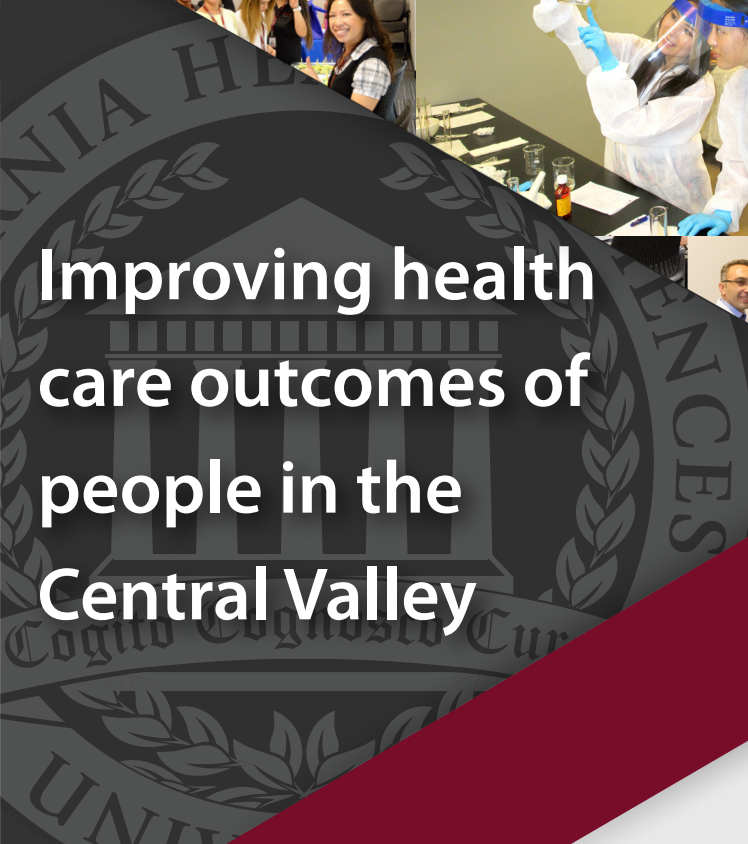


# UNIVERSITY ACADEMIC CATALOG

Improving health  
care outcomes of  
people in the  
Central Valley

**CHSU**  
CALIFORNIA  
HEALTH SCIENCES  
UNIVERSITY



**Improving health  
care outcomes of  
people in the  
Central Valley**



CHSU  
CALIFORNIA  
HEALTH SCIENCES  
UNIVERSITY

# Table of Contents

---

<b>Message from the President</b> .....	<b>10</b>
<b>Conditions of Accuracy</b> .....	<b>11</b>
<b>Bureau for Private Postsecondary Education Disclosures</b> .....	<b>11</b>
Approval to Operate.....	11
School Performance Fact Sheet.....	12
Student’s Right to Cancel.....	12
Notice Concerning Transferability of Credits and Credentials Earned at Our Institution.....	12
Gainful Employment Disclosure.....	13
<b>Accreditation</b> .....	<b>13</b>
Western Association of Schools and Colleges (WSCUC).....	13
Accreditation Council for Pharmacy Education (ACPE).....	13
Overview of ACPE Accreditation.....	13
<b>General Information</b> .....	<b>14</b>
Mission.....	14
Vision.....	15
Values.....	15
Our Educational Philosophy.....	15
CHSU Global Learning Outcomes (GLOs).....	17
Team-Based Learning Methodology.....	18
Academic Freedom.....	20
Intellectual Honesty/Academic Integrity.....	21
Nondiscrimination and Equal Opportunity Statement.....	22
<b>Commitment to Diversity</b> .....	<b>23</b>
University Diversity Committee.....	23
<b>Code of Ethical Conduct</b> .....	<b>24</b>
Governing Statutes.....	25
Law and Policy Compliance.....	25
Professionalism.....	26
Use of University Resources.....	26
Conflict of Interest.....	26
Intellectual Honesty/Academic Integrity.....	27
Research Misconduct.....	27
Respect for Others and Faculty/Students/Staff Interactions.....	27

College Specific Codes of Conduct and Professionalism.....	28
<b>Guidelines for Use of Social Media.....</b>	<b>29</b>
<b>Student Professionalism and Conduct Policy.....</b>	<b>29</b>
Introduction.....	29
Student Expectations.....	30
Jurisdiction.....	30
Student Professionalism & Conduct.....	31
Student Professional Review Committee.....	33
Student Disciplinary Procedures.....	33
Sanctions.....	37
Student Disciplinary Records.....	38
<b>Unlawful Discrimination, Harassment, Retaliation, and Sexual Violence.....</b>	<b>38</b>
Conduct Prohibited by this Policy.....	39
Academic Freedom and Freedom of Speech Protections.....	40
Responsibilities of CHSU Managers and Supervisors.....	40
Definitions.....	41
Sexual Violence Definitions.....	43
Other Prohibited Behaviors.....	43
Reporting Process and Procedures for Complaints of Unlawful Discrimination, Harassment, Retaliation, and Sexual Violence.....	44
Corrective Action, Remedial Measures and Discipline.....	46
Employees - Filing Complaints with Outside Agencies.....	46
<b>Alcohol, Drug and Tobacco Use.....</b>	<b>47</b>
Drug-Free Institution.....	47
Standards on Use of Alcoholic Beverages On and Off University Property.....	47
Use of Alcoholic Beverages on University Property.....	48
Guidelines for Off-Campus Events that include the Serving of Alcoholic Beverages.....	48
California State Laws.....	49
Definitions.....	49
Tobacco-Free Environment.....	50
<b>Student Conflict Resolution and Complaints Policy.....</b>	<b>50</b>
Definitions.....	50
Anti-Retaliation Statement.....	51
Complaint Filing and Resolution Process.....	51
Records of Complaints.....	52

<b>Complaints Concerning Accreditation or Approval to Operate.....</b>	<b>52</b>
<b>Confidentiality of Information.....</b>	<b>54</b>
Retention of Student Records.....	54
Disclosure of Information.....	55
Student Rights Pertaining to Educational Records.....	55
Records Not Subject to Review.....	56
<b>Financial Information.....</b>	<b>56</b>
Financial Disclosure.....	56
Tuition and Fees.....	56
Payment of Tuition and Fees.....	56
Administrative Fees.....	57
Method of Payment.....	57
Contractual Obligations.....	57
Debts.....	58
Student Rights Under the Student Tuition Recovery Fund (STRF).....	58
Tuition Refund Policy.....	60
Credit Balance on Account.....	61
<b>General Academic Policies and Procedures.....</b>	<b>62</b>
Attendance and Excused Absence for Didactic Courses.....	62
Duration of Absence.....	62
Types of Absences and Makeup Expectations.....	62
Excused Absence Categories and Criteria.....	63
Appeals.....	64
Awarding of Degrees.....	65
Changes of Regulations or Course Offering.....	65
Lunchtime Co-Curriculum Hours.....	65
Elective Courses.....	65
Final Course Grade Appeal.....	65
Grade Reports.....	66
Late Arrivals to Exams.....	66
Leave of Absence.....	66
Personal Information Changes.....	66
Registration.....	67
Schedule Changes or Withdrawal from a Course.....	67
Withdrawal from a Program.....	67



<b>Division of Student Affairs and Enrollment</b> .....	<b>68</b>
About Student Affairs and Enrollment.....	68
Career Services.....	68
Student Support Services.....	69
Student Counseling.....	69
Accessibility Services.....	69
Orientation.....	72
Wellness Education.....	72
Student Affairs.....	72
Transformative Learning Opportunities.....	72
Student Organizations.....	72
Off Campus Housing.....	73
Academic Support and Development.....	73
Tutoring.....	73
Faculty Advisors/Mentors.....	73
Financial Aid.....	74
Private Loans.....	75
Scholarships.....	75
Other Resources for Funding Education.....	75
<b>Library Resources</b> .....	<b>76</b>
Library Portal.....	76
Copying and Printing.....	77
Mobile Computing.....	77
<b>University Operations</b> .....	<b>77</b>
Campus Facilities.....	77
Bicycles.....	78
Skateboards and Skates.....	78
Food and Drink in the Classroom.....	78
Parking.....	78
Weapons.....	79
Minor Children on Campus.....	79
Posting of Materials.....	80
Guests of Students on Campus.....	80
<b>Campus Technology</b> .....	<b>81</b>
CHSU Student Laptop Recommendation.....	81

Student E-mail and Distribution Lists.....	82
Use of Technology: General Principles.....	83
Mobile Devices.....	83
Remote Access to CHSU Online Systems.....	83
ID Cards.....	83
Termination of Services.....	84
Acceptable Use of Technology Policy for Students.....	84
University Technology.....	84
Acceptable Use.....	84
Secure Use.....	85
Passwords Used with University Technology Must Follow the Following Standards:.....	85
Responsibility.....	86
Restriction of Use.....	87
Personally Owned Devices.....	87
University Branding.....	87
Reporting.....	87
Consequences for Violation.....	87
Record of Activity.....	87
Blocked or Restricted Access.....	87
No Expectation of Privacy.....	88
<b>Administration.....</b>	<b>89</b>
<b>Message from the Dean.....</b>	<b>91</b>
<b>College of Pharmacy General Information.....</b>	<b>92</b>
Mission Statement.....	92
Vision.....	92
Values.....	92
College of Pharmacy Program Learning Outcomes (PLOs).....	93
Domain 1 - Foundational Knowledge.....	93
Domain 2 - Essentials for Practice and Care.....	93
Domain 3 - Approach to Practice and Care.....	93
Domain 4 - Personal and Professional Development.....	94
Doctor of Pharmacy Degree Program Description.....	94
Academic Calendar (2018-2019).....	95
Schedule of Courses.....	96
Students Entering Fall 2018.....	96

Students Entering Fall 2016 and Fall 2017.....	98
Students Entering Fall 2015.....	100
Students Entering Fall 2014.....	102
<b>Admissions.....</b>	<b>104</b>
Admissions Requirements.....	105
Admissions Committee Review of Application.....	106
Candidate Interviews.....	106
Dean's Admission Decisions.....	107
Pre-Requisite Coursework Required for Admission.....	107
Criteria for Pre-Requisite and Other Academic Requirements.....	108
Other Academic Requirements for Admission.....	111
Minimum Technical Standards for the PharmD Program.....	112
Observation.....	113
Communication.....	113
Sensory and Motor Coordination and Function.....	114
Intellectual, Conceptual, Integrative, and Quantitative Abilities.....	114
Behavioral and Social Attributes.....	115
Ethical Values.....	115
Transfer Applicants.....	115
DACA & International Applicants.....	116
International Applicants.....	116
Early Decision Program.....	118
Pathways Programs.....	118
Deferment of Admissions.....	118
Retention of Admissions Records.....	119
Additional Enrollment Requirements.....	119
Health Insurance.....	119
Criminal Background Check and Drug Screening.....	120
Immunization Requirements.....	120
Intern Licensure.....	121
<b>College of Pharmacy Financial Information.....</b>	<b>123</b>
Tuition and Fees.....	123
Annual Tuition and Fees.....	123
Charges Paid to Other Entities.....	123
Total Estimated Non-Institutional Costs* .....	123

Other Financial Information.....	124
<b>College of Pharmacy Regulations and Policies.....</b>	<b>124</b>
Assignment of Unit of Credit.....	124
Course Numbering System.....	124
Course Load.....	125
Dress Policy.....	125
Exceptions.....	126
Guidelines for Wearing the CHSU Branded White Coat and Name Badge.....	126
Withdrawal from an Advanced Placement Pharmacy Practice Experience.....	126
Grading System and Quality Points.....	127
Dean's List.....	127
Graduation with Honors.....	128
Satisfactory Academic Progress.....	128
Standard of Performance.....	128
Academic Monitoring and Alert Statuses.....	128
Remediation.....	128
Remediation Exam.....	129
Remediation Applied to Courses.....	129
Academic Probation.....	129
Individualized Progression - The Alternate Progression Plan.....	129
Academic Suspension.....	131
Academic Dismissal.....	131
Academic Dismissal Appeal.....	131
Class Auditing Regulations.....	131
<b>Course Descriptions.....</b>	<b>132</b>
Required Didactic Courses.....	132
Preparatory Sciences.....	132
Biomedical Sciences.....	132
Pharmaceutical Sciences.....	133
Medical Sciences.....	133
Clinical Sciences.....	134
Administrative Sciences.....	136
Introductory Pharmacy Practice Experiences (IPPEs).....	138
Advanced Pharmacy Practice Experiences (APPEs).....	138



<b>College of Pharmacy Faculty.....</b>	<b>140</b>
Clinical and Administrative Sciences.....	140
Pharmaceutical and Biomedical Sciences.....	140

## 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! We are accredited by the WASC Senior College and University Commission (WSCUC), have recently begun construction on our new campus and have also initiated the process to launch a proposed College 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.

Text for the catalog was prepared as of July 2018. The information herein applies to the academic year 2018-2019.

## Bureau for Private Postsecondary Education Disclosures

---

### **Approval to Operate**

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

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

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

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](http://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 recently graduated its first class and therefore does not yet have the data for some of the categories listed above. The data are published on the university website (<https://chsu.edu/performance-fact-sheet/>) and updated annually. This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

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

## **Student's Right to Cancel**

You have the right to cancel and obtain a total refund of monies paid up through attendance at first class session or the seventh day after enrollment, whichever is later less the two-hundred and fifty dollar (\$250) non-refundable enrollment confirmation fee. Please refer to the Tuition and Fees section for a more detailed explanation.

## **Notice Concerning Transferability of Credits and Credentials Earned at Our Institution**

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

University College of Pharmacy to determine if your credits, degree, or diploma will transfer.

## **Gainful Employment Disclosure**

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

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

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

## **Accreditation**

---

### **Western Association of Schools and Colleges (WSCUC)**

California Health Sciences University is accredited by the WASC Senior College and University Commission (WSCUC), 985 Atlantic Avenue, Suite 100, Alameda, CA 94501, 510.748.9001.

### **Accreditation Council for Pharmacy Education (ACPE)**

California Health Sciences University's Doctor of Pharmacy program was determined to remain in Candidate status by the Accreditation Council for Pharmacy Education, 135 South LaSalle Street, Chicago, IL 60603, 312/644- 3575; FAX 866/228-2631, web site [www.acpe-accredit.org](http://www.acpe-accredit.org).

#### *Accreditation Disclosure Statement*

The Accreditation Council for Pharmacy Education (ACPE) accredits Doctor of Pharmacy programs offered by Colleges and Schools of Pharmacy in the United States and selected non-US sites. For a Doctor of Pharmacy program offered by a new College or School of Pharmacy, ACPE accreditation generally involves three steps: Precandidate accreditation status, Candidate accreditation status, and Full accreditation status. Precandidate accreditation status denotes a developmental program that is expected to mature in accord with stated plans and within a defined time period. Precandidate accreditation status is awarded to a new program of a College or School of Pharmacy that has not yet enrolled students in the professional program and authorizes the School to admit its first class. Candidate accreditation status is awarded to a Doctor of



Pharmacy program that has students enrolled but has not yet had a graduating class. Full accreditation status is awarded to a program that has met all ACPE standards for accreditation and has graduated its first class. Graduates of a class designated as having Candidate accreditation status have the same rights and privileges of those graduates from a fully accredited program. ACPE conveys its decisions to the various boards of pharmacy and makes recommendations in accord with its decisions. It should be noted, however, that decisions concerning eligibility for licensure by examination or reciprocity reside with the respective state boards of pharmacy in accordance with their state statutes and administrative rules.

The Doctor of Pharmacy program of the California Health Sciences University College of Pharmacy was awarded continued Candidate accreditation status during the June 20-23, 2018, meeting of the ACPE Board of Directors based upon an on-site evaluation conducted February 14-16, 2018, and discussion with University and School officials. If the program continues to develop as planned, full accreditation of the Doctor of Pharmacy program will be considered by the Board at its June 2019 meeting following an on-site evaluation scheduled March 5-6, 2019.

### *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.

## **General Information**

---

### **University 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.

## **University Vision**

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

## **University 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.

**College of Pharmacy Mission:**

To develop the curriculum, assessment, faculty development, and strategic partnerships to engage students in interprofessional learning with prescribers and other health professionals. Student learning outcomes will focus on interprofessional communication, ethical practice, roles, and teamwork when providing patient-centered care.

**College of Pharmacy Vision:**

To transform pharmacy into a primary care profession through interprofessional education and collaboration.

**College of Pharmacy Goals:**

The goal of interprofessional education is to equip health professional students with the essential knowledge, skills and attitudes needed for practice-ready collaborative interprofessional care by:

1. Working effectively with patients, families, communities and healthcare professional students from different professional backgrounds to deliver the highest quality of care through effective communication, ethical practice, understanding and coordinating roles and teamwork;
2. Creating a climate of shared values and mutual respect between healthcare professional students to optimize patient safety, satisfaction, and cost-effective health outcomes;
3. Applying team dynamics and communicating in a manner that values team-based decision making to promote the delivery of patient-centered care.

**Description of Areas of Integration:**

Students engage in interprofessional education across didactic, co-curricular, and experiential learning experiences to improve interprofessional communication, conflict resolution, ethical practice, understanding and coordinating roles, and teamwork. Didactic curricular interprofessional experiences are scheduled by course directors and typically requires attendance by all students. With guidance from academic and student organization advisors, students also select from a menu of co-curricular interprofessional education experiences aligned to CHSU Global Learning Outcomes (GLOs). Students also perform as part of an interprofessional team through the experiential curriculum including IPPE-2 in the P2 year and the prescriber-led APPE rotation in the P4 year. Students are expected to reflect on their interprofessional experiences. In the P3 year, an interprofessional portfolio aligned to Global Learning Outcome 11 (Interprofessional Collaboration), is required of all students to document learning experiences and impressions of those experiences. The portfolio also assists students in developing continuous professional development habits and greater insights into the importance of self-directed, life-long learning.

## 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 to your own, to other teams, and ultimately to the instructor's explanation. Students who engage in TBL also come better prepared and tend to remember their learning longer. Research suggests most students and faculty prefer TBL to the traditional classroom, particularly after the initial transition.

### *TBL at CHSU*

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

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



## *TBL Phases*

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

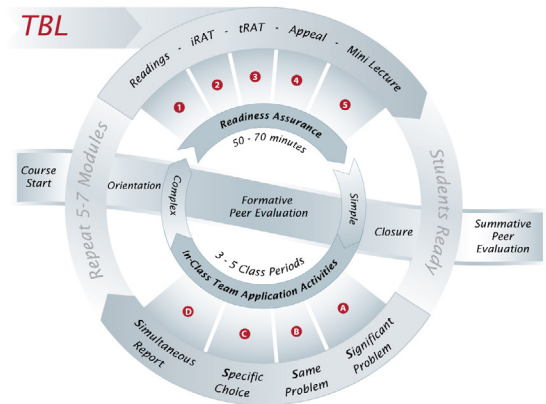
### *Readiness Assurance*

1. Students start the readiness assurance process by studying materials suggested by the instructor before class (Step 1, in red above) to cover the basic facts, concepts and vocabulary necessary to discuss the topic. This may involve reading assignments, taped lectures, practice problems, pre-class learning objectives, and other self-study activities.
2. The readiness assurance process continues at the start of class when individual students complete a brief multiple-choice test (Step 2) based on the self-study assignment, assuring enough knowledge readiness to begin discussing the key concepts. This is called the Individual Readiness Assurance Test (iRAT).
3. To help identify and clarify misunderstandings, each team of students then retakes the same brief multiple-choice test, discussing questions within the team to reach a consensus answer (Step 3). This is called the Team Readiness Assurance Test (tRAT).
4. The question key is then revealed to the students and if a team wishes to challenge a keyed answer or offer a different interpretation of a question, the team may submit a written appeal (Step 4) to the instructor for later review.
5. The professor then leads a classroom discussion encouraging interaction between teams (or offers a brief focused lecture when needed) to clarify the fundamental concepts intended from the readiness assignment (Step 5). This discussion prepares the class for the more challenging questions coming later in the in-class team applications. The instructor may also choose to address appeals at this point if it helps enrich the classroom discussion; otherwise appeals are reviewed with the team after class or by email.

### *In-Class Team Applications*

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

To be effective health professionals, beyond just understanding and problem solving, students must develop the



**Image Above:**

Source: Shibley J., Spiridonoff S.  
Introduction to Team-Based Learning

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**

1. 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.
2. 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.
3. CHSU expects that its members exercise academic freedom responsibly.
4. 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.
5. Faculty are entitled to freedom in the classroom in discussing related subject matter. Faculty are free to pursue research and to publish their results. The exercise of these freedoms is not to impinge upon the full and adequate performance of their responsibilities, including, but not limited to, teaching, service, and research.

## **Academic Freedom has the following limitations:**

1. Academic freedom does not give faculty or students the right to say anything they want. Abuse of academic freedom to say or behave in a way that causes physical or emotional harm to others, for example, is not acceptable.
2. Students do not have the right to interfere or interrupt the education of others in the name of academic freedom.
3. Students do not have the right to avoid teachings in which they do not agree.
4. No faculty members (full-time or part-time) of the University shall use or attempt to use their official authority or position in the University, directly or indirectly to:
  - a. affect the nomination or election of any candidate for any political office,
  - b. affect the voting or legal political affiliation of any other employee of the College or of any student, or
  - c. cause any other employee of the College or any student to contribute any time or money (whether as payment, loan, or gift) to the support of any political organization or cause, or;

- d. represent that any political party, political candidate, political issue, or partisan activity has the official or unofficial support of California Health Sciences University or any of its colleges.
5. The faculty member is a citizen as well as a member of a learned profession and an educational institution. While speaking or writing as a citizen, faculty are free from institutional censorship or discipline, but should realize they hold a special position in the community which imposes unique obligations. As a person of learning and an educational officer, the faculty member should remember the public may judge the teaching profession and this institution by his or her statements and behavior. Hence, at all times faculty should be accurate, exercise appropriate restraint, show respect for the opinions of others, and make every effort to indicate they do not speak for the institution.
6. Procedural safeguards for academic freedom and individual responsibility, including, but not limited to contracts of employment, are in place to ensure the maintenance of intellectual liberty and high standards in teaching and scholarship.
7. Administration, staff, and other stakeholders have important roles to play in order to protect the fundamental principles of academic freedom on campus, but the faculty and students have the primary responsibility to practice and uphold academic freedom.

### **Intellectual Honesty/Academic Integrity**

1. As members of an academic community, faculty bear the responsibility to participate in scholarly discourse and research in a manner characterized by intellectual honesty and scholarly integrity. Collaborative scholarship requires the study of other scholars' work, the free discussion of such work, and the explicit acknowledgement of those ideas in any work that informs a faculty member's own work. This exchange of ideas relies upon a mutual trust that sources, opinions, facts, and insights of faculty members in their teaching, scholarship, and service will be properly noted and carefully credited.
2. Any breach of this intellectual responsibility is a breach of faith with the rest of CHSU's academic community. It undermines CHSU's shared intellectual culture, and it will not be tolerated. Unacceptable conduct includes, but is not limited to, the following:
  - a. *Knowingly furnishing false, falsified, or forged information to any member of the University community, such as falsification or misuse of documents, accounts, records, identification, or financial instruments; Acts of academic dishonesty, as defined in the University's General Catalog;*
  - b. *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.

## Statement of Mission and Values

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

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

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

### *Integrity*

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

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

### *Excellence*

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

### *Collaboration*

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

### *Diversity*

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

### *Innovation*

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

### *Stewardship*

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

### *Growth*

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

## **Governing Statutes**

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

## **Law and Policy Compliance**

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

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

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

### **Professionalism**

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

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

### **Use of University Resources**

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

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

### **Conflicts of Interest**

All employees shall recognize the potential for conflicts of interest and shall refrain from engaging in activities that may interfere with the University's mission. Employees shall not use their positions for personal gain through political, social, religious, economic, or other influences when those activities interfere with the University mission.

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

### **Intellectual Honesty/Academic Integrity**

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

### **Research Misconduct**

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

### **Respect for Others and Faculty/Student/Staff Interactions**

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

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

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

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

### **College Specific Codes of Conduct and Professionalism**

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

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

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



## 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 post or 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 the publication date.
4. Remember: when you create social media accounts, you are agreeing to their Terms and Conditions. Be cognizant of these when posting content, personal or professional.
5. Use of personal social media 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 (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 while on rotations, 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 attire bearing 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 decide regarding whether to exercise jurisdiction over off-campus conduct on a case-by-case basis. In making this determination, CHSU may consider 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 by University or college-level policies addressing 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 nonbinding 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 (or designee) 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.

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 Provost (or designee).

Step 2: Dean’s Review & Evaluation for Immediate Resolution – 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. If the content of the Conduct Referral is appropriate to process under this policy, the Dean (or designee) shall determine if the matter requires an investigation or if the matter is appropriate for immediate resolution without investigation. If the matter requires an investigation, the matter shall proceed to Step 3, below. If the matter is appropriate for immediate resolution, the Dean (or designee) shall meet with the accused student and shall document the outcome in the Dean’s office records. If discipline is warranted, then the discipline shall be documented in a disciplinary memo placed in the student’s disciplinary file. Such memos shall not be removed.

Step 3: Notice to Accused Student and Selection of Investigator – If the Conduct Referral is appropriate under this policy and is not resolved by informally as described in Step 2, above, the Dean (or designee) shall assign a qualified, neutral investigator to conduct an investigation into the alleged misconduct. The Dean (or designee) has broad discretion in selection of a neutral investigator. 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 college-level Student Affairs office. 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 college-specific Student Affairs office 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 – The student may, but is not required, to attend the hearing. If the student is not able or does not want to attend, the hearing will proceed as scheduled. 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 forty-five (45) 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 college specific Student Affairs office 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, promote high ethical and professional standards among the student body, and ensure CHSU graduates health professionals that are able to competently serve the public.

In situations where the alleged misconduct involves multiple students, if all 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.

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. Such statement shall be submitted to the Chair at least three (3) calendar days prior to the hearing.

Within three (3) calendar 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.

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. Prior to appearing at the hearing, all witnesses at CHSU shall be required to sign a confidentiality statement agreeing to keep the identity of the members of SPRC confidential. Witnesses who do not sign the confidentiality agreement shall not be permitted to appear at 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. If the student wishes to submit a written statement to SPRC for consideration at the hearing, the statement shall be submitted to the Chair at least three (3) calendar days prior to the hearing.

The Chair shall have discretion to convene meetings of SPRC prior to the hearing in order to coordinate the work of the committee. 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 make an opening statement and 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 hearing. The Dean's (or designee's) determination is final. A copy of such notice shall be placed in the student's disciplinary file. The college-specific Student Affairs office 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 aggravating or mitigating factors may be considered. Aggravating factors may include risk to patient safety, repetitive nature of the misconduct committed, the impact on other members of the CHSU community, etc. Mitigating factors may include a student's self-report of misconduct or other actions taken by the student showing remorse and desire to avoid future incident of misconduct, etc.

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 the student's disciplinary file and the college-specific Student Affairs office. All warnings, even verbal, shall be recorded in the Dean's office records to track the outcome of the allegation of misconduct.
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 the appropriate college-specific Student Affairs office in writing regarding whether the probation is completed or not.

3. Modification of Grades in Cases of Academic Dishonesty: In instances where a student has engaged in academic dishonesty, the Dean (or designee) may request the course director and/or registrar record a grade of zero for the project, assignment or entire course in light of the misconduct the student engaged in.
4. 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.
5. Dismissal: Dismissal means that the student is dismissed from their program at CHSU and thus no longer able to complete their degree at CHSU. A dismissed 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 the Provost's office 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. Records shall be maintained in accordance with CHSU's record retention policy.

## **Unlawful Discrimination, Harassment, Retaliation, and Sexual Violence**

---

### **Policy Statement**

1. 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.
2. 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.
3. 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**

- A. 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.
- B. 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 does not tolerate harassment, discrimination or retaliation and is committed to an environment free of it.
- C. 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.

## **Genetic Non-Discrimination Act ("GINA")**

- A. CHSU will not request that employees disclose genetic information with respect to their employment. However, in responding to CHSU's request for medical certification for a leave of absence or an accommodation, an employee may inadvertently provide genetic information about themselves. With this in mind, CHSU provides employees with the following information:
- B. The Genetic Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting, or requiring, genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, CHSU requests that employees not provide any genetic information when responding to CHSU requests for medical information. "Genetic information," as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

## **Academic Freedom and Freedom of Speech Protection**

- A. 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.

## **Responsibilities of CHSU Managers and Supervisors**

- A. Employees who are managers and supervisors of CHSU may create liability (against CHSU, themselves, or both) for acts of discriminatory and harassing conduct occurring in the workplace, if the managers and supervisors know or should have known of the conduct, unless they can show that they took timely and appropriate corrective action. Ignorance of discriminatory activity is not an acceptable defense for inaction of a manager or supervisor if, through reasonable care, they should have been aware of the conduct.
- B. Managers and supervisors may create liability for discriminatory or harassing acts by non-employees where the managers and supervisors know or should have known of the conduct and fail to take timely and appropriate corrective action. In reviewing these cases, the extent of the managers' and supervisors' control, and any other legal responsibility which they may have with respect to the conduct of such non-employees, will be taken into consideration.
- C. Managers and supervisors who are aware of discriminatory conduct, even if the occurrence is not directly within their line of supervision or responsibility, have the obligation to immediately and concurrently report the harassment to the Office of Human Resources.
- D. Managers and supervisors who engage in harassing or retaliatory conduct may be held personally liable for such conduct. Managers, supervisors, or employees who engage in discrimination, harassment or retaliation will also face discipline, up to and including termination of employment.
- E. Managers and supervisors must:
1. Provide a discrimination-free work environment, and take proactive steps to communicate to the subordinates that discrimination and harassment in the workplace will not be tolerated;
  2. Ensure that all of their subordinate employees are informed of the CHSU's policy against discrimination and harassment and its discrimination complaint process;
  3. Ensure that their subordinate employees are not discouraged from filing complaints (formal or informal) so that complaints may be investigated in a thorough, confidential manner;
  4. Set an example by their own behavior and let others know that they support the CHSU's policy and will take appropriate corrective action if discrimination occurs;
  5. Ensure that all employees attend training at least once every two years to make them aware of (1) conduct that is discriminatory, and (2) the consequences of such conduct;

6. Immediately report all discrimination complaints to the Office of Human Resources even if the Complainant does not want you to proceed;
  7. Take all complaints seriously. Do not shrug off or minimize the complaint, or otherwise discourage employees from reporting such complaints;
  8. Monitor the workplace to identify subtle discriminatory conduct or behavior;
  9. Strictly follow directions and instructions from the Office of Human Resources, that office being charged with oversight and control over all complaints or incidents of discrimination. Do not initiate any investigation unless specifically directed to by the Office of Human Resources;
  10. Consult with the Office of Human Resources prior to taking any action in order to determine the appropriate action(s) to take;
  11. Promptly initiate appropriate action, as directed by the Office of Human Resources and executive level management, to remedy a discriminatory situation in a manner that will protect the Complainant, Respondent, and other employees, and to prevent further discriminatory acts or harassment from occurring; and
  12. Protect the employee(s) complaining of discrimination from any form of reprisal or retaliation.
- F. Managers and supervisors who become aware of discrimination, harassment, or retaliation and do not take immediate and appropriate corrective action will be held accountable. Failure to adhere to the above responsibilities will result in appropriate corrective and/or disciplinary action, up to and including termination. In addition, individuals may be sued in their personal capacity, and could be required to provide for the cost of their own defense.

## 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
  - a. *Requests for sexual favors or demands for sexual favors in exchange for favorable treatment*
  - b. *Obscene or vulgar gestures, posters, or comments*
  - c. *Sexual jokes or comments about a person's body, sexual prowess, or sexual deficiencies*
  - d. *Propositions, or suggestive or insulting comments of a sexual nature*
  - e. *Derogatory cartoons, posters, and drawings*
  - f. *Sexually-explicit e-mails or voicemails*
  - g. *Uninvited touching of a sexual nature*
  - h. *Unwelcome sexually-related comments*
  - i. *Conversation about one's own or someone else's sex life*
  - j. *Conduct or comments consistently targeted at only one gender, even if the content is not sexual*
  - k. *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).
  - a. **Sexual Assault—Penetration:** Without the consent of the Complainant, penetration, no matter how slight, of the vagina, anus, or mouth by a penis; or the vagina or anus by any body part or object.
  - b. **Sexual Assault—Contact:** Without the consent of the Complainant, touching, an intimate body part (genitals, anus, groin, breast, or buttocks), whether clothed or unclothed.
  - c. **Relationship Violence:**
    - i. **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.
    - ii. **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.
    - iii. **Stalking:** Repeated conduct directed at a Complainant, which includes following, monitoring, observing, surveilling, threatening, communicating or interfering with property, of a sexual or romantic nature or motivation, that would cause a reasonable person to fear for their own safety, or the safety of others, or to suffer substantial emotional distress.

## **Other Prohibited Behaviors:**

1. **Invasion of sexual privacy:**
  - i. Without a person's consent, watching or enabling others to watch that person's nudity or sexual acts in a place where that person has a reasonable expectation of privacy; or
  - ii. 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:

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:
  - i. For complaints in which the Respondent is a student: Complaints may be filed with the Dean's office of the accused student's college.
  - ii. 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.
2. 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.
3. 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.
4. **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.

5. 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.
6. 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.
  - i. *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.*
7. 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).

8. 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.
9. 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.

### **Employees – Filing Complaints with Outside Agencies**

CHSU encourages all employees who believe they have been subjected to unlawful discrimination or harassment to bring their concerns to CHSU so that appropriate action can be taken. However, an employee of CHSU may file a complaint with the Department of Fair Employment and Housing (1-800-884-1684; <http://www/dfeh.ca.gov>) or the U.S. Equal Employment Opportunity Commission (1-800-669-4000; <http://www.eeoc.gov>).

These agencies may investigate or assist you in resolving any dispute. The DFEH and EEOC, if they prosecute the case, can obtain various remedies for a person including imposing fines or damages for emotional distress against the employer or persons who violated the law; order the employer to hire or reinstate you; order back pay or a promotion; order the employer to change or modify its workplace practices. While it is not required that you exhaust the CHSU's internal investigation process before contacting a governmental agency, CHSU encourages all members of the CHSU community to take advantage of the CHSU's process for resolving harassment, discrimination and retaliation concerns and complaints.

## Alcohol, Drug and Tobacco Use

---

Health care professionals have been entrusted by society as the legal custodians of controlled substances approved for medicinal use. Health care professionals and health care 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 health care professionals and health care 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 University or its members or visitors, as well as adversely affect the educational mission of the University. 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 health care professional.

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 discipline under the student professionalism and conduct policy. In addition, students on experiential education rotations may be subject to the same rules and regulations regarding unlawful drug, alcohol and tobacco use as other employees in that workplace.

CHSU recognizes that professional school 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. 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**

- Alcohol may not be served and/or consumed on University Property.
- The possession or consumption of alcoholic beverages by students on University Property is prohibited.
- Students found to be intoxicated on University Property, regardless of where they consumed the alcohol, will have violated this standard.

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

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

- Advertisements that reference alcoholic beverages in any form may not portray alcohol as the dominant theme or primary purpose of the event or program, or promote alcohol consumption as an expectation during the event or activity.
- Valid age determinations will be made to assure compliance with minimum age requirements, including efforts to determine if a person is using a false ID.
- Sale of alcoholic beverages by a Registered Student Organization is prohibited. No portion of any charge levied for attendance at an event shall be used to pay for any alcoholic beverages.
- No portion of University allocated funds are to be used for the purchase of alcohol.
- The serving and/or consumption of alcoholic beverages shall be carried out only by individuals 21 years of age or older.
- Registered Student Organizations are responsible for ensuring that moderation is encouraged during the lawful consumption of alcoholic beverages.
- A person's decision not to consume alcohol is to be respected.

- Food or snacks as well as non-alcoholic beverages will be readily available at any event in which alcoholic beverages are served.
- An appropriate number of designated drivers will be available at any event in which alcoholic beverages are served.
- Professional security personnel will be employed at events held by Registered Student Organizations which include alcohol. Any such event held in an acceptable public facility that provides its own security is exempted from this requirement.

Compliance with Law Students are required to comply with all state, federal, and local law regarding alcohol, unlawful drugs, and tobacco use.

## **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 prohibited. 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.

## **Conflict Resolution and Complaints Policy**

---

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

### **Application**

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

### **Definitions**

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

**Complainant:** The person with a Complaint.

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

## **Anti-Retaliation Statement**

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

## **Complaint Filing and Resolution Process**

Step 1: Initial Verbal Discussion - A Complainant is generally expected to raise any complaint verbally with the Respondent in an attempt to resolve the conflict as informally as possible. This should be done as soon as possible following any alleged incident. If the Complainant feels it would be inappropriate to raise the matter with the Respondent, the Complainant may proceed directly to Step 2.

Step 2: Written Complaint - If a Complainant feels the matter has not been resolved satisfactorily through informal means or is not appropriate for informal resolution under Step 1 in light of the facts alleged, the Complainant may file a written complaint by completing the appropriate forms with the University Provost's Office. If a written complaint is received by another CHSU department, it shall be forwarded to the Provost (or designee). The Provost (or designee) shall be responsible for overseeing the processing of written complaints under this policy; however, the Provost may determine that a complaint is more appropriately handled by college-level administration and, if so, may forward the complaint to the appropriate college. Complaints will be treated with the greatest degree of confidentiality possible. However, limitations on confidentiality may include CHSU's obligation to investigate Complaint allegations or fulfill other duties required by law or policy. Not all complaints will require an investigation. If CHSU conducts an investigation, the Provost (or designee) shall select an appropriate CHSU administrator or external party to conduct the investigation ("Investigator"). The Investigator may, in some cases, be from the Office of the Provost and/or subsequently serve as Mediator, as described in Step 3 below. However, in all cases, the Investigator must be neutral party.

Step 3: Optional Mediation - Mediation is a problem-solving approach which requires a willingness of all those involved with the Complaint to work together to resolve the issues raised by the Complaint. CHSU encourages, but does not require, mediation of Complaints under this policy. CHSU acknowledges that some situations will not be appropriate to be handled through mediation. If the Complaint is appropriate for mediation and all those involved elect to participate in mediation, then a neutral party will be selected to facilitate mediation of the dispute ("Mediator"). The Mediator shall be a member of the CHSU administration, faculty, staff or student body, or an external party free from bias regarding the parties or matters addressed in the Complaint. The Mediator will set ground rules for the mediation and will help facilitate the discussions but ultimately it will be up to the parties to agree to a resolution of the Complaint. If agreement cannot be reached, the Complaint will move on to Step 4.

Step 4: Formal Decision - If mediation of a written Complaint does not resolve the Complaint or the Complaint has not been mediated, a determination will be made regarding what the next steps will be based on the type and severity of allegations made in the Complaint. Generally, a CHSU administrator designated by the Office of the Provost will communicate a written resolution to the Complainant and other parties, as appropriate, within thirty (30) business days of receipt of the Complaint by the Provost's Office or the end of mediation, whichever is later. In making a determination, the CHSU administrator may consult the Investigator or Mediator, if applicable, as well as the Complainant and/or Respondent.

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

### **Records of Complaints**

Records of Complaints under this policy shall be maintained by the Office of the Provost in accordance with CHSU's record retention policy.

## Complaints Concerning Accreditation or Approval to Operate

The purpose of this policy is to provide: (a) notice to the public, students, faculty, staff and administration regarding how to file a complaint regarding CHSU's approval to operate or accreditation standards; and (b) an internal process at CHSU for processing complaints related to CHSU's approval to operate or accreditation standards.

While members of the public, student body, faculty, staff and administration have the option to file complaints directly with the California Bureau for Private Postsecondary Education ("BPPE") or an accreditor, CHSU encourages complainants to file the complaint directly with CHSU so that it may timely respond to and address allegations of non-compliance. Following the contact information for BPPE and accreditation agencies, CHSU's internal process for such complaints is provided.

*Information regarding accreditation status is available on CHSU's website. Approval to Operate – California Bureau for Private Postsecondary Education ("BPPE").*

Any questions a student may have regarding any CHSU academic catalog or other similar document that have not been satisfactorily answered by the institution may be directed to the BPPE. BPPE is located at 2535 Capitol Oaks Drive, Suite 400, Sacramento, California, 95833, and its website is available at [www.bppe.ca.gov](http://www.bppe.ca.gov). BPPE can be reached by, phone at (888) 370-7589 or (916) 431-6959 or by fax at (916)263-1897.

A student or any member of the public may file a complaint about CHSU or its component colleges with the Bureau for Private Postsecondary Education by calling the phone number(s) above or by completing a complaint form, which can be obtained BPPE's website, also listed above.

### *WASC Senior College and University Commission ("WSCUC") – CHSU's Regional Accreditor*

WSCUC is a regional accreditor. Regional accreditation is a form of institutional accreditation that involves a comprehensive review of all institutional functions. Regional accrediting organizations do not accredit individual programs, although new programs are actively reviewed through the substantive change process.

More information on WSCUC accreditation, including the process to file a complaint directly with WSCUC, can be found on its website at [www.wscuc.org/](http://www.wscuc.org/). WSCUC is located at 985 Atlantic Avenue, Suite 100, Alameda, CA 94501 and can be reached by phone at 510-748-9001 or by fax at 510-748-9797.

### *College-level Accreditation Agencies*

CHSU's component colleges each have their own accreditor, as described below.

#### 1. College of Pharmacy – Accreditation Council for Pharmacy Education

More information on ACPE accreditation, including the process to file a complaint directly with ACPE, can be found on its website at [www.acpe-accredit.org](http://www.acpe-accredit.org). ACPE is located at 135 South LaSalle Street, Suite 4100, Chicago, IL 60503 and can be reached by phone at 312-664-3575 or by fax at 312-664-4652.

#### 2. Proposed College of Osteopathic Medicine – AOA Commission on Osteopathic College Accreditation

More information on COCA accreditation, including the process to file a complaint directly with COCA, can be found on its website at <https://osteopathic.org/accreditation/>. COCA is located at 142 E. Ontario Street, Chicago, IL, 60611, and can be reached by phone at (312) 202-8124.

### *CHSU Process for Complaints Regarding Approval to Operate or Accreditation Standards*

CHSU takes complaints regarding non-compliance with laws, regulations or accreditation standards of BPPE and its various accreditors seriously. CHSU prohibits retaliation of any kind against a complainant or other CHSU employee or student for filing a complaint regarding approval to operate or accreditation, or for participating in any investigation or other process related to the filing of such complaint. Below is the process for filing a complaint directly with CHSU regarding such matters.

**Step 1 – Written Complaint:** A complaint regarding approval to operate or accreditation standards may be filed in writing with the Office of the Provost (or designee). The Provost shall develop a complaint form for such purpose.

**Step 2 – Review of Complaint:** The Office of the Provost (or designee) shall be responsible for overseeing the processing of the written complaint. The Provost (or designee) will determine if an investigation is required. If an investigation is required, the Office of the Provost may appoint an investigator to make findings of fact related to the allegations in

the complaint and submit such findings to the Provost (or designee). If an investigation is not required, the Provost (or designee) will review the complaint and make a determination regarding whether the allegations are true.

**Step 3 – Written Decision:** Within sixty (60) business days of receipt of the complaint, the Provost (or designee) shall provide written notice of the determination regarding the complaint.

**Step 4 – Appeal:** If a complainant is not satisfied with the outcome of the Provost’s (or designee’s) determination, the complainant may appeal the determination to the University President within five (5) business days of receipt of the determination. The University President (or designee) shall review the complaint, the investigation (if applicable) and the Provost’s (or designee’s) determination. The President shall provide a written decision regarding the appeal within ten (10) business days of receipt of the appeal. The President’s decision shall be final.

The Office of the Provost shall be responsible for tracking and keeping records of all complaints related to approval to operate or accreditation standards, including appeals of such complaints. Additionally, the Office of the Provost shall be responsible for adhering to any reporting requirements imposed by BPPE or an accreditation agency regarding the existence and outcome of the complaint.

## **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 to 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.

It is the right of a currently enrolled student to request that his/her "directory information" not be released by CHSU. Absent such a request, the University, at its discretion and without the written consent of the student, may release "directory information," which 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 2018-2019 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 calendar days prior to the first day of class for each semester. A late fee of fifty dollars (\$50) will be charged for payment received after the due date, except when a written creditor approved loan that covers all tuition, fees and other 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	Returned check fee shall be \$25. For each subsequent returned check fee for the same installment an additional \$25 fee will be charged. After a student has two returned checks in one academic year they will be required to make all university payments for the remainder of their attendance via a cashiers check or money order only.

If a student is registered for a particular semester but elects not to attend, the student must officially notify the Registrar in writing. Without notification, 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. Please make checks payable to California Health Sciences University and include your name and student ID on the check. Cash payments are not accepted.

### **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.

### **CHSU COP – GRADUATION REQUIREMENTS**

In order to graduate from the CHSU COP, a student will be required to satisfy all graduation requirements in this policy based on the year of degree conferral. Graduation requirements may change from time to time following a student's matriculation. It is the student's responsibility to stay updated on current policies and procedures at CHSU COP.

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

**Attendance at Accredited College.** The student has attended an ACPE accredited pharmacy program and has completed at least the last two years of the program at CHSU COP.

**Compliance with All Academic Requirements.** The student has complied with all competency and coursework requirements as outlined in CHSU's COP's Academic Catalog, as those requirements may change from time to time.

**Compliance with All Legal, Financial Requirements and Obligations.** The student has complied with all legal and financial requirements and obligations of CHSU or CHSU COP, which includes return of any CHSU or CHSU COP owned property and equipment.

**Graduation Ceremony.** The student is required to attend, in person, the graduation ceremony at which time the degree is conferred and all the students take the Oath of the Pharmacist. Rare exceptions to this requirement may be granted at the sole discretion of the Dean. The Dean's review will be based on whether there are extenuating circumstances that prevent the student from attending. Students are required to submit such requests to the Dean within a reasonable time after the student learn(s) of any such extenuating circumstances. Students should enclose any relevant documents with their request for waiver. The Dean will issue a written decision regarding whether this requirement will be waived for the student within ten (10) business days of receipt of the student's request.

**Ethical, Personal and Professional Qualities.** The student has demonstrated the ethical, personal and professional qualities deemed necessary for the successful and continued study and practice of pharmacy.

**Technical Standards.** The student must meet all of the Technical Standards outlined in CHSU's COP's Academic Catalog, as those requirements may change from time to time.

**Suitability for Practice of Pharmacy.** The student has demonstrated suitability for the practice of pharmacy as evidenced by the assumption of responsibility for patient care and integrity in the clinical activities.

**Formal Approval for Graduation.** The student has received recommendation for graduation from the voting faculty of the CHSU COP, the process by which shall occur according to the COP's policies and procedures. Thereafter, the Board of Trustees will confer the degree of Doctor of Pharmacy (Pharm.D.) degree on students who have satisfactorily completed the requirements for graduation and have been recommended for graduation.

**Graduation Within Six (6) Years of Matriculation.** A student must have completed all requirements for graduation and must graduate within six (6) years from the date of matriculation, including approved leaves of absence. Rare exceptions to this requirement may be granted at the sole discretion of the Dean. The Dean's review will be based on

whether there are extenuating circumstances that prevent the student from completing the curriculum within the six (6) year time frame. Students are required to submit such requests to the Dean within a reasonable time after the student learn(s) of any such extenuating circumstances. Students should enclose any relevant documents with their request for waiver. The Dean will issue a written decision regarding whether this requirement will be waived for the student within thirty (30) business days of receipt of the student's request and all accompanying documentation.

## **Debts**

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:

- 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
- 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:
  - You are not a California resident, or are not enrolled in a residency program, or
  - 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:

- The school closed before the course of instruction was completed.

- 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.
- 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.
- 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.
- 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; website: [www.bppe.ca.gov](http://www.bppe.ca.gov).

## **Tuition Refund Policy**

A student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later, less the two-hundred and fifty dollar (\$250) non-refundable enrollment confirmation fee .

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:

If you withdraw before or at completion of 60% (and no more) of the current term, you will be eligible for a pro-rata refund for the current term. The University will perform a pro-rata calculation of current term tuition and refund as follows:

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

\*Non-refundable fees and charges are: (1) all non-refundable fees as described in the Catalog, (2) Student Tuition Recovery Fund fee, and (3) student health insurance premium, if applicable; institutional charges in the pro-rata refund include: (1) current term tuition.

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

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.

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

---

### **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 Student Affairs 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 the absence is determined 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.

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

### *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 through submission of the excused absence request form found on BrightSpace (or can be requested through the Office of Student Affairs). 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.
- **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 on campus. This documentation will be verified. The student must respond to requests from the Office of the Dean for additional documentation in a timely manner and no later than 48 hours following each request made by 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*

California Health Sciences University 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.

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.

## **Lunch time Co-Curriculum Hours**

Dedicated time for the Lunch time Co-Curriculum occurs Monday through Thursday from 12:00 pm to 2:00 p.m. No classes are regularly scheduled during these hours. The Lunch time Co-Curriculum provides growth, learning and professionalization opportunities that are not regularly incorporated in the curriculum, with the primary purpose of helping students make steady progress toward achieving the college's Global Learning Outcomes. Required Lunch time Co-Curriculum sessions are scheduled periodically each month, and are typically mandatory unless otherwise noted. Student organizations wishing to schedule events during lunch time hours, or at any other time, must reserve the date by completing an event form. On occasion, Required Lunch time Co-Curriculum sessions 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 chairs, and by a minimum number of students (set by the faculty presenting the course) enrolling in the course and being present on the first day of class.

## **Final Course Grade Appeal**

A student may file an appeal if he/she disputes a final course grade. The student must initiate a formal grade appeal process using the Course Grade Appeal form and submit the completed form to the course director within ten (10) business days of the grade being posted. The grade appeal form is located on the CHSU web site. The course director shall respond to the student in writing using the submitted Course Grade Appeal form within five (5) business days. If the appeal is not resolved to the student's satisfaction, 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 shall consider the appeal, after discussing the appeal with the student and the course director, and render a written decision on the Course Grade Appeal form, which must be returned to the student within five (5) business days. If the course director is the Department Chair, the student may appeal the decision made by the course director directly to the Dean. The student may appeal to the Dean within two (2) business days of being notified of the Department Chair's

decision to reject the appeal. The Dean shall meet with the student and the course director within five (5) business days to review the Course Grade Appeal form and any supportive documentation, discuss the reasons for the appeal, and render a final written decision. The Dean shall notify the student, the course director, and the Department Chair of the final decision. If the grade appeal is upheld, the Dean shall notify the Registrar about any need to change the student's grade in official academic records. If the grade appeal is rejected by the Dean, the appeal process is thereby terminated. In all matters of grade appeal, the decision of the Dean is final. In the event that the Dean had been personally involved in the determination of the student's grade, or any other circumstance could reasonably be determined to constitute a conflict of interest that might undermine the Dean's ability to render an impartial decision, the Dean shall recuse and the final decision on the grade appeal shall be rendered by the Provost. Records of adjudicated grade appeals shall be retained by the Dean's office.

## **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.

## **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. Leave of Absences should be initiated through the Office of Student Affairs. 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.

## **Schedule Changes or Withdrawal from a Course**

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

## **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 the Office of Student Affairs.
2. Grades of W will be awarded for all of a student’s current courses if/when he or she officially withdraws before the published add/drop deadline.
3. Grades of F will be recorded for a student’s current courses 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.

## **Readmission Policy**

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

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

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

If readmission is granted, the Dean will notify the Registrar, the Director of Financial Aid, and the college faculty and staff of the decision. The Professional Education Committee will also be asked to determine if any adjustments need to be made to the student's course load due to curriculum changes that might have occurred while the student was not enrolled.

## **Office of Student Affairs and Office of Enrollment**

---

### **About Student Affairs and Enrollment**

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

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

### **Career Services**

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

Career development is provided through the following:

- Career Enrichment Speaker Series: Workshops that address topics including, but not limited to, career exploration, interview preparation, resume writing, and networking strategies.

- Career Exploration Special Events, including an annual Career Fair.
- Interview coordination with local partners who recruit CHSU students for internships and jobs.
- Individual coaching sessions with students who need individual assistance with a resume or cover letter.
- Mock interviews coordination for students who would like to practice their interview skills.

## **Student Support Services**

### *Student Counseling*

A licensed psychological counselor is contracted with CHSU to provide psychological counseling services for students, and for evaluation and accommodation of students suspected of having learning disabilities. Students interested in pursuing this service should contact the Office 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. 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 Office of Student Affairs or electronically via the student intranet/portal. Students may request assistance with completing these forms through the Office of Student Affairs. 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 the Office of Student Affairs. If such documentation is insufficient or incomplete, CHSU reserves the right to require additional documentation. CHSU reserves the right to deny accommodation until all of the necessary documentation is received.



2. **Eligibility Review and Meeting with Accessibility Services:** Once CHSU receives all necessary documentation described above, the Office of Student Affairs, will review the materials in order to determine whether an accommodation(s) would be appropriate. During the review of all student accommodation requests, the Office of Student Affairs will engage in an interactive dialogue with the student at an in-person meeting. At this meeting, the Office of Student Affairs 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 Office of Student Affairs 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 Office of Student Affairs informed of any additional information and/or changes relating to the student's disability that will impact the accommodations the student requires. Students receiving short-term accommodations will need to provide additional medical paperwork in order to continue to receive the same (or altered) accommodations.
4. **Ensuring Accommodation is Provided to Eligible Students:** If a student is found to be eligible for a reasonable accommodation, the Office of Student Affairs will notify all of the student's instructors, course directors and others who need to know about the accommodation in order to ensure the faculty implement the accommodation. Students experiencing difficulty in receiving accommodations that have been established in the student's accommodation plan should contact the Office of Student Affairs. The Office of Student Affairs 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 Dean 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 the Office of Student Affairs. A student may also attach any additional documentation the student would like the Dean to review. During any appeal process, the student will continue to receive any reasonable accommodation that has previously been granted to the student. The Dean shall issue a decision regarding the student's appeal within thirty (30) business days of the Dean's receipt of all of the appeal paperwork. All decisions made by the Dean regarding a student's disability determination will be final.

### *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 two-day Orientation is also 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.

### *Student Organizations*

CHSU has multiple registered student organizations. Specific information regarding the registration process and policies pertaining to student organizations is 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. CHSU has no responsibility to find or assist a student in finding housing. All arrangements for housing will be between the student and the landlord.

## **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.

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 BrightSpace.

### *Faculty Advisors/Mentors*

Faculty Advisors/Mentors build collaborative student-centered relationships that support achievement of personal development and academic success. The philosophical bases for an effective system of mentorship is a 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 into their professional program, have a rewarding educational experience, plan for life after graduation, and clarifying their goals and direction;
- 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.
- Interpret academic requirements, policies and practices in order to make good decisions related to their academic program and progression.

Students are assigned a faculty mentor/advisor by the Office of Student Affairs upon matriculation. This individual serves as a student's faculty advisor/mentor for the three years the student is on campus. Students will meet with their advisor a minimum of once a semester.

The role of the student is to:

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

The role of the advisor/mentor is to:

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

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**

As CHSU, has recently received WASCUC accreditation, the institution is in the process of becoming eligible for receiving 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 students may be eligible for the following types of loans offered through the following loan providers:

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

### *Other Resources for Funding Education*

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

**Additionally, Students may be eligible for scholarships. Please see the Director of Financial Aid for assistance in applying to scholarships.**

## Library Resources

---

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

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

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 are several group study rooms. 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 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: <https://chsu.edu/library/>

### Library Portal

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

## **Copying and Printing**

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

## **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 is prohibited.

# **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 N. 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 proposed College of Osteopathic Medicine Faculty and Staff.

## **Bicycles**

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

## **Skateboards and Skates**

Skateboarding and skating can be viewed as legitimate modes of individual alternative transportation and recreation, and as such are allowed at CHSU. However, reckless use can: 1) cause 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.

## **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.

## **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. 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 Office of Student Affairs. Parking is prohibited for vehicles in the following areas: all areas not distinctly designated as parking areas, service lane zones and roads, traffic lanes within parking lots, on the grass or sidewalks, and on a pedestrian crossing.

## **Weapons**

CHSU has a zero tolerance policy for weapons and violence. Weapons include, but are not limited to, 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. After reporting emergent crimes, students need to immediately notify the Office of the Dean.

## **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 and minors invited to participate in university sanctioned events) 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 with the approval of the Office of Student Affairs. This policy does not preclude short visits when the minor child is accompanied by another responsible adult.

This policy is not intended to apply to any minors participating in any CHSU run or operated programs.

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. No material can be posted without express prior approval from the Office of Student Affairs.

### **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 permits a guest in the 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 require the guest leave or be removed from the classroom. Failure to follow the request of the faculty member may result in disciplinary action for the student host in accordance with the University student professionalism and conduct policy.

### 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 i5-7200U 3.1ghz 8GB RAM 1TB Disk
- Apple Laptop: Apple MacBook A1297 Intel Core i5 2.5ghz 4GB RAM 500GB 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.edu](mailto:support@chsu.edu) with any question or concerns.

Recommended elements for Windows Laptops are as follows:

1. Hardware:

- a. Capable of running the Microsoft Windows Operating System 10 or above
- b. 4GB of RAM or higher
- c. CPU processor equivalent to Intel i5 540m 2.5 GHZ or higher processor
- d. 100GB or larger hard/flash drive
- e. Display resolution of 1024 x768 or higher
- f. Must support audio & 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 10 or above
  - i. Alternate versions of Windows 10, such as Windows RT and Windows 10 S, are NOT supported at this time
- 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](http://www.examsoft.com/chsuparm))
  - i. (<https://examsoft.force.com/etcommunity/s/article/Examplify-Downloading-for-Windows-Mac>)

Recommended elements for Apple laptop are as follows:

1. Hardware:
  - a. Capable of running the OSX 10.13 (High Sierra) operating system or above
  - b. 4GB of RAM or higher
  - c. CPU Intel processor equivalent to Intel i5 540m 2.5 GHZ or higher processor
  - d. 100GB or larger hard/flash drive
  - e. Display resolution of 1024 x768 or higher
  - f. Must support audio & video input and output
  - g. Wireless card to support 802.1N wireless network access via WPA2 Enterprise encryption
  - h. Capable of Bluetooth wireless communication
2. Software:
  - a. OSX operating system (OS X 10.13 High Sierra or above)
  - b. MS Office 2013 or above (Word, Excel, PowerPoint)
  - c. Browsers: Chrome or Safari
  - d. Adobe Reader DC or later
  - e. Video player software to be able play MP4 files
  - f. Current version of Exemplify (Examsoft testing client)
  - vii. (<https://examsoft.force.com/etcommunity/s/article/Exemplify-Downloading-for-Windows-Mac>)

### **Student E-mail and Distribution Lists**

CHSU assigns email accounts to students. The primary means of official communication with student 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 Privacy and Data Security Policy.

Official University email accounts and class-specific distribution lists may be provided to students through the learning management system in order to facilitate their education and communication with faculty and fellow students. Official distribution lists are for the express use of university-related business and are not to be used as a joke list,

invitation list for private parties, business, or political endeavors. Such use of a distribution list will be considered a violation of this policy. For further information, refer to the Acceptable Use Policy in this Catalog. Students should report problems with their CHSU email address to the IT Service Desk by submitting an email to [support@chsu.edu](mailto:support@chsu.edu).

## **Use of Technology**

The appropriate use of CHSU IT services including information systems, 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.

## **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.

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.

## **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. Student Affairs 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 Business Office at a cost of twenty dollars (\$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.

### **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*

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	Wendy Duncan, PhD, FNAP
Executive Associate Dean, College of Pharmacy	David G. Fuentes, PharmD, SHRM-CP, BCPP, BCGP
Chief Academic Officer and Dean, Proposed College of Osteopathic Medicine	John Graneto, DO, MEd, FACOP, FACOEP-dist, FNAOME
Associate Dean of Graduate Medical Education, Proposed College of Osteopathic Medicine	Randy Culbertson, DO, MBA
Associate Dean for Clinical Affairs, Community Engagement and Population Health, Proposed College of Osteopathic Medicine	Anne VanGarsse, MD, FAAP, CHCEF, CPE
Associate Dean for Osteopathic Clinical Education, Proposed College of Osteopathic Medicine	Lisa Chun, DO, FNAOME
Chief Financial Officer	Derek Hayashi, CPA
Vice President of Marketing and Communications	Richele Kleiser
Assistant Dean for Student Affairs and Enrollment, College of Pharmacy	Jeremy Hughes, PharmD
Assistant Vice President for Operations	Jimmy Dunn
Assistant Controller	Tanya Bohorquez
Associate Dean for Student Development and Professionalization	Patty Havard, PharmD
Assistant Dean for Education	Will Ofstad, PharmD, BCPS, CDE
Assistant Dean for Assessment and Program Excellence, College of Pharmacy	Miriam Ansong, PharmD
Interim Chair, Dept. of Pharmaceutical and Biomedical Sciences	Delwar Hussain, PhD
Chief of Staff	McKenna Walker, MAEd, AET
Interim Director of Experiential Education	David G. Fuentes, PharmD, SHRM-CP, BCPP, BCGP
Director of Admissions	Leslie Williams
Director of Financial Aid and Registrar	Kevin Hoover
Student Affairs Program Manager	Macie Luellen
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. You are joining a unique community of learners, deeply committed to embodying the CHSU values of collaboration, diversity, excellence, growth, innovation, integrity, and stewardship. These serve as criteria for all that we do and even guide the annual student, faculty, and staff awards. Together, they underpin a culture that is warm, supportive, and safe. Take some time to think about them and even better, discuss them with your faculty advisor and student pharmacist colleagues. We hope that you will take them to heart and make them your own.

Our “strategic anchors” define us – explain what makes the College of Pharmacy at CHSU unique. They are:

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

Beginning with orientation, and all the days before graduation, you will see evidence of how these anchors are guiding our everyday action and strategies. They make us proud to be members of the CHSU community and happy to go to work every day. See if you can be the first one to point out our “above and below the line” poster in every classroom!

Now – a quick note about this catalog. It is the “go-to” document for questions about curriculum, policies, and procedures. Review it now – get a sense of what it contains, but don’t attempt to read it all. Make it your first reference whenever you have a question about these topics, but if you can’t find your answer quickly, just ask. Someone in the academic affairs, student affairs, or the dean’s office will be glad to assist you.



**Wendy Duncan, PhD**

Senior Vice President for Academic Affairs

Provost

Dean of Pharmacy



# 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.



# 2018-19 Academic Calendar

## College of Pharmacy

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
Fall 2018	
Tuition Due for Fall (if not using Financial Aid)	
P1 Orientation	July 20, 2018
P2 Orientation	August 13-17, 2018
P3 Orientation	August 16-17, 2018
<b>Fall Semester Classes Begin</b>	
Add/Drop Period	<b>August 20, 2018</b>
Last Day to Withdraw from Program Without Penalty	August 20-24, 2018
Labor Day Holiday - No Classes	August 24, 2018
White Coat Ceremony	September 3, 2018
Thanksgiving Holiday - No Classes	September 29, 2018
<b>Last Day of Class</b>	November 19-23, 2018
Tuition Due for Spring (if not using Financial Aid)	December 7, 2018
<b>Final Examinations</b>	
Winter Break - University Closed	December 7, 2018
<b>Spring 2019</b>	
Spring Semester Classes Begin	December 24, 2018 - January 1, 2019
Add/Drop Period	January 7, 2019
Last Day to Withdraw from Program Without Penalty	January 7-11, 2019
Martin Luther King Jr. Holiday - No Classes	January 11, 2019
President's Day Holiday - No Classes	January 14, 2019
Spring Break - No Classes	February 18, 2019
Community Engagement Day	March 18-22, 2019
Last Day of Classes	April 3, 2019 (subject to change)
Final Examinations	April 26, 2019
P4 Naplex/Law Review	April 29 - May 3, 2019
Class of 2019 Graduation Dinner	Week of May 13, 2019 (exact dates TBA)
Class of 2019 Graduation Ceremony	May 17, 2019
	May 18, 2019

IPPE I (COP 2022) - 4 weeks	
Block A	June 3 - June 28, 2019
IPPE II (COP 2021) - 3 weeks	
Block 1	May 6 - May 24, 2019
Block 2	May 27 - June 14, 2019
Block 3	June 17 - July 5, 2019
Block 4	July 8 - July 26, 2019
Block 5	July 29 - August 16, 2019
APPE Schedule (COP 2019) (6 weeks each)	
Block 1	May 21 - June 29, 2018
Block 2	July 2 - August 10, 2018
Break	August 11 - August 19, 2018
Block 3	August 20 - September 28, 2018
Block 4	October 1 - November 9, 2018
Block 5	November 12 - December 21, 2018
Break	December 22, 2018 - January 6, 2019
Block 6	January 7 - February 15, 2019
Block 7	February 18 - March 29, 2019
Block 8	April 1 - May 10, 2019
APPE Schedule (COP 2020) (6 weeks each)	
Block 1	May 20 - June 28, 2019
Block 2	July 1 - August 9, 2019
Break	August 12 - August 16, 2019
Block 3	August 19 - September 27, 2019
Block 4	September 30 - November 8, 2019
Block 5	November 11 - December 20, 2019
Break	December 21, 2019 - January 5, 2020
Block 6	January 6 - February 14, 2020
Block 7	February 17 - March 27, 2020
Block 8	March 30 - May 8, 2020

## Schedule of Courses

### *Students Entering Fall 2018*

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

Third Year		
Semester 5		
PHR 751	Health Care Systems	3
PHR 735	Principles of Drug Action IV	5
PHR 746	Patient Care III	8
PHR 756	Critical Pharmacy Knowledge 3	.5
PHR 781	Electives	2
PHR 791	Co-Curriculum Portfolio	.5
Total Credits		19
Semester 6		
PHR 747	Patient Care IV	8
PHR 752	Pharmacy Law and Ethics	4
PHR 753	Pharmacy Management	4
PHR 757	Critical Pharmacy Knowledge 4	.5
PHR 763	Introductory Pharmacy Practice Experience III	1
PHR 792	IPE Portfolio	.5
Total Credits		18
Fourth Year		
Semester 7 & 8		
PHR 871	Inpatient/Acute Care Medicine	6
PHR 872	Hospital or Health System Pharmacy	6
PHR 873	Ambulatory Care	6
PHR 874	Community Pharmacy	6
PHR 875	Prescriber Led	6
PHR 877	Selected APPE (Elective)	6
PHR 878	Selected APPE (Elective)	6
Total Credits		42

*Students Entering Fall 2016 and Fall 2017*

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



### Third Year

#### Semester 5

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

#### Semester 6

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

### Fourth Year

#### Semester 7 & 8

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

## Students Entering Fall 2015

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

Third Year		
Semester 5		
PHR 734	Pharmacology IV	5
PHR 746	Patient Care III	8
PHR 751	Health Care Systems	3
PHR 781	Electives	2
PHR 791	Co-Curriculum Portfolio	.5
Total Credits		18.5
Semester 6		
PHR 747	Patient Care IV	8
PHR 752	Pharmacy Law and Ethics	4
PHR 753	Pharmacy Management	4
PHR 763	Introductory Pharmacy Practice Experience III	1
PHR 792	IPE Portfolio	.5
Total Credits		17.5
Fourth Year		
Semester 7 & 8		
PHR 871	Inpatient/Acute Care Medicine	6
PHR 872	Hospital or Health System Pharmacy	6
PHR 873	Ambulatory Care	6
PHR 874	Community Pharmacy	6
PHR 875	Prescriber Led	6
PHR 877	Selected APPE (Elective)	6
PHR 878	Selected APPE (Elective)	6
Total Credits		42

## Students Entering Fall 2014

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

Third Year		
Semester 5		
PHR 751	Health Care Systems	3
PHR 734	Pharmacology IV	5
PHR 746	Patient Care III	8
PHR 749	Advanced Patient Assessment	2
PHR 762	Introductory Pharmacy Practice Experience II	3
Total Credits		21
Semester 6		
PHR 752	Pharmacy Law and Ethics	4
PHR 753	Pharmacy Management	4
PHR 747	Patient Care IV	8
PHR 763	Introductory Pharmacy Practice Experience III	1
PHR 781	Electives	2
PHR 792	IPE Portfolio	.5
Total Credits		19.5
Fourth Year		
Semester 7 & 8		
PHR 871	Inpatient/Acute Care Medicine	6
PHR 872	Hospital or Health System Pharmacy	6
PHR 873	Ambulatory Care	6
PHR 874	Community Pharmacy	6
PHR 875	Prescriber Led	6
PHR 877	Selected APPE (Elective)	6
PHR 878	Selected APPE (Elective)	6
Total Credits		42

## Admissions

---

### **Description of Degree Program & Purpose Statement**

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

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

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

### **Commitment to Diversity and Admissions Committee**

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

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

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

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

### **Admissions Requirements**

The following steps comprise the College's admissions process:

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

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

#### *PharmCAS Application Submission*

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

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

The application review process begins after PharmCAS has verified all the required application information.



Candidate applications will be reviewed by the Office of Admissions to ensure all minimum requirements have been satisfied consistent with this policy. Any applications that require analysis of completion of minimum requirements, including but not limited to pre-requisite requirements, will be forwarded to the Admissions Committee for additional review and a decision regarding whether minimum requirements have been satisfied. Similarly, all international student applications will also be forwarded directly to the Admissions Committee for determination regarding whether minimum and/or pre-requisite requirements have been satisfied.

Applicants not meeting the minimum requirements will be notified of the deficiencies in their application by the Office of Admissions and may, at the discretion of the Admission's staff, be given the opportunity to provide additional information in response to these deficiencies. Applicants meeting the minimum requirements will move on to the next stage in the admissions process.

### *Admissions Committee Review of Application*

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

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

### *Candidate Interviews*

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

If an applicant is offered an interview, the applicant will be notified in advance of the interview so that the applicant to make travel arrangements. All travel arrangements will be at the applicant's own cost.

In some cases, the interview may include a writing test. Whether the interview includes a writing component will be determined prior to each admission cycle. Applicants will be notified in advance of the interview if a writing test will be required. If a writing test is required, CHSU will provide students who are not interviewing in-person several options for completing the writing test.

### *Dean's Admission Decisions*

Following the interview, applications will be scored by the Admissions Committee in accordance with a rubric. The rubric will be developed by the Admissions Committee and approved by the Dean. A blank copy of the rubric may be obtained from the Office of Admissions prior to the candidate's interview date. Candidates are not entitled to receive copies of their scored rubric.

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

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

### **Pre-Requisite Coursework Required for Admission**

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

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

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

Subject	Quarter Units	Semester Units	Additional Course Information
General Chemistry with Lab or Equivalent	12	8	1 year of lecture with 1 year of lab; must be a course sequence designed for science majors
Organic Chemistry with Lab or Equivalent	12	8	1 year of lecture and 1 year of lab; must be a course sequence designed for science majors
Biology with Lab or Equivalent	12	8	1 year of lecture and 1 year of lab; must include cellular and molecular biology of whole animals or humans and be a course sequence designed for science majors
Calculus or Equivalent	4	3	May be satisfied through AP credit
Physiology or Equivalent	4	3	Mammalian (whole animal or human, human preferred). In instances where a two-part anatomy/physiology series is offered by the undergraduate institution both courses are required.
Anatomy or Equivalent	4	3	N/A
Microbiology or Equivalent	4	3	N/A
General Education: Economics or Equivalent	4	3	Micro or macro will satisfy this requirement.
General Education: Humanities/Social Sciences	8	6	Two (2) years of coursework required. Examples include but are not limited to: psychology, communications, sociology, cultural anthropology, public speaking or related equivalent course.

## Criteria for Pre-Requisites and Other Academic Requirements

### *Pre-Requisite Coursework*

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

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

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

## *2. Deadline for Pre-Requisite Completion*

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

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

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

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

## *4. Distance Learning/Online Coursework*

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

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

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

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

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

## 7. *Exceptions to Pre-Requisite Requirements*

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

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

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

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

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

Once a request for courses taken more than ten (10) years prior to enrollment, for substitutions of activities or alternative coursework in place of a required pre-requisite, requests to take pre-requisite requirements after matriculation, or any other requested deviation from the pre-requisites are received by the Office of Admission, it will be routed to the Admissions Committee for review. The Admissions Committee will

provide a recommendation regarding the determination of the applicant's request and will forward both the request and the recommendation to the Dean for final decision. The Admissions Office staff will communicate the final decision to the applicant.

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

### *Other Academic Requirements for Admission*

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

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

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

#### *2. Entrance Examinations*

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

#### *3. Cumulative GPA*

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

#### *4. English & Other Language Skills*

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

Additionally, proficiency in a different language is a skill highly desirable for practicing pharmacists to allow them to communicate effectively with diverse patient populations. This skill is especially

needed to address the needs of disadvantaged patient populations located in California's Central Valley. Accordingly, an applicant's proficiency in a language other than English, demonstrated by the applicant's native language skills or by foreign language course work, is preferred by the College but not required.

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

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

### **Minimum Technical Standards for the PharmD Program**

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

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

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



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

### *Observation*

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

### *Communication*

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

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

### *Sensory and Motor Coordination and Function*

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

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

### *Intellectual, Conceptual, Integrative, and Quantitative Abilities*

A student should possess sufficient intellectual, conceptual, integrative and quantitative abilities to complete a rigorous and intense didactic and experiential curriculum. These abilities include measurement, calculation, reasoning, analysis, decision-making, judgment, information integration, and solution synthesis. In addition, the student should be able to comprehend three- dimensional relationships and to understand the spatial relationships of structures. Especially important is the appropriate and rapid calculation of dosages for a variety of patient-specific conditions such as renal or hepatic failure, obesity, cardiac or respiratory arrest, etc. Additionally, calculations involving appropriate dilution or reconstitution of drug products, electrolytes, etc. must be made accurately and quickly. Students must be able to retain

and recall critical information in an efficient and timely manner. Students must be able to identify and acknowledge the limits of their knowledge to others when appropriate and be able to recognize when the limits of their knowledge indicate further study or investigation before making a decision. Students must be able to interpret graphs or charts describing biologic, economic or outcome relationships. They must be able to learn through a variety of modalities including, but not limited to, classroom instruction, small group activities, individual study, preparation and presentation of reports, and use of computer technology. Students are expected to be fully alert and attentive at all times in classroom and clinical settings.

### *Behavioral and Social Attributes*

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

### *Ethical Values*

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

## Transfer Applicants

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

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

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

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

## DACA & International Applicants

### *Deferred Action for Childhood Arrival ("DACA") Applicants*

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

### *International Applicants*

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

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

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

- International applicants must provide official copies of academic records (translated into English if received in a foreign language) from all colleges or universities attended after high school or equivalent.
- International applicants with U.S. permanent resident status and/or naturalized citizenship and holders of international visas who complete pre-requisite courses from outside the United States must either: (a) submit an official evaluation of their coursework and degree(s), if any, from the World Education Services ("WES") (<http://www.wes.org/>) to PharmCAS; or (b) submit an official evaluation of their coursework and degree(s), if any, from International Education Research Foundation ("IERF") at [<http://www.ierf.org/>], Educational Credential Evaluators ("ECE") at [<http://www.ece.org/>], or Josef Silny and Associates [<http://www.jsilny.com>] to CHSU. Students may be exempt from the WES or other international verification requirements as determined on a case-by-case basis. To request exemption, the applicant must follow the procedures above under "Exceptions to Pre-Requisite Requirements."
- International applicants applying to attend CHSU 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 PharmCAS.

#### **Minimum Required Scores for Eligibility for Admissions:**

Test Type	Score
Paper-Based TOEFL	550
Computer-Based TOEFL	213
Internet-Based TOEFL	100

## **Early Decision Program**

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

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

The Early Decision Program application deadline is the first Tuesday after Labor Day for applicants applying for admission in the following fall. Early Decision applicants must submit their PharmCAS application, official transcripts and application fees no later than October 20th through the PharmCAS system. Additional rules and guidelines regarding the Early Decision Program are governed by PharmCAS, as those rules and guidelines may change from time to time. Early Decision applicants are encouraged to refer to the PharmCAS website for more information.

## **Pathways Programs – Partnerships for Priority Admission with Undergraduate Education Institutions**

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

## **Deferment of Admissions**

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

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

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

### **Retention of Admissions Records**

#### *Applicants That Matriculate to CHSU*

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

#### *Applicants That Do Not Matriculate to CHSU*

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

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

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

### **Additional Enrollment Requirements**

#### *Health Insurance*

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



### *Criminal Background Check and Drug Screening*

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

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

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

### *Immunization Requirements*

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

1. Admitted students must provide the following health related documents to the Office of Experiential Education before July 1 preceding the semester of initial enrollment:
  - Student Information (FORM 1)
  - Health History (FORM 2)
  - Physical Examination (FORM 3)
  - Tuberculosis Clearance (FORM 4)
2. PPD2-Step-Required upon admission. (Have PPD #1 completed. Wait 7-10 days from PPD #1 date read to have PPD #2 placed.) Refer to the [www.CDC.org](http://www.CDC.org) website for additional information.

- a. (a) 1-Step-Required annually.
  - b. TB Screening (PPD skin tests and/or chest x-ray results) must be completed between June 1-June 25, and annually thereafter.
  - c. Chest X-ray/Quantiferon-TB Gold – Only required for those with PPD(+) – Required annually.
3. Authorization for Release of Communicable Disease Clearance Information to Clinical Rotation Sites (FORM 5)
  4. California State Required Meningitis Awareness Disclosure (FORM)
  5. Proof of Immunization for the following vaccinations (copies required):
  6. TDaP (tetanus/diphtheria/pertussis). TDaP is considered current if administered within 10 years. TD or DTAP will not be accepted.
  7. FluVaccine – required annually.
  8. Laboratory Results (serum blood titers) for the communicable diseases below:
  9. Titers considered current if completed within 5 years.
  10. Laboratory results must include reference ranges and be on laboratory letterhead.
    - a. If immunity is not present according to serum blood titer, student must obtain vaccination and serum blood titer retest as indicated per CDC recommendation. Refer to the [www.CDC.org](http://www.CDC.org) website for additional information.
  11. Hepatitis B Surface Antibody Titer- Qualitative (HBsAb)
  12. Measles (Rubeola) Antibody Titer- Qualitative (Measles AB, IgG, EIA) (if there is no documentation of 2 doses)
  13. Mumps Antibody Titer- Qualitative (Mumps AB, IgG) (if there is no documentation of 2 doses)
  14. Rubella Antibody Titer- Qualitative (MMR Ab, IgG) (if there is no documentation of 2 doses)
  15. Varicella Antibody Titer- Qualitative (Varicella AB, IgG)
  16. Additional immunizations, health information, or lab tests may be required to comply with outside affiliation agreements.

Information regarding your health history is requested for your protection and to assist us in case of emergency. The information is confidential. Portions of this information may be shared with appropriate personnel at our pharmacy practice experience sites, as required by our affiliation agreements, however, before sharing any such information we will obtain the student's informed consent. Questions regarding these policies should be directed to the Director of Experiential Education.

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

### *Intern Licensure & Information on Pharmacist Licensure Post-Graduation*

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

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

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

## College of Pharmacy Financial Information

### Tuition and Fees

Please note that these tuition rates and miscellaneous fees are for the 2018-2019 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 (P1, P2, P3, P4 years)
Enrollment Confirmation Fee:	\$250.00	Non-refundable (applied to tuition - P1 year)
Student Tuition Recovery Fund Fee	\$0.00	Non-refundable (STRF Reserve Fund level met for 2017-18)
Student Services Fee:	\$100.00	Refundable (P1, P2, P3, P4 years)
Student Association Fee:	\$100.00	Refundable (P1, P2, P3, P4 years)
Immunization Certification Fee:	\$95.00	Refundable (P1 year)
MTM Certificate Program Fee:	\$95.00	Refundable (P1 year)
CPR Training Fee:	\$90.00	Refundable (P1, P3 years)
Technology Fee:	\$100.00	Refundable (P1, P2, P3, P4 years)
Student Malpractice Insurance Fee:	\$25.00	Refundable (P1, P2, P3, P4 years)
Graduation Fee:	\$500.00	Refundable (P4 year)

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

Total Estimated Institutional Charges\* Year 2: \$45,325; Year 3: \$45,415; Year 4: \$45,825

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

#### *Changes Paid to Other Entities*

Books and Supplies (Annual Estimate w/laptop computer - P1 year)	\$1,500.00
Health Insurance Fee** (Annual Estimate - P1, P2, P3, P4 years)	\$2,500.00
Criminal Background Check and Drug Screening (P1 year and as needed by rotation sites)	\$78.00
California Board of Pharmacy Internship License (P1 year)	\$165.00

Total Estimated Non-Institutional Charges\* Year 1: \$4,243

Total Estimated Non-Institutional Charges\* Year 2: \$3,000; Year 3: \$3,000; Year 4: \$3,000

Total Estimated Charges\* Year 1: \$49,848; Year 2: \$48,325; Year 3: \$48,415; Year 4: \$48,825

*\*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. This fee is for the student only and does not cover additional family members.*

### 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
		90 = Portfolio

## Course Load

Each semester, Doctor of Pharmacy students are expected to carry the normal full-time course load of up to 18 semester hours of credit (some semesters may be less). 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.

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

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

## 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.

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. 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 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.

### **Withdrawal from an Advanced Placement Pharmacy Practice Experience**

Students may withdraw from an APPE or IPPE due to a voluntary leave of absence through the Office of Student Affairs, and in collaboration with the Office of Experiential Education. Initial steps require the student to notify the Director of Experiential Education as the Course Director and then the student will be referred the Office of Student Affairs. At the time of withdrawal, the grade of W can be recorded. 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.



## 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	< 60%	0
RC	Successful Remediation with Grade of “C”	2.0
RF	Failed Remediation with Grade Below “C”	1.0
P	Passed	Not included in GPA
NP	Not Passed	Not included in GPA
IC	Incomplete	0
IP	In Progress	0
W	Withdrawal	0

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 Dean to extend the deadline. If the IC is not removed within the stated period of time, it will automatically change to a grade of F. In cases of illness or extreme circumstance, the IC may be changed to a grade of W, with the approval of the Dean. 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 between 3.50 and 3.78 for 12 or more semester hours during any semester is given Dean's List standing at the end of that term. A first-, second-, or third-professional year student, whose grade point average is 3.79 or above for 12 or more semester hours during any semester is given President's List standing at the end of that term.

## **Graduation with Honors**

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

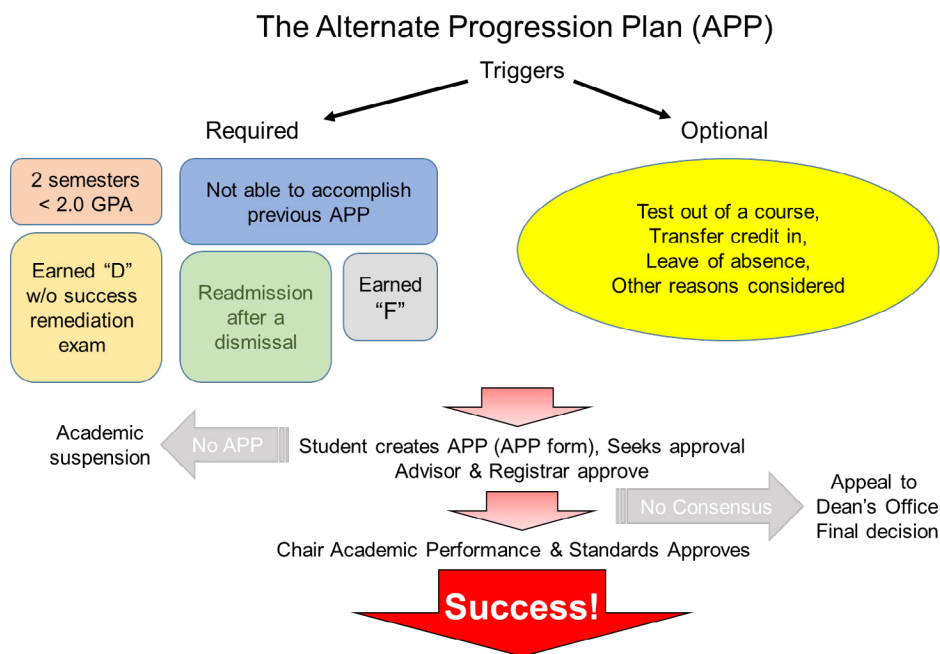
A student who receives one or more D's in a single semester may attempt to pass a Remediation Exam for each of these courses prior to starting the next semester coursework or retake each course the next time it is offered as part of an Alternate Progression Plan. A student who receives an F will not 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. Forgoes an academic semester without obtaining an approved Leave of Absence;
4. 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.)
5. 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.

## 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 autoimmune and immunodeficiency diseases. Prerequisites: PHR 511	

PHR 514: Calculations	2 credit hours
This course will review the basic calculations that are necessary for the practice of pharmacy. These calculations include dosage calculations, ratio equations, determining molarity, molar equivalents, and the use of basic ratios required in dilutions and compounding.	
PHR 515: 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.	
<b>Pharmaceutical Sciences</b>	
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. Prerequisites: PHR 514, PHR 522.	
<b>Medical Sciences</b>	
PHR 532: Principles of Drug Action I	6 credit hours
This course introduces students to the concepts of pharmacodynamics, drug targets, drug-receptor interactions, signal transduction, molecular basis of drug metabolism and elimination, and basic principles of the autonomic nervous system. The pharmacological effects of various medications, their mechanisms of action and structure activity relationship will also be explored. Students will be introduced to the pathophysiology and pharmacological treatments of endocrine, musculoskeletal and gastro-intestinal disorders. Sites of intervention by medications used to treat the disorders of these systems will be discussed as well.	
PHR 634: Principles of Drug Action II	6 credit hours
This course introduces students to the pathophysiology and pharmacological treatments of cardiovascular, respiratory and kidney disorders. The students will learn about structure activity relationship (SAR), pharmacological actions and adverse effects of various drugs used in the treatment of hypertension, arrhythmias, heart failure, stroke, dyslipidemia, coagulation disorders, respiratory disorders and kidney diseases. Prerequisite PHR 532	



PHR 635: Principles of Drug Action III	6 credit hours
<p>This course is a continuation in the series of courses examining the pharmacological and chemical basis of drug action. Students will integrate physiologic, biochemical and pathophysiologic concepts and information to understand the therapeutic and adverse actions and interactions of drugs. Topics included in this part of the sequence are drugs affecting the central nervous systems. This course introduces students to the pathophysiology and pharmacological treatments of neurological and psychiatric disorders. Sites of intervention by medications used to treat these disorders and their side effects will be emphasized in the treatment of affective/mood disorders, psychoses, epilepsy, anxieties, movement disorders, and sleep disorders. Prerequisite PHR 532</p>	
PHR 735: Principles of Drug Action IV	5 credit hours
<p>This course will introduce students to the pathophysiology of cancer and infectious diseases in general and their pharmacological treatments. This course will introduce students to the mechanism of action, pharmacokinetics and side effects of anti-microbial, anti-viral, anti-protozoal, and anti-fungal agents. Apart from chemotherapeutic agents used in infectious diseases, this course will also focus on mechanism of action, pharmacokinetics and adverse effects of cancer chemotherapeutic agents. In addition, students will be exposed to appropriate supportive care drugs that are required for the management of adverse effects associated with some of the specific cancer chemotherapeutic agents. Prerequisite PHR 532</p>	
<b>Clinical Sciences</b>	
PHR 540: Compounding & Dispensing	1 credit hours
<p>This course is designed to provide students with an opportunity to learn and practice important pharmaceutical compounding techniques and dispensing used in optimizing a patient's drug therapy. This course will utilize a problem-based/interactive instructional approach, and problem solving exercises to provide students with knowledge, skills and attitude used for the extemporaneous preparation of a variety of dosage forms. This course will reinforce concepts of various pharmaceutical compounding techniques from didactic course principles to real world problem-based settings.</p>	
PHR 541: Patient Self Care	4 credit hours
<p>Patient Self-Care teaches the student the process of patient interviewing, patient assessment, product selection of over-the-counter (OTC) medications and complementary alternative medication (CAM). This course is interactive and designed to introduce a systematic approach for evaluating a patient's self-care needs.</p>	

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. This course will provide students hands on learning the of the Pharmacist's Patient Care process when encountering simulated patients, comprehensive cases and pharmacist as a health care provider. Prerequisites: PHR 541	
PHR 644: Patient Care I	8 credit hours
This course introduces students to the pharmacotherapy of endocrine, gastrointestinal, women's health, immunological, and musculoskeletal disorders. Clinical evaluation and assessment of patients will be emphasized in this course which will complement the development of treatment plans for patients based on their existing health status. Dosage forms, routes of administration, adverse effects, pharmacokinetics, potential drug interactions, medication safety, and patient counseling principles of the medications used in the treatment of the disorders will be emphasized. Prerequisites: PHR 523, PHR 532, PHR 541.	
PHR 645: Patient Care II	8 credit hours
This course introduces students to the pharmacotherapy of non-malignant hematology, cardiovascular, genitourinary, and renal disorders. Clinical evaluation and assessment of patients will be emphasized in this course which will complement the development of treatment plans for patients based on their existing health status. Dosage forms, routes of administration, adverse effects, pharmacokinetics, and potential drug interactions and medication safety of the medications used in the treatment of the disorders will be emphasized. Prerequisites: PHR 634, PHR 644, PHR 649.	
PHR 649: Advanced Patient Assessment	2 credit hours
Patient assessment integrates psycho-social and pathophysiological processes. It includes techniques of history taking and health assessment together with as overview of normal findings and common deviations, identifying high-risk individuals and various disease states. This course will prepare students to verbally communicate with simulated patients during an assessment and to complete written assessments and develop plans of treatment using a SOAP Note format. Prerequisites: PHR 543	
PHR 746: Patient Care III	8 credit hours
This course introduces students to the pharmacotherapy of neurological and psychiatric disorders, and of other disorders specifically affecting the pediatric and geriatric populations. Clinical evaluation and assessment of patients will be emphasized in this course which will complement the development of treatment plans for patients based on their existing health status. Dosage forms, routes of administration, adverse effects, pharmacokinetics, and potential drug interactions and medication safety of the medications used in the treatment of the disorders will be emphasized. Prerequisites: PHR 633, PHR 645.	

PHR 747: Patient Care IV	8 credit hours
<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.</p>	
<b>Administrative Sciences</b>	
PHR 656: Critical Pharmacy Knowledge 1	.5 credit hours
<p>This course is the first of four courses that focuses on basic, essential pharmacy information that students should be able to readily recall from memory. Learning in the course results from repetitive self-directed study. The intent is for students to learn and re-learn critical pharmacy facts and calculations until such information can be accurately and reliably retrieved from memory. Topics to be covered include Top 200 drugs, Top 50 hospital drugs, lab values, abbreviations, and calculations such as concentrations and dilutions, reconstitutions, millimoles, milliequivalents, isotonicity, IV flow rate, enteral and parenteral nutrition, etc.</p>	
PHR 657: Critical Pharmacy Knowledge 2	.5 credit hours
<p>This course is the second course of a series that focuses on basic, essential pharmacy information that students should be able to readily recall from memory. Learning in the course results from repetitive self-directed study. All of the information that students are required to learn is presented to them on the first day of class. The intent is for students to learn and re-learn critical pharmacy facts until such information can be accurately and reliably retrieved from memory. This course will specifically cover the Top 50 specialty drugs, pharmacokinetic calculation, of drugs cleared by liver and kidney as well as a review of the topics from CPK1.</p>	
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 752A: Pharmacy Law	2 credit hours
<p>This course introduces students to the scope of pharmacy practice and the legal practice of pharmacy. The course will introduce students to the various regulatory agencies and the impact that these agencies have on pharmacy day to day practice.</p>	

PHR 752B: Pharmacy Ethics	2 credit hours
<p>This course introduces students to pharmacy ethics as an interdisciplinary subject through critical thinking, writing, and discussing contemporary issues. Trends in professional values and ethical standards can be understood best within the situational context of pharmacy practice. So, in this course after reviewing the major principles of moral ethics in the biomedical field, we will focus on case studies in pharmacy ethics. During every session we will present cases considering a range of sources of moral authority, from professional organizations, health care institutions, patients, families, physicians, and administrators to professional committees and the general public.</p>	
PHR 753: Pharmacy Management	4 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 frame- work 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>	
PHR 756: Critical Pharmacy Knowledge 3	.5 credit hours
<p>This course is the third of four courses that focuses on basic, essential pharmacy information that students should be able to readily recall from memory. Drug cards will be used to highlight black box warnings, contraindications, dosages, interactions, and affects. Learning will be done in a team format to complete information in case studies and scenarios provided to the students. This course will be a review of previous materials and coordinate with materials being taught in the Principles of Drug Action, calculations, Patient Care and other relevant courses.</p>	
PHR 757: Critical Pharmacy Knowledge 4	.5 credit hours
<p>This course is the fourth of four courses that focuses on basic, essential pharmacy information that students should be able to readily recall from memory. Drug cards will be used to highlight black box warnings, contraindications, dosages, interactions, and affects. Learning will be done in a team format to complete information in case studies and scenarios provided to the students. This course will be a review of previous material and will prepare students for the PCOA and RX Prep Review Course. This course will conclude with the PCOA exam as required for accreditation purposes.</p>	

PHR 791/2: Co-curriculum and IPE Portfolio	.5 credit hours
<p>In the 5th and 6th semester of the program, students submit a professional portfolio documenting experiences and reflections demonstrating movement aligned to the University Global Learning Outcomes. These portfolios are initiated in the Leadership for Lifelong Learning course in Semester 1 and are developed longitudinally with support of the Academic Advisor. A focus of Semester 5 includes demonstrating Professionalism, Moral Agency and Emotional Intelligence. A focus of Semester 6 includes demonstrating Interprofessional Collaboration.</p>	
<b>Introductory Pharmacy Practice Experiences (IPPEs)</b>	
PHR 661: IPPE I	4 credit hours
<p>This introductory pharmacy practice experience (IPPE) is a 160 hour (4 week) on-site rotation in a community pharmacy setting. This experience is designed to provide students with opportunities to apply the basic skills they learned in the first professional year of pharmacy school and learn about patient care in a community pharmacy practice. Prerequisites: Successful completion of first professional year didactic coursework.</p>	
PHR 662: IPPE II	3 credit hours
<p>This introductory practice experience (IPPE) is a 120 hour (3 week) on-site rotation in an institutional pharmacy setting. This experience is designed to provide students with opportunities to apply skills they learned in the first and second years of pharmacy school and learn about patient care in an institutional pharmacy practice. Prerequisites: Successful completion of first and second professional year didactic and experiential coursework.</p>	
PHR 763: IPPE III	1 credit hour
<p>This introductory practice experience (IPPE) is a 56 hour pre-APPE readiness rotation with a pharmacy practice preceptor. This experience is designed to provide students with skills necessary to be successful in the advanced pharmacy practice experiences (APPE) and is offered in the spring semester of the third year of pharmacy school. Prerequisites: Successful completion of all first and second year courses (didactic and experiential), as well as the current year fall coursework.</p>	
<b>Advanced Pharmacy Practice Experiences (APPEs)</b>	
PHR 871: APPE – Acute Care	6 credit hours
<p>This advanced pharmacy practice experience (APPE) is a 240 hour (6 week) clinical rotation with a pharmacy practice preceptor. This course is designed to provide students with an in-depth understanding of an acute care setting such as internal medicine or critical care. Students will participate as an active member of the patient care team. Prerequisites: Successful completion of all first, second and third year didactic and experiential coursework.</p>	

PHR 872: APPE - Hospital or Health System	6 credit hours
This advanced pharmacy practice experience (APPE) is a 240 hour (6 week) on-site rotation in a hospital or health system pharmacy setting. This experience will build upon and expand student knowledge previously gained in the institutional pharmacy IPPE. Prerequisites: Successful completion of all first, second and third year didactic and experiential coursework.	
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.	

### **Clinical and Administrative Sciences**

Miriam Ansong, PharmD  
Ahmd Azab, PharmD, MS  
Charles Douglas, PhD, MBA  
Wendy Duncan, PhD  
Christopher Foley, PharmD  
David G. Fuentes, PharmD, SHRM-CP, BCPP, BCGP (Chair)  
Michael Freudiger, PharmD, APh, BCPS, BCGP  
Patty Havard, PharmD  
Yuqin Hu, PharmD  
Jeremy Hughes, PharmD  
Yousef Lafi, PharmD  
Rebecca Leon, PharmD, APh  
Chi Ly, PharmD  
Allen Keshishian Namagerdi, PharmD  
Nicole Nielsen, PharmD  
Will Ofstad, PharmD, BCPS, CDE  
Lorilee Perry, BSN, MSN, FNP, CNS  
McKenna Salazar, MAEd, AET  
Stanley Snowden, PharmD, MSCR, APh  
Negin Tahvildary, PhD  
Anne VanGarsse, MD, FAAP, CHCEF  
Shaowei Wan, PhD, MS  
Anna Yang, MLIS, AHIP  
Lianjie Xiong, PharmD, MS, BCPS

### **Pharmaceutical and Biomedical Sciences**

M. Delwar Hussain, MPharm, PhD (Interim Chair)  
Farid Khalafalla, PhD  
Chandra Kolli, PhD  
Sree N. Pattipati, PhD  
Anitha Shenoy, PhD  
Vinayak Shenoy, PhD  
Yuwei Wang, MS, PhD  
Keith Zucker, PhD





CHSU

CALIFORNIA  
HEALTH SCIENCES  
UNIVERSITY

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

[CHSU.edu](http://CHSU.edu)