pharmacokinetics		5
PHR 531	Pharmacology I		5
PHR 542	Pharmacy Practice Lab		2
Total Credits			18
Second Year			
Semester 3			
PHR 632	Pharmacology II		5
PHR 643	Evidence Based Medicine		3
PHR 644	Patient Care I		8
PHR 661	Introductory Pharmacy Practice Experience I		4
Total Credits			21
Semester 4			
PHR 633	Pharmacology III		5
PHR 645	Patient Care II		8
PHR 648	Introduction to Patient Assessment		3
PHR 681	Electives		2
Total Credits			17-18
Third Year			
Semester 5			
PHR 751	Health Care Systems		3
PHR 734	Pharmacology IV		5
PHR 746	Patient Care III		8
PHR 749	Advanced Patient Assessment		2
PHR 762	Introductory Pharmacy Practice Experience II		3
Total Credits			21

Third Year		
Semester 6		
PHR 752	Pharmacy Law and Ethics	4
PHR 753	Pharmacy Management	4
PHR 747	Patient Care IV	8
PHR 763	Introductory Pharmacy Practice Experience III	1
PHR 781	Electives	2
PHR 791	IPPE Portfolio	.5
Total Credits		19.5
Fourth Year		
Semester 7 & 8		
PHR 871	Inpatient/Acute Care Medicine	6
PHR 872	Hospital or Health System Pharmacy	6
PHR 873	Ambulatory Care	6
PHR 874	Community Pharmacy	6
PHR 875	Selected APPE (Elective)	6
PHR 876	Selected APPE (Elective)	6
PHR 877	Primary Care	6
Total Credits		42

Admissions

Applicants for admission to the Doctor of Pharmacy program at California Health Sciences University are required to submit an application through PharmCAS at www.pharmcas.org. The application review process starts when PharmCAS has verified all of the required application information. Candidates will be reviewed by the Office of Admissions and qualified candidates will be considered for an on-campus interview. Interviews are by invitation only; not all applicants will be invited for an interview. All interview invitations and information will be communicated via e-mail. The CHSU College of Pharmacy uses a rolling admissions process to select the successful applicants. Therefore, admission decisions will be ongoing throughout the application and interview time frame.

Interviews will be conducted on campus by a team of two individuals (at least one of which will be a faculty member) who will ask the applicant to share their experiences and interest in pharmacy. The interview day will include a writing sample. The interview process will assess oral and written communication skills, maturity, dedication and motivation, and an assessment of the applicant's ability to complete the program successfully and advance in the field of pharmacy as a contributing member of a patient care team.

Applicants may apply for early admittance as CHSU College of Pharmacy participates in the “Early Decision” (ED) program offered through PharmCAS. The ED program 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 ED applicant, you can apply to only one pharmacy degree program.

Applicants applying for admittance through the ED program will participate in the same interview process as applicants going through the regular process. CHSU College of Pharmacy will make admission decisions on early decision applicants by October 20.

Admissions Requirements

- To be considered for admission, the applicant must meet the following requirements:
- Complete a minimum of 48 credits of prerequisite coursework from an accredited college or university in the United States or an equivalent foreign university (Baccalaureate degree is preferred for admission).
- Letter grade of “C” or higher for all prerequisite courses.
- The preferred cumulative GPA is 2.7 or higher on a 4.0 scale; the preferred prerequisite GPA is 2.7 or higher on a 4.0 scale.
- Meet and comply with the College of Pharmacy Technical Standards.

The specific pre-pharmacy prerequisite course requirements and units needed are:

General Chemistry with Lab	8 Semester / 12 Quarter
Organic Chemistry with Lab	8 Semester / 12 Quarter
General Biology with Lab	8 Semester / 12 Quarter
Microbiology	3 Semester / 4 Quarter
Physiology	3 Semester / 4 Quarter
Anatomy	3 Semester / 4 Quarter
Psychology	3 Semester / 4 Quarter
Economics (Micro and Macro)	3 Semester / 4 Quarter
Calculus	3 Semester / 4 Quarter
Public Speaking	3 Semester / 4 Quarter
Additional Course(s)	3 Semester / 4 Quarter

All pre-pharmacy requirements must be satisfied prior to matriculation and completed within the previous ten (10) years.

The Admissions and Progression Committee reviews each applicant's entire record and interview results to determine which applicant's will be accepted to the program. Therefore, acceptance to the program is competitive and selective.

The College does not, at this time, provide any visa service to students from other countries.

Important Note: It is possible to apply, interview, and be accepted into the program without having completed either the Bachelor's Degree and/or some prerequisites, provided all requirements, are satisfied prior to the start of mandatory orientation. CHSU College of Pharmacy reserves the right to revoke any admissions offer based on a student not satisfactorily meeting certain conditions, omitting information on her/his application, legal matters, or other circumstances that the College deems to be a reason for rescinding admission.

English Language Requirement

Since English is the language of instruction, the interview will assess whether applicants are proficient enough in the English language to successfully complete the program and communicate with patients and other health care professionals. The Admissions Committee will determine whether or not to require an applicant whose first language is not English and who is otherwise qualified for admission to submit scores from the Test of English as a Foreign Language (TOEFL iBT) should there be a question regarding the applicant's English proficiency. The minimum acceptable score on the TOEFL iBT is 92, with a minimum score of 23 on the Speaking section.

Student Visas

California Health Sciences University DOES NOT currently provide Visa Services or vouch for student status.

Transfer of Credit Policies

A student attending another college or school of pharmacy who wishes to transfer to the CHSU College of Pharmacy may do so provided they earned a baccalaureate degree from an accredited institution, has an undergraduate cumulative GPA of 2.7 or higher, earned a letter grade of at least a "C" for all required courses required for admission, and submits a letter from the Dean of the college of pharmacy they are currently attending indicating that the student is in good academic standing and eligible to progress in their studies through to graduation.

Transfer of course credits will be the decision of the Curriculum Committee, which will issue course-waivers for those courses deemed comparable to CHSU College of Pharmacy courses.

California Health Sciences University DOES NOT award credit for prior experiential learning.

California Health Sciences University has not entered into an articulation or transfer agreement with any other college or university.

Program Academic and Technical Standards

The California Health Sciences University College of Pharmacy acknowledges Section 504 of the 1973 Vocational Rehabilitation Act and PL 11-336, the Americans with Disabilities Act (ADA) 19903, and requires minimum technical standards be present in students accepted into the Doctor of Pharmacy program. The Doctor of Pharmacy program at CHSU is a rigorous and challenging academic program that requires students to possess specific characteristics and abilities within the cognitive, affective and psychomotor domains, referred to here as technical standards. An applicant or student must be able to combine the functional use of visual, auditory and somatic senses to observe and demonstrate professional knowledge and skills presented in the classroom, laboratories and practice settings. This includes being able to observe a patient accurately at a distance and close at hand, noting verbal and nonverbal signals; visualizing and discriminating findings on a computer monitor or electronic instrumentation display; visualizing and discriminating printed or handwritten words and numbers from a prescription or physician's order; and observing and evaluating distinguishing text and characteristics of pre-manufactured and extemporaneously prepared or compounded medications.

Conferring the PharmD degree on a student graduating from the college of pharmacy indicates that each student has demonstrated that they have acquired and can apply the knowledge and professional skills essential to the roles and functions of a practicing pharmacist. The acquisition and application of these skills ensure the safety of patients served by the student and pharmacist. Therefore, each student must be able to demonstrate proficiency in these skills with or without reasonable accommodation. These skills are as set forth below in the following Technical Standards that each student must possess in order to successfully complete all of the academic/curricular requirements for the PharmD degree.

The CHSU Admissions Committee reserves the right to deny admission to any applicant who cannot meet the Technical Standards as set forth below, with reasonable accommodations, as determined by the application process, interview and student disclosure. Every applicant is considered without regard to disability. Applicants are not required to disclose the nature of their disability(ies), if any, to the Admissions Committee. Any applicant with questions about these technical standards is strongly encouraged to discuss his/her specific issue(s) with Disability Services prior to the interview process. If appropriate, and upon the request of the applicant, reasonable accommodations will be provided.

Once admitted to the program, students will be expected to maintain the technical standards and demonstrate them through their coursework, interaction with peers and faculty, and in their professional experiences throughout the program. Reasonable accommodation for persons with documented disabilities will be considered on an individual basis, but a student in the Doctor of Pharmacy program must be able to perform in an independent manner. Students who fail to demonstrate the technical standards while in the program will be evaluated and appropriate action (e.g., remediation, counseling, or dismissal) will be taken. Because this expectation is separate from academic achievement, simply maintaining a passing GPA is not sufficient

to prevent a student from being dismissed from the program. Furthermore, the College of Pharmacy reserves the right to dismiss any student from the program who either fails to disclose information relevant to their qualifications under the Technical Standards, or falls out of compliance with the Technical Standards after admission to the program.

Observation

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

Communication

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

Specific requirements include, but are not limited to, the following abilities; reading, writing, speaking and comprehending English with sufficient mastery to accomplish didactic, clinical and laboratory curricular requirements in a timely, professional and accurate manner; eliciting a thorough medication and medical history; and communicating complex findings in appropriate terms that are understood by patients, caregivers, and members of the healthcare team. Each student must be able to read and record observations and care plans legibly, efficiently and accurately. Students must be able to prepare and communicate concise but complete summaries of individual activities, decisions and encounters with patients. Students must be able to complete forms and appropriately document activities according to directions in a complete and timely fashion.

Sensory and Motor Coordination and Function

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

Students must be able to transport himself or herself to off-site settings and experiential locations in a timely manner. Students must be able to respond promptly to urgencies within the practice setting and must not hinder the ability of their co-workers to provide prompt care. Examples of such emergency treatment reasonably required of pharmacists include arriving quickly when called, rapidly and accurately preparing appropriate emergency medication, and preparing sterile intravenous medications

Students must be able to use computer-based information systems and have sufficient motor function and coordination required for manipulation of small and large objects. Students must have the ability to move and position another person in a manner that will facilitate physical assessment or other diagnostic lab testing. Lastly, students must exhibit the physical and mental stamina needed while standing or sitting for prolonged periods of time.

Intellectual, Conceptual, Integrative, and Quantitative Abilities

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

Behavioral and Social Attributes

Students must possess the physical and emotional health required for full utilization of his or her intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities attendant to the care of patients, and the development of effective relationships with patients. Students must adapt to changing environments, and possess coping mechanisms to respond appropriately to continue functioning in the face of uncertainties inherent in academic and clinical environments. Qualities and characteristics that will be assessed during the admission and education process are compassion, integrity, concern for others, interpersonal skills, interest, and motivation. Students must recognize and display respect for differences in culture, values, and ethics among patients, faculty, peers, clinical and administrative staff and colleagues. Students must be able to identify and demonstrate appropriate behavior to protect the safety and well-being of patients, faculty, peers, clinical and administrative staff and colleagues. Students must also be able to handle situations appropriately and professionally when those situations may be physically, emotionally, or intellectually stressful, including those situations that must be handled promptly and calmly. At times, this requires the ability to be aware of and appropriately react to one's own immediate emotional responses and environment.

Ethical Values

An applicant and student must demonstrate a professional demeanor, conduct and behavior that are appropriate to his or her standing in the professional degree program. This includes compliance with the administrative rules applicable to the profession of pharmacy and honor codes of the College of Pharmacy and the California Health Sciences University. Under all circumstances, students must protect the confidentiality of any and all patient information in their professional and personal communications. Students must meet the ethical standards set forth in the profession of pharmacy. In addition, students must be able to obtain and maintain a valid Pharmacist Intern license in the State of California and pass the requisite criminal background check, drug tests/screens, immunization/tests, and trainings required by the California Board of Pharmacy, California law and/or California Health Sciences University College of Pharmacy affiliated experiential sites and their accrediting and/or regulatory agencies.

Enrollment Requirements

Health Insurance

California Health Sciences University requires health insurance coverage for all students. Students must provide proof of health insurance coverage at the time of registration to be eligible to participate in any introductory or advanced pharmacy practice rotation experiences, and all on- and off-campus activities and events. Students discovered not having health insurance would be placed on probation and not allowed to participate in experiential learning placements, program activities, and events until they can provide documentation of health insurance coverage.

Professional Liability

Each College of Pharmacy student is covered under general liability and professional liability insurance through a commercial insurance policy. This insurance delivers liability insurance on an occurrence basis, with primary limits of not less than \$1 million/\$3 million. This policy covers students only when they are engaged in activities that constitute a required component of the professional pharmacy program. This policy does not cover activities such as outside employment or volunteering at non-CHSU events.

Background Check and Drug Screening

1. The CHSU College of Pharmacy requires a background check and drug screening for admission and annually thereafter.
2. Provisionally accepted students will be responsible for payment of fees associated with the criminal background check and drug screening (approximately \$80). Provisionally accepted students will be notified and provided the information needed to contact Certiphi Screening Incorporated through a web address for completion of the form for the background check. The students will also receive a link to complete the Drug Screening, in which they can complete at a Certiphi listed location in the United States. Once completed, Certiphi will release the background check and drug screening results to the applicant.
3. The applicant will have the opportunity to appeal any information from the background check or drug screen if they feel it is incorrect. If no appeal is requested, the report will be released to CHSU. If an appeal is requested, the report will be released to CHSU upon completion of the appeal process.
4. Provisional acceptance to the program will become final once the Office of Admissions verifies that all required information has been received and that the outcome of the background check is satisfactory.
5. Licensure as either a pharmacy intern or pharmacist in California requires both a criminal record check (via fingerprint scan) and drug screening to verify suitability for licensure. Licensure as a pharmacy intern is required during the first professional year and failure to obtain licensure will prevent a student's progression since an unlicensed student will not be able to participate in the Introductory Pharmacy Practice Experiences.
6. The Office of Experiential Education requires a background check and drug screening for participation at the rotation site.
7. The Office of Experiential Education for the College of Pharmacy will notify students of the requirements for each introductory and advanced pharmacy practice experience site well in advance of the beginning of the experiential practice experiences.
8. Any required background check and/or drug screening must be performed at the student's expense and the results reported directly to the College; the Office of Experiential Education will transmit the reported findings to the clinical site. Determination of student fitness for participation at a clinical site requiring such checks will be at the sole discretion of the clinical site. Background checks and drug

screening is required on an annual basis, or at the request of the clinical site. Background checks and drug screening fees may vary from student to student. Students are responsible for all fees.

Intern Licensure

Being admitted as a student to the California Health Sciences University College of Pharmacy program does not guarantee California licensure as either an intern pharmacist or a pharmacist. Licensure as an intern pharmacist or a pharmacist is granted by the California Board of Pharmacy. The California Board of Pharmacy may not grant an intern license. Furthermore, although a student must graduate from the CHSU College of Pharmacy to be eligible to take board examinations, CHSU College of Pharmacy cannot guarantee that a student will pass the board examinations to receive licensure as a pharmacist. A licensed pharmacist is eligible for all employment positions.

To apply for registration as an intern pharmacist in California a student must currently 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. Thus all students enrolled in and graduating from CHSU College of Pharmacy will be eligible following graduation to take the California Pharmacy and Jurisprudence Examination (CPJE) or the Multistate Pharmacy Jurisprudence Examination (MPJE), as well as the North American Pharmacist Licensure Examination (NAPLEX). Registration instructions for licensure as a California Intern Pharmacist will be provided by the Director of Experiential Education during the first year of fall semester.

Immunization Requirements

Infection control policies at area hospitals require that the College of Pharmacy ensure that students entering these facilities for training purposes are in good health.

1. In order to comply with these policies, it is necessary to provide the following health related documents that are mandatory and required prior to June 30:
 - a. Student Information (FORM 1)
 - b. Health History (FORM 2)
 - c. Physical Examination (FORM 3)
 - d. Tuberculosis Clearance (FORM 4)
2. PPD2-Step-Required upon admission. (Have PPD #1 completed. Wait 7-10 days from PPD #1 date read to have PPD #2 placed.) Refer to the www.CDC.org website for additional information.
3. 1-Step-Required annually.
4. TB Screening (PPD skin tests and/or chest x-ray results) must be completed between June 1-June 25, and annually thereafter.
5. Chest X-ray/Quantiferon-TB Gold – Only required for those with PPD(+) – Required annually.
6. Authorization for Release of Communicable Disease Clearance Information to Clinical Rotation Sites (FORM 5)
7. California State Required Meningitis Awareness Disclosure (FORM)

8. Proof of Immunization for the following vaccinations (copies required):
9. TDAP (tetanus/diphtheria/pertussis). TDAP is considered current if administered within 10 years. TD or DTAP will not be accepted.
10. FluVaccine – required annually.
11. Laboratory Results (serum blood titers) for the communicable diseases below:
12. Titers considered current if completed within 5 years.
13. Laboratory results must include reference ranges and be on laboratory letterhead.
 - a. If immunity is not present according to serum blood titer, student must obtain vaccination and serum blood titer retest as indicated per CDC recommendation. Refer to the www.CDC.org website for additional information.
14. Hepatitis B Surface Antibody Titer- Qualitative (HBsAb)
15. Measles (Rubeola) Antibody Titer- Qualitative (Measles AB, IgG, EIA) (if there is no documentation of 2 doses)
16. Mumps Antibody Titer- Qualitative (Mumps AB, IgG) (if there is no documentation of 2 doses)
17. Rubella Antibody Titer- Qualitative (MMR Ab, IgG) (if there is no documentation of 2 doses)
18. Varicella Antibody Titer- Qualitative (Varicella AB, IgG)
19. Additional immunizations, health information, or lab tests may be required to comply with outside affiliation agreements. Information regarding your health history is requested for your protection and to assist us in case of emergency. The information is confidential. Portions of this information may be shared with appropriate personnel at our pharmacy practice experience sites, as required by our affiliation agreements. Questions regarding these policies should be directed to the Director of Experiential Education.
20. IPPE Block Rotation Selection Requirement: Students who receive a 75% or below will be placed in Block 3 for IPPE I and/or Block 3, 4 or 5 for IPPE II to ensure adequate time for remediation.

College of Pharmacy Financial Information

Tuition and Fees

Please note that these tuition rates and miscellaneous fees are for the 2017-2018 academic year and are subject to change without prior notice.

Annual Tuition and Fees

Tuition	\$45,000.00	Prorated refund based on date of withdrawal from program.
Enrollment Confirmation Fee	\$250.00	Non-refundable; applied to tuition
Student Tuition Recovery Fund Fee	\$0.00	Non-refundable (\$0.00 for every \$1,000 rounded up to the nearest \$1000).
Student Services Fee	\$100.00	Refundable
Student Association Fee	\$100.00	Refundable
Technology Fee	\$100.00	Refundable
Immunization Certification Fee	\$95.00	Refundable; one-time fee
MTM Certificate Program Fee	\$95.00	Refundable; one-time fee
CPR Training	\$90.00	Refundable; two-time fee
Malpractice Insurance Fee	\$25.00	Non-refundable

Total Estimated Institutional Charges* Year 1: \$45,605

Total Estimated Institutional Charges* Year 2: \$45,325; Year 3: \$45,415; Year 4: \$45

California Health Sciences University requires only one semester of tuition be paid at a time.

Changes Paid to Other Entities

Books and Supplies	\$1,500.00	Annual estimate with laptop computer year one.
Health Insurance Fee**	\$2,500.00	Annual Estimate
Criminal Background Check and Drug Screen	\$78.00	One-time fee
California Board of Pharmacy Internship License	\$115.00	One-time fee
Stethoscope	\$30.00	One-time fee

*Total Estimated Non-Institutional Costs**

Year One	\$4,233
Year Two	\$3,000
Year Three	\$3,000
Year Four	\$3,000

*Total Estimated Charges

Year One	\$48,003
Year Two	\$46,595
Year Three	\$46,685
Year Four	\$46,595

*The University reserves the right to change tuition and/or fees without prior notice.

**Only applicable when student does not provide proof of Health Insurance.

Other Financial Information

Administrative fees, payment of tuition and fees, method of payment, contractual obligations, debts, the tuition refund policy, credit balance on account, and Students Rights under the Student Tuition Recovery Fund (STRF) are included in the University Catalog.

College of Pharmacy Regulations and Policies

The College of Pharmacy has set forth academic regulations, which allow students to achieve their degree objectives, and policies, which dictate student conduct. Students are expected to be familiar with all regulations that affect them.

Assignment of Unit of Credit

Each semester will consist of 15-weeks. One (1) unit of credit is assigned for each hour spent in the classroom each week or for each hour of direct faculty didactic instruction (that is, per hour of instruction or student in-class time) each week and a minimum of two (2) hours of out-of-class student work (homework). For courses that include a workshop and/or laboratory time, one (1) unit of credit is assigned per three (3) hours spent in the classroom each week. For experiential education, one (1) unit of credit is assigned per two (2) hours each week of experiences, for a total of two (2) units for 75 hours per semester for IPPE, and six (6) units for each 240-hour, six-week APPE block.

Course Numbering System

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

Course	Year	Discipline
500	First	10 = Biomedical Sciences
600	Second	20 = Pharmaceutical Sciences
700	Third	30 = Medical Sciences
800	Fourth	40 = Clinical Sciences

		50 = Administrative Sciences
		60 = IPPE
		70 = APPE
		80 = Elective

Course Load

Each semester, Doctor of Pharmacy students are expected to carry the normal full-time course load of 18 semester hours of credit. In special circumstances, such as prior course failures or readmission, temporary part-time status may occur due to lack of availability of courses; however, continuous part-time study is not an option. A first, second, or third professional- year student carrying less than 12 semester hours is considered a part-time student; a fourth-professional-year student carrying less than 10 semester hours is considered a part-time student.

Dress Policy

Students who have made the California Health Sciences University College of Pharmacy their choice should be aware that the College expects all students to maintain a neat and clean appearance. As a College whose students are preparing primarily for a career in a health care profession, concerns are raised regarding students whose appearance is disheveled.

Specific course activities may require additional clothing guidelines. Such activities include laboratories, class presentations, experiential rotations, interviews, and off-campus trips sponsored by the College. In such circumstances laboratory coats, name tags, and/or business dress attire may be required. In these special circumstances, the course director will notify the students of appropriate attire, which will be clearly defined in the course syllabus.

Attire should be neat, conveying respect for those around us and for ourselves. But it needn't be stultifying. Therefore CHSU will adopt a standard of business casual for the classroom.

Men Must Wear:

- Collared shirt, Dress shirt, Sweater
- Khaki, chino or dress slacks
- Shoes should be neat, clean and in good condition.

Women Must Wear:

- Dress, blouse, sweater, or dress shirt, skirt, or khakis/slacks
- Dresses and skirts must be in good taste
- Shoes should be neat, clean and in good condition.

Not to be worn:

- Tee shirts, mid-drifts, tank tops, denim, very short skirts or dresses
- Flip flops

Exceptions

Laboratory and experiential attire is more restrictive. Here, clean, neat white coats and closed toe shoes are required. Other restrictions may be applied by faculty and practice sites. In addition, we will permit casual days upon occasion.

On Casual Fridays students, faculty and staff may wear casual attire that is in good taste.

Guidelines for Wearing the CHSU Branded White Coat and Name Badge

CHSU College of Pharmacy White Coats with approved logo or seal and name badges are to be worn only at College of Pharmacy approved events. These include:

- Experiential assignments
- Clinical rotations
- CHSU-led community outreach events

CHSU College of Pharmacy name badges are to be worn on the left side of your White Coat, beneath the embroidered CHSU insignia. When not wearing your White Coat, CHSU College of Pharmacy name badges should be placed on the right side of your shirt or coat. The Office of Student Affairs will be responsible for resolving questions of appropriate dress should they arise.

Regardless of how careful you are in trying to keep them separate, your professional and personal lives overlap, especially in an online presence.

Withdrawal from an Advanced Placement Pharmacy Practice Experience

A student may withdraw from a pharmacy practice experience, without receiving a grade, through the fifth day of the experience. If a student pursues a practice experience beyond the first five days of a rotation block, a grade will be recorded for that practice experience and will be computed in the grade point average for that semester. After the first five days, the grade of W can be recorded only in cases of illness or extreme circumstances that make it necessary for the student to completely withdraw from school. A grade of IC (Incomplete) will be given to those students who have not completed all projects and/or assignments for that rotation. The IC will convert to an “F” if the projects and/or assignments are not completed and submitted to the preceptor or the Director of Experiential Education within two (2) weeks of the last day of the rotation block for which the projects and/or assignments were not completed. The IC will be changed to a grade once all work has been submitted and graded. The change of IC to a grade requires the submission of a Grade Change Form by the Director of Experiential Education to the Registrar. Once the Registrar receives the Grade Change Form the Registrar will update the grade on the student’s transcript.

Grading System and Quality Points

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

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

The grade of IC (incomplete) may be assigned to a student who otherwise is passing the course but is unable to complete all of the required coursework and/or examinations due to extenuating circumstances (such as illness, death in the family, injury due to accident, etc.). The IC should be removed no later than ten (10) days after it was assigned, unless otherwise specified by prior agreement with the course director and the Associate Dean for Academic Affairs and Assessment to extend the deadline. If the IC is not removed within the stated period of time, it will automatically change to a grade of F. In cases of illness or extreme circumstance, the IC may be changed to a grade of W, with the approval of the Associate Dean for Academic Affairs and Assessment. A student with an IC on their transcript at the beginning of the fourth year APPEs will not be allowed to begin their fourth year rotations until the IC has been removed from the transcript.

Dean’s List

A first-, second-, or third-professional-year student, whose grade point average is 3.8 or better for 12 or more semester hours during a semester is given Dean’s List standing at the end of the semester. Fourth-professional-year students are given Dean’s List standing if they earn the requisite grade point average of 3.8 or better for 10 or more hours during a semester.

Graduation with Honors

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

Satisfactory Academic Progress

Standard of Performance

Student pharmacists are required to maintain a cumulative 2.00 grade point average (GPA) during the didactic portion of the curriculum. The academic year is divided into two academic terms with the first (fall) term consisting of courses offered between August and December and the second (spring) term consisting of courses offered between January and May. The student pharmacist's cumulative GPA will be calculated at the end of each academic term. For the first and second years, an academic term is equal to a semester.

Academic Monitoring and Alert Statuses

The academic monitoring and alert program is a referral system through which faculty identify students who are having academic difficulty. It is the responsibility of the course director to continuously monitor the performance of students in their class in order to identify students who are struggling with their coursework. At a minimum, the course director must review student grades after each block exam. Those students who are earning a score between 70% and 73% on the cumulative individual component in a course will be placed on academic monitoring. Those students who are earning a score below 70% on the cumulative individual component in a course will be issued an academic alert. Students who are identified through academic alerts are required to participate in a formal academic advising program. When a student is placed on monitoring or alert status by the course director, the Office of the Dean will notify the student's faculty advisor. The student will meet with the faculty advisor to address any issues or concerns as well as develop an academic support plan including review sessions, tutoring services, or academic intervention resources as needed. When a student has brought their individual component scores to an acceptable level, the course director will remove the monitoring or alert status and notify both the student and faculty advisor.

Remediation

The goal of remediation is to correct an academic deficiency in a way that allows students to demonstrate competency and performance, maximize growth and retention, and ensure practice ready graduates. Remediation shall be individualized to attempt to address the student deficiencies identified and typical elements may consist of, but not limited to, any of the following: Remediation Exam, Course Retake, and Alternate Progression Plan (APP).

Remediation Exam

A Remediation Exam may be any test or performance to assess some or all of the learning outcomes and materials presented during the course as determined by the Course Director. Required student preparation for a Remediation Exam may consist of, but is not limited to, self-study, tutoring, and meetings with the course instructor(s) as determined by the Course Director. The scheduling, duration, content, and scoring of the Remediation Exam is at the discretion of the Course Director and may be changed at any time. Remediation Exams are not subject to appeal. Satisfactory completion of the Remediation Exam will be determined by a score of at least 70 percent, resulting in a successful remediation with a grade of C (RC) reported to the Registrar to be used in the calculation of the student's cumulative GPA. If the student does not successfully complete the remediation, the original D grade will be used in the calculation of the student's GPA, and the student will be required to repeat the course and submit an Alternate Progression Plan (see below).

Alternate Progression Plan (APP): See Individualized Progression – The Alternate Progression Plan below.

Course Retake: Enrolling in the same course when next offered. Often also requires creating an Alternate Progression Plan (APP).

Remediation Applied to Courses

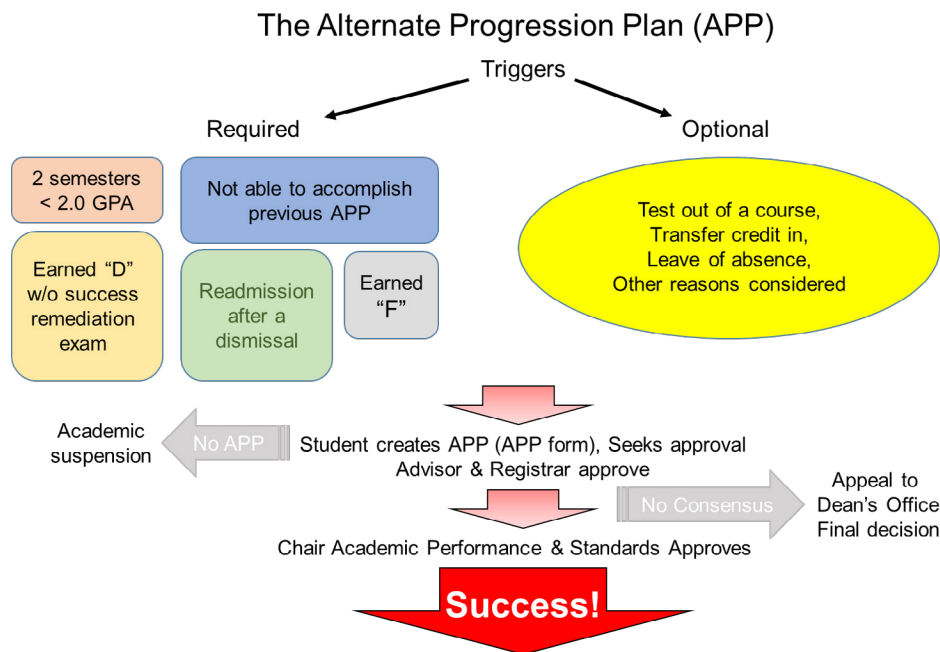
A student who receives one or more D's in a single semester may attempt to pass a Remediation Exam for each of these courses prior to starting the next semester coursework or retake each course the next time it is offered as part of an Alternate Progression Plan. A student who receives an F will not be offered a Remediation Exam and instead must remediate by retaking the course the next time it is offered as part of an Alternate Progression Plan.

Academic Probation

A student with a GPA less than 2.00 will be placed on Academic Probation. To be removed from Academic Probation the student must improve to a cumulative grade point average of at least 2.00. Students with a GPA less than a 2.00 for two consecutive semesters must seek and receive approval for an APP or be placed on Academic Suspension. Students cannot appeal placement on Academic Probation.

Individualized Progression – The Alternate Progression Plan

An Alternate Progression Plan (APP) is an individualized curricular progression plan created by the student in collaboration with his or her Academic Advisor and the Registrar. As an individualized plan, it is designed to be flexible but still achieve the competencies of the program and practice ready graduation.



Required APP – A student must request an APP under these conditions:

1. Receive an F in any course;
2. Receive a D in any course and are unsuccessful in completing the Remediation Exam;
3. Two consecutive semesters with a communicative GPA less than 2.00;
4. Cumulatively, two or more course grades of D, RC, or RF at any point in the program;
5. Student does not meet the progression conditions outlined in their current APP;
6. A student is readmitted after previous dismissal from the program.

A student who requires an APP who has not submitted or received approval for the APP prior to the start of the next academic semester will be placed on Academic Suspension.

Optional APP: A student may choose to request an APP under these additional conditions:

1. A student has tested out of a required course or successfully transferred in outside course credit;
2. A student is approved for a leave of absence (LOA);
3. A student requests a modification to their current APP;
4. Other reasons considered on a case-by-case basis that allow a student to demonstrate competency and performance, maximize growth and retention, and ensure practice ready graduation.

APPs must be initiated by the student and developed collaboratively with the student, Academic Advisor, and Registrar. For timely review, APPs should be submitted to the Chair of the Academic Performance and Standards Committee for approval no less than two weeks prior to the subsequent academic semester.

A decision deny the APP by the Academic Advisor, Registrar, or Chair of the Academic Performance and Standards Committee may be appealed to the Dean's Office in writing within one week of notification of denial. The Dean's Office may accept, deny or choose to rewrite the APP and that decision is final.

Academic Suspension

Pending submission and approval of a required APP, the student will be placed on Academic Suspension and cannot register or take any courses. Academic Suspension will be lifted with an approved APP. A student remaining on Academic Suspension for more than one semester will be subject to Academic Dismissal.

Academic Dismissal

University College of Pharmacy provided the Academic Performance and Standards Committee determines that the dismissal is warranted: 1) Failure to meet the requirements described as requirements for academic progression; 2) Failure to meet the terms of Remediation, APP, or Academic Suspension; 3) Forgoes an academic semester without obtaining an approved Leave of Absence.

1. Fails to meet the requirements described as requirements for academic progression;
2. Failure to meet any terms of Remediation, Probation, or Academic Suspension as established by the Academic Performance and Standards Committee;
3. Engages in conduct subject to dismissal as described in the Academic Honesty: Honor Code section of the General Catalog;
4. Forgoes an academic semester without obtaining an approved Leave of Absence;
5. Fails to complete the degree requirements in five consecutive academic years from the date of the first day the student begins the program. (The requirement for completing the Program in five consecutive years may be waived for emergency situations such as prolonged illness, or for the fulfillment of military obligation.)
6. The Dean's office will send a letter to last known address of the student within 5 calendar days prior to the effective date of the dismissal

Academic Dismissal Appeal

A decision to dismiss a student from the College may be appealed to the Dean in writing within thirty (30) calendar days of notification of dismissal. The Dean will deliver to the student and the Academic Performance and Standards Committee a decision in writing within thirty (30) calendar days of receipt of the formal written appeal. The decision of the Dean is final.

Class Auditing Regulations

Auditing of courses in the CHSU College of Pharmacy will not be allowed.

Application for Graduation

Students who expect to qualify for graduation must file applications for graduation with the Registrar's Office in the fall semester of the fourth professional year.

Degree Requirements

Students must meet the following requirements to be approved for graduation from CHSU College of Pharmacy:

1. Complete the Doctor of Pharmacy curriculum (totaling 154 semester hours) with a passing grade of "C" in each course and at least a 2.0 cumulative grade point average;
2. Complete thirty-six months of residence in an accredited school of pharmacy, the final eighteen months of which must be completed at the CHSU College of Pharmacy;
3. Be recommended for graduation by the faculty of the CHSU College of Pharmacy;
4. Fulfill all financial obligations to the University;
5. Attend the graduation ceremony.

Course Descriptions

Required Didactic Courses

The curricular core is defined as courses required for CHSU students to graduate with a degree in Doctor of Pharmacy. The college has created a curriculum that offers depth, scope, timeliness, quality, sequence, and emphasis to deliver the foundation and support necessary to address the outcomes of the pharmacy degree program. The curriculum also provides the basis for understanding the development and use of medications and other therapies for the treatment and prevention of disease. All didactic courses for the first two years of instruction are conducted on the campus located at 120 N. Clovis Ave., Clovis, CA 93612. All didactic courses for the third year are conducted on the campus located at 45 N. Clovis Ave., Clovis, CA 93612. Pharmacy practice experiences courses are conducted at various hospital and community pharmacies with which CHSU College of Pharmacy has affiliation agreements.

The following is the list of courses offered in the CHSU PharmD program including a short description of the content delivered in each course offered during the 4-year program:

Preparatory Sciences	
PHR 509: Lifelong Learning	3 credit hours
Future practitioners must demonstrate competence in a number of general abilities that form the foundation for specific professional activities such as patient care, practice management, lifelong learning, and the like. 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.	

Biomedical Sciences	
PHR 511: Biochemistry	4 credit hours
This course will discuss the basic principles of the molecular basis of cellular function and control mechanisms of the human body, as well as biochemistry of macromolecules, enzymes, and metabolic pathways.	
PHR 512: Immunology	3 credit hours
This course introduces students to the concepts and principles of immunology including the development and functions of B- and T-cells, antigen processing and presentation, the complement immune system, and auto-immune and immunodeficiency diseases. Prerequisites: PHR 511	
PHR 513 Biostatistics (Obsolete)	3 credit hours
Understanding and applying basic principles will be emphasized throughout the course. The biostatistics section is designed to prepare the student to critically assess statistical output reported in the medical literature. The advantages and disadvantages of using statistical software will be demonstrated. A section on pharmacoepidemiology will focus on methods for discovering, reporting and appraising adverse drug events	
PHR 514: Calculations Lab	1 credit hour
This is a competency-based course with the focus on the development of accurate execution of all problem-types fundamental to the practice of pharmacy. Students will test in so that instructors can focus instruction on areas of weakness and can test out when they receive 100% on one of eight bi-weekly tests. Students must demonstrate 100% competence in at least one challenge calculations test in each on the first three professional years.	
PHR 515: Bio Statistics & Evidence Based Medicine	3 credit hours
This course introduces the students to various sources of drug information, to the concept of evidence based medicine and basic principles of biostatistics.	
Pharmaceutical Sciences	
PHR 522: Pharmaceutics	5 credit hours
This course will introduce students to the physicochemical principles important for the formulation, preparation, stability, and performance of pharmaceutical dosage forms. The course will focus on the theory, technology, formulation, evaluation, regulatory aspects, and dispensing of basic dosage forms such as tablets, capsules, solutions, suspensions, emulsions, semisolids, topical, aerosol and few novel drug delivery systems.	

PHR 523: Pharmacokinetics	5 credit hours
This course introduces students to pharmacokinetic concepts and principles. It introduces the principles of bioavailability, volume of distribution, clearance, elimination rate constant, and half-life, and will include drug dosing techniques in various clinical situations. Prerequisite: PHR 514, PHR 522.	
Medical Sciences	
PHR 532: Principles of Drug Action I	6 credit hours
This course introduces students to the concept of pharmacodynamics, drug targets, drug-receptor interaction, signal transduction, molecular basis of drug metabolism and elimination, and basic principles of the autonomic nervous system. The pharmacological effects of various medications, their mechanism of action and structure activity relationships will also be explored. Students will be introduced to the pathophysiology and pharmacological treatments of endocrine, musculoskeletal and gastro-intestinal disorders. Sites of intervention by medications used to treat the disorders of these systems will be discussed as well. Prerequisites: PHR 511	
PHR 632: Pharmacology II	5 credit hours
This course introduces students to the pathophysiology and pharmacological treatments of cardiovascular and endocrine disorders. Sites of intervention by medications and their side effects will be emphasized in the treatment of hypertension, arrhythmias, stroke, dyslipidemia, diabetes, thyroid disorders, and disorders of the adrenal and pituitary glands. Prerequisite: PHR 523, PHR 531.	
PHR 633: Pharmacology III	5 credit hours
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. Prerequisites: PHR 531.	
PHR 634: Principles of Drug Action II	6 credit hours
This course introduces students to the pathophysiology and pharmacological treatments of cardiovascular, respiratory and kidney disorders. The structure activity relationship, pharmacological actions and adverse effects of various drugs used in the treatment of hypertension, arrhythmias, stroke, dyslipidemia, respiratory disorders and kidney diseases will be presented and discussed. Prerequisites PHR 523, PHR 532	
PHR 635: Principles of Drug Action III	6 credit hours
Course content to be provided at a later date. Prerequisite PHR 532	

PHR 734: Pharmacology IV	5 credit hours
This course will introduce students to the pathophysiology and pharmacological treatments of gastrointestinal disorders such as acid disorders, nausea and vomiting, diarrhea and constipation, inflammatory bowel disease, and irritable bowel syndrome. This course will also introduce students to the mechanism of action, pharmacokinetics and side effects of anti-microbial, anti-protozoal, anti-fungal, anti-viral and cancer chemo-therapeutic agents. Prerequisites: PHR 531.	
PHR 735: Principles of Drug Action IV	5 credit hours
Course content to be provided at a later date. Prerequisite PHR 532	
Clinical Sciences	
PHR 540: Compounding & Dispensing	1 credit hours
This course is designed to provide students with an opportunity to learn and practice important pharmaceutical compounding techniques and dispensing used in optimizing a patient's drug therapy. This course will utilize a problem-based/interactive instructional approach, and problem solving exercises to provide students with knowledge, skills and attitude used for the extemporaneous preparation of a variety of dosage forms. This course will reinforce concepts of various pharmaceutical compounding techniques from didactic course principles to real world problem-based settings.	
PHR 541: Patient Self Care	4 credit hours
Patient Self-Care teaches the student the process of patient interviewing, patient assessment, product selection of over-the-counter (OTC) medications and complementary alternative medication (CAM). This course is interactive and designed to introduce a systematic approach for evaluating a patient's self-care needs.	
PHR 542: Pharmacy Practice Lab (obsolete)	2 credit hours
This course will engage students in simulations designed to introduce them to self-care patient counseling, dispensing medications, compounding prescriptions, preparing IV admixtures using aseptic techniques, patient assessment, and medication therapy management. Prerequisites: PHR 541.	
PHR 543: Practice Lab and Patient Assessment	2 credit hours
This course will engage students in simulations designed to introduce them to patient counseling, patient assessment, medication therapy management, and smoking cessation. Prerequisites: PHR 541	

PHR 642 Evidence-Based Medicine (obsolete)	2 credit hours
<p>This course introduces the student to the concept and principles of Evidence-Based Medicine. The course develops the knowledge and skills necessary for using scientific evidence in clinical decision-making. The course focuses particularly on the analysis and application of descriptive, relational, and qualitative research evidence, and the critical analysis of research on intervention effectiveness. Students will examine issues of internal, external, and statistical validity as they relate to the appropriate use of evidence for clinical decision-making. Prerequisite: PHR 513.</p>	
PHR 644: Patient Care I	8 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. Prerequisites: PHR 523, PHR 532, PHR 541.</p>	
PHR 645: Patient Care II	8 credit hours
<p>This course introduces students to the pharmacotherapy of cardiovascular and endocrine 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 632, PHR 644, PHR 649.</p>	
PHR 649: Advanced Patient Assessment	2 credit hours
<p>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</p>	
PHR 746: Patient Care III	8 credit hours
<p>This course introduces students to the pharmacotherapy of neurological and psychiatric disorders, and of other disorders specifically affecting the pediatric and geriatric populations. Clinical evaluation and assessment of patients will be emphasized in this course which will complement the development of treatment plans for patients based on their existing health status. Dosage forms, routes of administration, adverse effects, pharmacokinetics, and potential drug interactions and medication safety of the medications used in the treatment of the disorders will be emphasized. Prerequisites: PHR 633, PHR 645.</p>	

PHR 747: Patient Care IV	8 credit hours
<p>This course introduces students to the pharmacotherapy of infectious diseases, gastrointestinal disorders, and oncology. 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 734, 746.</p>	
Administrative Sciences	
PHR 751: Health Care System	3 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 752: Pharmacy Law & Ethics	4 credit hours
<p>This course introduces students to the scope and authority of programs that relate to the legal practice of pharmacy by providing students with an understanding of regulatory agencies and how the practice of pharmacy interacts with the various regulatory agencies.</p>	
PHR 753: Pharmacy Management	4 credit hours
<p>This course is designed to introduce students to the essentials of pharmacy practice management. The course presents skills for analyzing problems involving time, equipment, funding, and human resources in a health care environment. Emphasis is placed on the leader and developing problem solving abilities within a framework of pharmacy management. Leadership, strategy, management issues, marketing, risk management and financial management principles will be covered. Business models and reimbursement for pharmacy products and services will be explored. Economic principles utilized to manage drug therapy will also be covered.</p>	
Introductory Pharmacy Practice Experiences (IPPEs)	
PHR 661: IPPE I	4 credit hours
<p>This introductory pharmacy practice experience (IPPE) is a 160 hour (4 week) on-site rotation in a community pharmacy setting. This experience is designed to provide students with opportunities to apply the basic skills they learned in the first professional year of pharmacy school and learn about patient care in a community pharmacy practice. Prerequisites: Successful completion of first professional year didactic coursework.</p>	

PHR 662: IPPE II**3 credit hours**

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.

PHR 763: IPPE III**1 credit hour**

This introductory practice experience (IPPE) is a 40 hour clinical 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.

Advanced Pharmacy Practice Experiences (APPEs)**PHR 871: APPE – Acute Care****6 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 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 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 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 875: APPE – Prescriber Led**6 credit hours**

The prescriber led APPE rotation is a 240 hour (6 week) learning experience designed to teach the pharmacy student how to apply pharmaceutical care as an integrated member within a primary care setting. The student is involved in the development and monitoring of medication treatment regimens for patients. The student will work closely with the prescriber to provide chronic disease management and patient/caregiver education, including initiation of therapy, drug therapy monitoring and medication adjustment for patients. The student is also expected to promptly and accurately resolve drug information questions as well as targeted non-formulary requests. Focused areas for clinical experience could include; diabetes care, hyperlipidemia, hypothyroidism, chronic kidney disease, liver dysfunction, mental health and tobacco abuse. Prerequisites: Successful completion of all first, second and third year didactic and experiential coursework.

PHR 877, 878: APPE – Elective Opportunities**6 credit hours**

Each student will be required to complete two 240 hour (6 week) elective rotations in the final (P4) year. Electives are quite varied and are designed to offer students innovative opportunities in different areas of pharmacy to mature professionally and explore their own interests. Prerequisites: Successful completion of all first, second and third year didactic and experiential coursework.

College of Pharmacy Library Resources

Library Collections in Support of the PharmD Program

The Library's print and non-print holdings are selected and either licensed or purchased on the basis of recommendations from our curriculum leaders and through consultation with peer libraries, or other similar digital libraries that serve a PharmD program. The core collection of print and non-print resources identified by other PharmD programs will be reviewed for relevance to the College of Pharmacy curriculum, and the collection will be evaluated annually to determine whether use and curriculum objectives warrant updating. CHSU Library is over 95 percent electronic; therefore, our students work in a wireless environment, and have unlimited access to our electronic holdings regardless of their location. The vast majority of our digital resources have been set up as institutional, or site, licenses. Therefore, these resources accommodate the needs of our students, faculty and staff.

The Health Sciences Library recognized from the beginning that faculty members and students would need to be able to work from beyond the main campus location. The Library also recognized that it would need to extend library access to hospitals and clinics, and to other patient care settings and ad hoc learning spaces and times beyond the direct control of the College of Pharmacy. Thus, all CHSU Library electronic resources are available 24/7 from anywhere in the world where Internet service is available. The Library website is another means of providing students, faculty and staff with access to the library and information services from home or from other off-campus sites. Through the website, students, faculty and staff have access to a wide variety of resources, including the online catalog, licensed and open-access electronic resources, including e-books, e-journals and databases, information user guides and forms, staff contact information, and general library news.

A CHSU Library "Did You Know – Now You Know!" email alerting service provides students, faculty and staff with the latest information about electronic resources and services, available through the Health Sciences Library. Additional methods for promoting the Health Sciences Library include online and in-person announcements.

College of Pharmacy Faculty

Clinical and Administrative Sciences

Quintin Broussard, PharmD, BCPS

Bethanne Carpenter, PharmD

Robert Clegg, PhD, MPH, MCHES

Alireza FakhriRavari, PharmD

Christopher Foley, PharmD

Patty Havard, PharmD

Luma Munjy, PharmD

Nicole Nielsen, PharmD

Will Ofstad, PharmD, BCPS, CDE
Stanley Snowden, PharmD, MSCR
Yuchen Wang, PharmD

Pharmaceutical and Biomedical Sciences

Chandra Kolli, PhD
M. Delwar Hussain, MPharm, PhD
Sree N. Pattipati, PhD
Inder Seghal, PhD, DVM (Chair)
Anitha Shenoy, PhD
Vinayak Shenoy, Ph



CHSU

CALIFORNIA
HEALTH SCIENCES
UNIVERSITY

120 N. Clovis Avenue, Clovis, CA 93612
(559) 325-3600

CHSU.org