



# **California Health Sciences University**

## **COLLEGE OF BIOSCIENCES AND HEALTH PROFESSIONS**

### **MASTER OF SCIENCES IN BIOMEDICAL SCIENCES PROGRAM (MSBS)**

#### **ADMISSIONS AND ENROLLMENT POLICY**

#### **PURPOSE**

The California Health Sciences University (CHSU) and College of Biosciences and Health Professions (CBHP) is committed to ensuring its admissions policies and procedures are fair, transparent, ethical and timely, making study accessible to a diverse range of prospective students. The purpose of the Master of Science in Biomedical Sciences (MSBS) Program, Admissions and Enrollment Policy is to explain the admissions process for applicants at CBHP-MSBS program and provide guidance on the minimum requirements to apply to the program. Additionally, the policy discusses record retention procedures for admissions records, and program academic and technical standards.

#### **SCOPE**

This policy outlines admissions processes and requirements for the MSBS program and applies to all prospective students applying for admission to MSBS program at California Health Sciences University.

#### **POLICY STATEMENT**

The core of CHSU's mission is to educate healthcare professionals who will be prepared to serve the growing health needs of the Central Valley. To accomplish this mission, it is essential that the CHSU MSBS program admit students who will be successful in the program and, ultimately, succeed in the healthcare professions. Additionally, CHSU seeks to achieve diversity among the members of the MSBS program's student body because learning in an environment with students from diverse backgrounds and life experiences generates a level of cultural competence needed in delivering healthcare. By bringing together talented applicants from all backgrounds, CHSU



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uses a holistic approach to admissions that considers more than an applicant's GPA and completed coursework. Specifically, the admissions process will evaluate factors such as an applicant's extracurricular activities, relevant life experiences, research, work, and volunteer experience, family responsibilities, intellectual curiosity, respect for and knowledge of cultural differences, ability to overcome hardship, integrity, personal maturity, creativity, exceptional circumstances, status as a first-generation college student, and/or commitment to serving the Central Valley or disadvantaged communities ("Non-Academic Factors"). These Non-Academic Factors are all taken into consideration during the admissions process.

### **Non-Discrimination Admission Statement**

The CHSU- CBHP does not discriminate on the basis of race, ethnicity, color, sex, sexual orientation, gender, gender identity, marital status, reproductive decision-making, service in the uniformed services, national origin, age, disabilities or religion, or based on any other membership in a protected class. CHSU-CBHP selects applicants in compliance with CHSU's Governing Statute Number 4, Non-Discrimination and Equal Opportunity Statement.

### **RELATED INFORMATION AND PROCEDURES**

#### **A. GRADUATE ADMISSIONS COMMITTEE (GAC) DESCRIPTION**

The MSBS Graduate Admissions Committee (GAC) and the Admissions Staff review application materials for applicants to the CBHP, along with input from selected faculty members who have interviewed applicants in accordance with procedures established by the College. Recommendations regarding admissions decisions are made to the Director; the Director of the program makes the final decision regarding whether an applicant is admitted to the MSBS program. The GAC is comprised of faculty of the MSBS program, and CHSU- or other CHSU college-level admissions personnel, as appointed by the Director.



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### **B. COMPETITIVE APPLICANT PROFILES**

A competitive applicant will likely have one or more of the following or similar qualities:

1. A demonstrated interest in and commitment to healthcare/academic/industrial careers;
2. Service to the community (e.g., volunteering/humanitarian/altruistic work); or
3. A determination to learn about the continued advancements in biomedical sciences through research and other scholarly activities.

### **C. PRE-APPLICATION AND TIMELINE**

Prior to applying to attend CHSU, applicants should familiarize themselves with CBHP's admissions and enrollment process. Therefore, admissions decisions will be offered on an ongoing basis throughout the application process. Applicants will be notified by mail, email, and phone if they have been accepted into the MSBS program.

Instructions and deadlines regarding the application are available from the Post Baccalaureate Centralized Application Service (PostbacCAS)

([www.postbaccas.liasoncas.org/students/](http://www.postbaccas.liasoncas.org/students/)). The PostbacCAS process is explained in section D.6.1 below.

### **D. ADMISSION REQUIREMENTS**

The MSBS admissions requirements are as follows:

1. Letters of Recommendation;
2. Prerequisite Coursework required for admission;
3. Prerequisite Coursework and Requirements;
4. Bachelor's Degree;
5. Admissions Process



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## 1. Letters of Recommendation

- i. The application requires two (2) letters of recommendation. The letters should be from professors, advisors, teachers, or employers. The MSBS program prefers that one of these letters come from any science faculty member familiar with the student's academics or research-related work.
- ii. Letters from relatives, spouses, family friends, or the applicant's family physician will not be accepted – authors should be as objective as possible.
- iii. Letters will only be accepted through PostbacCAS. The MSBS program does not accept paper letters of recommendation, or letters sent directly from the evaluator or applicant via either mail or email. CHSU-CBHP reserves the right to refuse any letter that is not submitted on professional or college/university letterhead and signed by the evaluator.
- iv. Applicants are responsible for submitting recommendation letters consistent with these requirements. CHSU-CBHP will not be responsible for receipt or processing of materials that do not conform to these guidelines.
- v. Application packets will be reviewed by Admissions only after all required letters are submitted to PostbacCAS.

## 2. Prerequisite Coursework Required for Admission

- i. Admission to the CBHP requires successful completion of the prerequisite courses identified in the chart below. Applicants may not use the same course to fulfill more than one prerequisite.
- ii. When determining whether a course satisfies a prerequisite, the CBHP looks at a variety of factors including, but not limited to, the course description provided by the education institution where the course was completed.



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- iii. The number of units listed below for prerequisite requirements is the minimum number of units required in each subject area. Different education institutions use different systems for determining the number of units for similar courses. Generally, each semester unit is equivalent to 1.5 quarter units and applicants to the MSBS program must have completed either the number of quarter units or semester units stated in the chart. In special circumstances where a course does not fit the traditional quarter or semester system, the Admissions Team may review the course syllabus and course description to ensure the applicant has learned the necessary content for each subject area.

Prerequisite Course	Semester Hours	Quarter Hours
Behavioral Sciences*	3	4
Biology*	8	12
Inorganic or General Chemistry*	4	6
Organic Chemistry*	8	12
Physics*	8	12
English Composition/Literature)*	(e.g. 6	9

\*AP Credits are accepted if specified on transcripts.

### 3. Prerequisite Coursework Requirements

The following requirements apply to all prerequisite coursework identified above. **NOTE: The GAC recognizes that an applicant's academic progress may have been affected by the COVID-19 pandemic. Therefore, applicants should understand that the CHSU's COVID-impact guidelines apply to prerequisite coursework .**

- i. *Must Be Taken at Accredited College or University*

All prerequisites must be completed at an institution of higher



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education accredited by an agency recognized by the U.S. Department of Education. For international students, please see separate provisions in this policy applicable to international coursework.

*ii. Deadline for Prerequisite Completion*

Applicants must complete or plan to complete all prerequisites prior to July 1 preceding enrollment in the MSBS program unless an exception is approved by the program Director.

*iii. Letter Grade of "C" or Better Required*

Students must earn a minimum grade of "C" to satisfy completion of each prerequisite course. Grades of "C-", pass/no pass, credit/no credit will not be accepted. CHSU-MSBS will accept a grade of PASS in a pass/no-pass grading system or CREDIT in a credit/no credit grading system, for courses taken during grading periods affected by COVID restrictions (beginning in Spring 2020).

*iv. Courses Must Be Taken Eight (8) Years or Less Prior to Enrollment*

Applicants must complete all prerequisites within eight (8) years of enrollment in the MSBS program. Applicants who have taken prerequisite courses more than eight (8) years prior to enrollment in the MSBS program may be required to repeat that coursework prior to matriculation.

#### **4. Bachelor's Degree Required**

All matriculants into MSBS program must have attained a bachelor's degree (B.S. or B.A.), or equivalent. Any undergraduate major is considered but a strong science background is essential.

#### **5. Other Considerations**

The ability to express oneself in both oral and written English is essential to the healthcare professionals and scientific researchers. Accordingly, the MSBS program requires that all students be able to clearly communicate both orally



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and in writing in English.

### 6. Admissions Process and Requirements

The following steps comprise the MSBS program's admissions process:

- i. PostbacCAS Application Submission;
- ii. Admissions Team Application Review;
- iii. Candidate Interviews; Post-Interview Debrief by Admissions Team; Recommendations to the Director; and
- iv. Director's Decision.

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

#### 6.1. PostbacCAS Application Submission

- i. The MBS program uses the Centralized Application Service for postbaccalaureate programs ("PostbacCAS"), which allows prospective students to complete one application that may be submitted to multiple schools. CHSU encourages all candidates to apply through PostbacCAS and accepts paper applications only on rare occasions. CHSU does not have a separate supplemental application. Applicants for admission to the MSBS program are required to submit an application with all of their enclosures through PostbacCAS at [www.postbaccas.liaisoncas.org/students/](http://www.postbaccas.liaisoncas.org/students/). Applicants who need to complete paper applications for accommodation due to disability should contact the Office of Student Affairs and Enrollment for more information.
- ii. Applicants are required to submit all coursework taken through PostbacCAS (including all prerequisites taken), complete the transcript request forms, submit letters of recommendation, a personal statement, and an application fee. Applicants will also need to submit all final transcripts verifying all of their completed coursework. The application requires two (2) letters of recommendation. The letters may be from professors, advisors, teachers, or employers. CHSU prefers that one of



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these letters come from any faculty member familiar with the student's academics or research-related work. The faculty member does not need to be a science faculty member.

- iii. The application review process begins after PostbacCAS has verified all the required application information. Candidate applications will be reviewed by the Office of Student Affairs and Enrollment to ensure all minimum requirements have been satisfied and consistent with this policy. Any applications that require analysis of completion of minimum requirements, including but not limited to pre-requisite requirements, will be forwarded to the GAC for additional review and a decision regarding whether minimum requirements have been satisfied. Similarly, all international student applications will be forwarded directly to the GAC for determination regarding whether minimum and/or pre-requisite requirements have been satisfied.
- iv. Applicants not meeting the minimum requirements will be notified of the deficiencies in their application by the Office of Student Affairs and Enrollment and may, at the discretion of the admission's staff, be given the opportunity to provide additional information in response to these deficiencies. Applicants meeting the minimum requirements will proceed to the next stage in the admissions process.
- v. Applicants must first complete an application through PostbacCAS. PostbacCAS allows prospective students to complete one application that is verified and subsequently distributed to all Postbac/MSBS programs, the applicant has designated. Applicants for admission to the CHSU MSBS program are required to submit an application with all of their enclosures through PostbacCAS at <https://postbacCAS.liaisoncas.com/>. Applicants are required to submit final transcripts verifying all completed coursework, letters of recommendation, personal statement, competitive entrance exam





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scores, if any, and an application fee through PostbacCAS.

For help with questions related to primary applications, contact PostbacCAS Customer Service at 857-304-2047 or [postbaccasinfo@liaisoncas.com](mailto:postbaccasinfo@liaisoncas.com)

### 6.2. Review of Application by Admissions Team.

- i. Once the MSBS program has received the applicant's application from PostbacCAS, the application will be screened by the Office of Student Affairs and Enrollment to confirm that the application meets the minimum initial requirements, including all of the following:

Overall cumulative and science grade point average (GPA) of 2.5 or higher (on a 4.0 scale).

- GPA calculations are completed by PostbacCAS and will be based upon all courses completed at the time of application.
- If a student has repeated a course multiple times, all grades received for that course will be accounted for in calculating cumulative GPA.

### 6.3. Candidate Interview, Interviewer Recommendation, Graduate Admissions Committee Post-Interview Discussion, and Recommendations to the Director

- i. The MSBS program admissions process includes an interview. Among other things, the purpose of the interview is to assess an applicant's oral communication skills and professionalism. If an interview is offered, it will be completed in-person or remotely by one or more members of the faculty. Interviewers will receive relevant information about the candidate's scores, grades, experiences, or application as appropriate before the interview.
- ii. If an applicant is offered an interview, the applicant will be provided



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several interview dates from which to choose a mutually convenient date. The applicant must arrange all travel and lodging arrangements for in person interviews and have appropriate connection/technology for remote interviews. All costs associated with an interview must be borne by the applicant.

- iii. Interviewers will score the applicant's interview; results will be forwarded to the GAC. The GAC will review the entire admissions file for each applicant and will make a recommendation regarding each applicant to the Director for a final decision. The GAC's recommendation will be to: 1) admit; 2) place on the waiting list; or 3) decline.

### **6.4. Program Director's Admission Decisions**

The Director makes all final admission decisions. The Director will notify in writing those applicants to be accepted into the MSBS program. The Admissions staff will notify in writing those applicants who have been placed on the waiting list and those who have not been accepted in the current admissions cycle. The Admissions staff will maintain a waiting list of highly competitive applicants who may be offered acceptance at a later date if a seat vacancy occurs in the admitted class. Applicants on the waiting list could be notified by the Admissions staff as late as the last day of MSBS Orientation for the new academic year.

### **7. Student Enrollment Agreement**

Students who are accepted into the MSBS program will be presented with a Student Enrollment Agreement. The Student Enrollment Agreement must be completed and submitted to the CBHP in order to show the applicant's intent to accept the offer of admission and enroll in the program. The Student Enrollment Agreement is a legally binding contract when it is signed by the applicant and accepted by the institution. In signing the Enrollment Agreement, the applicant acknowledges the catalog and student handbook have been made available to read and review. Applicants are also required to commit to abiding by all CHSU and



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CHSU-CBHP policies and procedures upon enrollment, including but not limited to policies regarding smoke-free and drug-free requirements.

### **8. Seat Deposit**

Accepted students are required to pay a non-refundable seat deposit of \$250 to secure their seat in the class. Both the Enrollment Agreement and seat deposit must be received before the offer deadline, or the seat will be forfeited. The signed Enrollment Agreement must be received before the seat deposit can be accepted. The deposit will be applied toward the student's first year of tuition.

### **9. Right To Cancel**

A student has the right to cancel their Enrollment Agreement through the first week of class attendance. Students who wish to cancel their Enrollment Agreement must notify the MSBS program Office of Student Affairs and Enrollment of the cancellation by email or mail. If a student obtains a loan to pay for an educational program, the student may be required to return all, or a portion of, their loan. If the student has received a disbursement as a result of a credit balance on their account, they will be responsible to repay the loan amount plus any accrued or accruing interest directly to the lending institution. Detailed information about cancellation is included in the Enrollment Agreement.

### **10. Verification of Transcripts**

After the admission decision is made and prior to the student's matriculation in the MSBS program, the MSBS Office of Student Affairs and Enrollment will confirm that all final transcripts have been received by CHSU and prerequisite coursework has been completed. All information provided by applicants will be verified. Applicants are expected to provide truthful information throughout the admissions process. Failure to provide truthful responses is grounds for rejection of the application, rescission of an offer of admission or, if discovered after matriculation, expulsion from the MSBS program.

## **E. RECRUITING A DIVERSE STUDENT BODY**



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In support of CHSU's Mission, Vision, and Values, CHSU strives to enroll a student body that reflects the diversity of the California Central Valley, representing a wide range of life experiences and backgrounds, as set forth in the University's Non-Discrimination Policy. CHSU seeks to attract a diverse pool of qualified applicants through formal and informal recruiting efforts with other institutions of higher education and with student associations and organizations which reflect underrepresented groups. The Admissions Office supports outreach programs to increase educational opportunities and preparedness for the health professions to local college and high school students.

### **F. MINIMUM TECHNICAL STANDARDS FOR THE MSBS PROGRAM**

- i. All applicants are required to comply with the Technical Standards for the CBHP- MSBS program.
- ii. The California Health Sciences University acknowledges Section 504 of the 1973 Vocational Rehabilitation Act and PL 11-336, the Americans with Disabilities Act (ADA) 19903, and requires minimum technical standards be present in students accepted into the MSBS program.
- iii. The program at CHSU is a rigorous and challenging academic program that requires students to possess specific characteristics and abilities within the cognitive, affective and psychomotor domains, referred to here as technical standards. An applicant or student must be able to combine the functional use of visual, auditory and somatic senses to observe and demonstrate professional knowledge and skills presented in the classroom, laboratories and practice settings.
- iv. Conferring the MSBS degree to a student graduating from the CHSU 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 their chosen career.
- v. The acquisition and application of these skills ensure the safety of patients



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served by the student and physician. Therefore, each student must be able to demonstrate proficiency in these skills with or without reasonable accommodation. These skills are as set forth below in the following Technical Standards that each student must possess in order to successfully complete all of the academic/curricular requirements for the MSBS degree.

- vi. The University 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 GAC. Any applicant with questions about these Technical Standards is strongly encouraged to discuss their specific issue(s) with MSBS Student Affairs prior to the interview process. Once admitted to the MSBS 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. 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 CBHP MSBS program 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.

### 1. Observation



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The student must be able to observe and interpret the information presented. 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.

### **2. Communication**

Communication includes speech, reading, writing, and computer literacy in English. The student must be able to perceive and respond appropriately to all types of communication (verbal, nonverbal, written) with faculty, staff, peers, and the scientific community.

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; and communicating complex findings in appropriate terms that are understood by layman, and scientific community. Each student must be able to read and record observations efficiently and accurately. Students must be able to prepare and communicate concise but complete summaries of individual activities, and decisions. Students must be able to complete forms and appropriately document activities according to directions in a complete and timely fashion.

### **3. Sensory and Motor Coordination and Function**



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MSBS students must have sufficient motor function to perform basic laboratory skills to accomplish basic science practice tasks utilizing both gross and fine motor skills. These include but are not limited to preparing buffers, pipetting, visualizing cells and tissues under a microscope, and using HoloLens. Such actions require coordination of both gross and fine muscular movements, the ability to stand and equilibrium with the functional use of the senses of touch and vision.

Students must be able to lift a minimum of forty (40) lbs. and stand for a minimum of one hour. 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. Lastly, students must exhibit the physical and mental stamina needed while standing or sitting for prolonged periods of time.

#### **4. 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.

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 biological, 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 laboratory settings.

#### **5. Behavioral and Social Attributes**

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



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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 faculty, peers, 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.

### 6. 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 ethical and professional rules applicable to the health science profession and all College and University policies, including but not limited to the Code of Ethical Conduct.

### G. TRANSFER APPLICANTS NOT ACCEPTED

CHSU-CBHP MSBS program does not accept transfer applicants.

### H. DACA & INTERNATIONAL APPLICANTS

#### 1. Deferred Action for Childhood Arrival (“DACA”) Applicants

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

**Please note:** DACA students are not eligible for federal financial aid but may be eligible for private alternative loans. Please reach out to the office of Financial Aid if you have additional questions.





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### 2. International Student Applicants

- i. The CHSU does not sponsor visas for international applicants who require a visa to enter or remain in the United States.
- ii. International applicants who may lawfully enter or reside in the United States without the need for CHSU visa sponsorship are welcome to apply to the MSBS program.
- iii. International students follow the same application steps as all other applicants applying to the MSBS program. International students who have completed a bachelor's degree in the United States will be exempt from the requirements listed below and will be subject to the same admissions standards as described above.
- iv. At this time CHSU does not offer English Language Services to international students and fluency in English is required of all students. Instruction will not be provided in a language other than English.
- v. With regard to international students who have not completed a bachelor's degree in the United States, the MSBS program will consider such application within the context of that applicant's home country's educational environment, subject to the following additional requirements:
  - a. International applicants must provide official copies of academic records (translated into English if received in a foreign language) from all colleges or universities attended after high school or equivalent.
  - b. International applicants with U.S. permanent resident status and/or naturalized citizenship and holders of international visas who complete prerequisite courses from outside the United States must either: (a) submit an official evaluation of their coursework and degree(s), if any, from the World Education Services ("WES") (<http://www.wes.org/>) to PostbacCAS; or (b) submit an official evaluation of their coursework and degree(s), if any, from



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International Education Research Foundation (“IERF”) at [\[http://www.ierf.org/\]](http://www.ierf.org/) to CHSU. Students may be exempt from the WES or IERF requirements as determined on a case-by-case basis.

- c. International applicants applying to attend CHSU who are from a country where English is not the primary language spoken must submit scores on the Test of English as a Foreign Language (“TOEFL”). These scores may be submitted through PostbacCAS. Minimum TOEFL scores required for admission are as follows:

<u>TEST TYPE</u>	<u>SCORE</u>
Paper-Based TOEFL	550
Computer-Based TOEFL	213
Internet-Based TOEFL	100



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### I. ARTICULATION AGREEMENTS AND PATHWAYS PROGRAMS

The CBHP-MSBS program has not entered into any articulation agreements with undergraduate institutions. CHSU has policies regarding articulation agreements and related pathways programs and the CBHP will abide by such policies in the future development of such programs.

### J. RE-ADMISSION

#### 1. Prior MSBS Students

- i. Students who withdraw from the MSBS program, regardless of reason, may be considered for re-admission upon re-application. This policy does not apply to students who have been dismissed for academic performance or misconduct. Unless otherwise specified in a dismissal decision, students who have been dismissed from the MSBS program for any reason may not seek readmission to MSBS program.
- ii. Re-admission applicants are required to comply with all of MSBS program's admissions requirements. In addition, applicants must submit a letter to the MSBS Office of Student Affairs and Enrollment that includes the following information:
  - a. Reason for prior withdrawal;
  - b. Status/activities/academic and professional pursuits since withdrawal; and
  - c. Reasons why the applicant should be considered for re-admission.
- iii. All documents must be submitted at least ninety (90) days in advance of the academic year during which the applicant wishes to re-enroll. The GAC will review the application for readmission and reserves the right to request additional supporting documentation. All applicants will receive written notification of the Committee's decision via email.
- iv. In all cases of re-admission, students must complete the program within the maximum length of time permitted by the MSBS graduation requirements.
- v. All current or former students returning from an approved extended period away from CHSU, such as a leave of absence or an offer to repeat an academic year, must notify CHSU in writing of any offenses, including deferred adjudications, at least sixty (60) days prior to the anticipated return date. An offense occurring less than



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sixty (60) days prior to the anticipated return date must be reported to the Office of Student Affairs and Enrollment within 24 hours of the offense. Nondisclosure or falsification of any related information may result in the revocation of the offer to return to CHSU, or if already returned to CHSU, referral to the Graduate Student Progress Committee for possible sanctions up to, and including, dismissal from the program

- vi. CHSU retains the right to relinquish the seat of any current or former student returning from an extended absence if they have been criminally charged or convicted of a misdemeanor, felony, or traffic violation. Students who have already resumed classes following an extended absence may be referred to the Student Progress Committee for sanctions up to, and including, dismissal from the program.
- vii. Students are held to a high standard of professionalism, ethics and honor, and CHSU has a duty to protect the public from potential harm by its students. All current or former students returning from an approved period away from CHSU, such as a leave of absence or an offer to repeat an academic year, must complete a national background check, and controlled substance screen within a timeframe designated by CHSU, but no later than sixty (60) days prior to the anticipated return date.
- viii. Additional requirements, such as a psychiatric evaluation, may be placed on returning students as deemed appropriate. Students who do not return on the approved date, or otherwise do not fulfill all of the requirements for return, will need to re-apply through PostbacCAS and will not be guaranteed readmission.
- ix. The Director of the MSBS program in consultation with GAC may, allow the student to re-enroll in the next class of the same program, with the same enrollment status, number of credits and academic standing as when the student last attended the MSBS program. The student may also request re-admission at a later date, so long as completion of the program occurs within the time frame required by CHSU's accreditor, WSCUC, as explained above. If the school determines that the student is not prepared to resume the program where they left off, the school must make reasonable efforts to help the student resume and complete the program. Such



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reasonable efforts include, but are not limited to, providing a refresher course and allowing the student to retake a pretest, as long as such requirements do not place an undue hardship on the program. If reasonable efforts are unsuccessful or the school determines that there are no reasonable efforts that can be taken, the school is not required to readmit the student.

### **2. Re-admission of Service Members to the MSBS program**

- i. Under the Higher Education Opportunity Act of 2008 (HEOA), institutions are required to readmit an individual who left school or did not accept an offer of admission in order to perform military service with the U.S. Armed Forces. The following sections explain the eligibility and re-admission requirements of this policy.
- ii. Students are eligible for re-admission under this provision if, during the leave, the student performed or will perform voluntary or involuntary active-duty service in the U.S. Armed Forces including active duty training and National Guard or Reserve service under federal (not state) authority. Students are not eligible if they received a dishonorable or bad conduct discharge. In general, the cumulative length of absence and all previous absences for military service (service time only) must not exceed 5 years.

### **3. Notice requirement**

- i. Students planning to take leave for military service must provide written notice to the MSBS Office of Student Affairs and Enrollment as far in advance as is reasonable under the circumstances. Alternatively, at the time of readmission, the student must submit an attestation of military service that necessitates absence from MSBS program. No notice is required if precluded by military necessity, such as service in operations that are classified or would be compromised by such notice.
- ii. Students must also provide written notice of the intent to return to the MSBS program to the Office of Student Affairs and Enrollment. The notice must be submitted no later than three (3) years after the completion of the period of service.



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If the student is recovering from a service- related injury or illness, they must notify the school no later than two (2) years after their recovery. A student who fails to apply for readmission within the designated time limits may not be eligible for readmission.

- iii. In accordance with Federal Regulations, returning students who receive a dishonorable or bad conduct discharge from the Armed Forces (including the National Guard and Reserves) are not eligible for readmission.

### **4. Tuition and Fees**

For the first academic year after return from military service, the student will be readmitted at the same tuition and fees rate that the student was or would have been assessed for the academic year of departure, unless there are sufficient veterans' educational benefits or institutional aid to pay the increased amount of tuition and fees. For subsequent academic years, the student will be charged the same tuition and fees as other students in the program.

### **5. Readmission Requirements**

MSBS program will allow the student to re-enroll in the next class or classes in the same program, with the same enrollment status, number of credits, and academic standing as when the student was last in attendance. Students may be subject to the degree requirements in effect at the time of readmission. The student may also request a later date of admission or, if unusual circumstances require it, the institution may admit the student at a later date. If the school determines that the student is not prepared to resume the program where he or she left off, the school must make reasonable efforts at no extra cost to the student to enable the student to resume and complete the program. Such reasonable efforts include, but are not limited to, providing a refresher course and allowing the student to retake a pretest, as long as they do not place an undue hardship on the school. If reasonable efforts are unsuccessful or the school determines that there are no reasonable efforts that the school can take, the school is not required to readmit the student.

## **K. DEFERMENT OF ADMISSIONS**



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- i. In general, CHSU's CBHP does not permit the deferment of admission offers. An offer of admission applies only to the specific academic year for which the applicant has applied. Applicants who are not able to attend the MSBS Program in the specific academic year to which they have applied and subsequently have been admitted, may need to reapply for admission. Consequently, a student who was admitted to one academic year may not necessarily be admitted in another academic year.
- ii. Under certain circumstances, an applicant's request for deferring admission may be considered on a case-by-case basis. Applicants seeking deferment must make such request following admission in writing to the Office of Student Affairs and Enrollment. Applicants may be required to submit relevant documentation supporting their deferment request. The Office of Student Affairs and Enrollment will make a recommendation regarding deferment to the Director of the MSBS program. Ultimately, these requests will be either granted or denied solely at the discretion of the Director of the MSBS program.
- iii. Applicants who have been granted deferment will not need to re-apply to CHSU and will be permitted to attend CHSU in the semester to which their admission has been deferred. Deferred applicants must continue to meet all CHSU requirements during the entirety of the deferment period. Prior to enrollment, deferred applicants will need to comply with all admission criteria that was in place at the time they were initially offered admission into the MSBS program, and not the admission requirements that are in place at the time the applicant actually attends CHSU.



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### L. RETENTION OF ADMISSIONS RECORDS

#### 1. Applicants That Matriculate to CHSU

The CHSU Office of the Registrar maintains a record for each enrolled student at CHSU. Upon enrollment, the applicant file for each student will be maintained in the MSBS Office of Student Affairs and Enrollment in accordance with the University's policy on record retention.

#### 2. Applicants That Do Not Matriculate to CHSU

Application materials submitted by applicants who were denied admission or who declined an offer of admission will be maintained by the MSBS Office of Student Affairs and Enrollment for two (2) years from date of decision/declination.

Thereafter, the records will be disposed of in a manner that maintains confidentiality of the information in accordance with the University's policy on record retention.

### M. ADDITIONAL ENROLLMENT REQUIREMENTS

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

#### 1. Matriculation Deadlines

Applicants must complete matriculation requirements within 30 days or before the date of commencement of classes, whichever is earlier after acceptance of the admission offer.

#### 2. Health Insurance

- i. As an institution dedicated to the study of health care, CHSU places a great emphasis on personal health and well-being. CHSU requires that all students be covered by a comprehensive medical and prescription drug insurance plan as required by the CHSU Student Health Insurance Policy.
- ii. Students may secure insurance through a variety of options including insurance





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through parents, spouses, or health exchanges. To ensure students have access to a comprehensive plan, CHSU has implemented a student health insurance plan through Aetna Health. Prior to matriculation, students must provide Proof of Health Insurance through the Health Insurance Waiver portal or enroll in CHSU's health insurance.

- iii. Through a dedicated CHSU website, <https://app.hsac.com/CHSU>, students are able to learn more about the benefits of the plan as well as the waiver process.

### 3. Criminal Background Check and Drug Screening

- i. **MSBS applicants are required to self-disclose any charges, arrests, or convictions including misdemeanors, felonies, deferred adjudications, traffic violations, court-martial, military nonjudicial punishments and general or less than honorable discharge from the military, (all hereinafter: "offenses") with the understanding that non-disclosure/falsification may result in the revocation of the offer of admission from CHSU.**
- ii. If prior offenses are not reported but are discovered after matriculation, a student may receive sanctions up to, and including dismissal from the program. If a student has any offenses pending final adjudication, it is the student's responsibility to immediately inform MSBS Office of Student Affairs and Enrollment.
- iii. Should any offenses, including deferred adjudications, occur after matriculation, the student must report the incident to MSBS Office of Student Affairs and Enrollment within 30 days of the incident. Following review, disciplinary action may be instituted, up to and including dismissal from the program
- iv. All admitted students must successfully complete a criminal background check and drug screening prior to enrollment in the MSBS program. In addition, students must be able to pass the requisite criminal background check, drug tests/screens, immunization/tests, as these may be required by California law.
- v. Admitted students will need to complete both the criminal background check and



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the drug screening through an appropriate third-party agency. CHSU will provide all students with the relevant information to be able to complete both the criminal background check and the drug screening. Once completed, the third-party agency will release the background check and drug screening results to the applicant and CHSU.

- vi. Acceptance to the program will become final once the Office of Student Affairs and Enrollment verifies that all required information has been received and that the outcome of the background check is satisfactory. After enrollment, background checks and drug screenings may be repeated for each student annually each academic year. The cost of initial and repeat background checks and drug screenings is the responsibility of the admitted student.

### 4. Drug Screening

#### Pre-Matriculation

- i. In response to requirements in the professional practice environment and to minimize the risk to patients, a controlled substance screening must be completed by all accepted applicants prior to matriculation. This screening must meet CHSU's standards and be conducted by an agency approved by CHSU.
- ii. Any substance-related incident which occurs before matriculation, including, but not limited to, charges/arrests for driving under the influence, must be reported by the student to the MSBS Office of Admissions within thirty (30) days of the occurrence. Following review, the student's acceptance may be rescinded.
- iii. If the test result is positive (i.e., evidence of a prohibited controlled substance) or shows other abnormalities including, but not limited, to excessively dilute urine, the Office of Student Affairs and Enrollment along with GAC will review the test results and the application for admission.



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- iv. Controlled substance screening results are viewed in light of California and federal laws governing illegal or controlled substances. Depending on the review by the Office of Student Affairs and Enrollment and the program Director, the student's acceptance may be rescinded.

### **Post-Matriculation**

- i. By accepting admission to CHSU and matriculating, the student agrees that CHSU may share controlled substance screening results as deemed necessary.
- ii. Any substance-related incident which occurs after matriculation, including, but not limited to, charges/arrests for driving under the influence, must be reported by the student to the Office of the Student Affairs and Enrollment within thirty (30) days of the occurrence. Following review, disciplinary action may be instituted, up to and including dismissal from the program.
- iii. Background checks are performed by outside entities. CHSU has no control over the content of third-party background checks. Expunged records and records of charges of driving under the influence may appear on these checks. Background checks revealing prior offenses, even offenses which may have been dismissed by the courts, could still result in consequences affecting whether a student can continue in the current program and/or acceptance into future academic programs, and /or employment opportunities.
- iv. If the test result is positive (i.e. evidence of a controlled substance) or shows other abnormalities including, but not limited, to excessively dilute urine, the Office of Student Affairs and Enrollment refer the student to the Graduate Student Progress Committee for adjudication.

### **5. Immunization Requirements**

All deposited CHSU students are required to provide the following:



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1. Completed medical history form
2. Proof of immunization
3. Completed drug screen (as described above)
4. Completed physical examination conducted by a licensed physician using a CHSU form.

Students must obtain all CHSU required immunizations and corresponding titers, prior to matriculation and remain compliant with all immunization requirements through graduation. Students must maintain all immunizations as required by CHSU- MSBS program.

A complete description of all immunization requirements is available in the Office of Student Affairs and Enrollment. Details of requirements are also provided on the admissions webpage.

All students must provide proof of adequate immunization/immunity for the following:

- TB test (completed within 6 months prior to matriculation)
- Tetanus toxoid immunization (Tdap)
- Hepatitis B virus
- Measles (Rubeola), Mumps and Rubella
- Varicella
- Influenza
- SARS-COVID-19

CHSU-MSBS program may revise the immunization requirements at any time as deemed necessary, and all students will be required to comply with subsequent changes.



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## **RESPONSIBILITIES**

A. MSBS Program Director

## **HISTORY (R\*)**

Approval Date:

April 5, 2023

Revision Date(s):

Reviewed Date(s):

March 20, 2023

**R:** MSBS Program Director

**A:** Assistant Dean for Student Affairs and Enrollment

**C:** GAC Admissions Committee, Faculty, Staff, and Legal

**I:** All CHSU Community