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All material in the California Health Sciences University (CHSU) 2023-2024 Catalog & Student Handbook reflects information as it was available at the publication date. Updates and/or corrections to the 2023-2024 Catalog & Student Handbook made after the publication date appear in the *Addendum to the 2023-2024 Catalog & Student Handbook*.

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

## College of Osteopathic Medicine - Revised Policies

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### COM Attendance and Leave of Absence Policy - Revised Attendance Requirements

**This policy has been revised effective Spring 2024.**

#### OMS-I & OMS-II

The California Health Sciences University College of Osteopathic Medicine expects students in the OMS I and OMS II years to attend all scheduled course activities including, but not limited to, classroom lectures, discussion groups/interactive sessions, laboratory activities, and clinical assignments. Attendance is monitored by the College.

Students should refer to course syllabi for specific grading policies and attendance requirements for individual classes. If there are requirements identified in a course document/syllabus, then those requirements control.

It is recognized that there may be isolated instances when students must be absent. However, students who miss didactic sessions, laboratory sessions, or clinical activities, are not excused from learning the subject materials or activities of that session.

Students may be required to make-up the missed educational session(s) during off-hours. Makeup laboratories are conducted only in extreme situations and at the discretion of the Course Director or the Associate Dean for Academic Affairs. Students should reference the attendance policy in the course syllabus for each course they may be missing.

#### OMS-III & OMS-IV

Daily attendance by third- and fourth-year students is required for all requisite clinical duties of the rotation to which they are assigned. Any time away from the rotation must be approved through the process outlined in the clinical clerkship manual.

Students on rotation are expected to be on time for all assigned activities associated with that rotation. Violations of the attendance requirement policy may result in disciplinary action through the SPC Committee, including, but not limited to, removal from current rotation which would result in the failing of the rotation.

Students who miss time from a rotation are required to submit the request for approved absences through the procedure identified in the Clinical Clerkship Manual. Through this method both the Office of Student Affairs (OSA) and the Office of Clinical Education will be notified. Students do not need to submit two requests. The form must include details of how the student will makeup the time missed in order for the absence request to be approved.

During the OMS-III and OMS-IV years, missed and/or failed core clerkships may need to be made up during future elective clerkship time, or by extending that year of enrollment. This may result in either 1) a student needing a longer duration of time to complete their OMS-III requirements, and therefore having less opportunity for elective clerkship rotations in their OMSIV year, or 2) extension of their OMS-IV year beyond the typical graduation date for their class.

#### Late Arrivals

Promptness is a trait that physicians must display and is a component of the Core Competency of Professionalism. Tardiness in class disturbs both the faculty/lecturer and the other students in the class. Repeated tardiness is considered unprofessional behavior and may result in the

student being referred to the SPC. Specific requirements will be identified in the COM student handbook and clerkship manual.

## Planned Absences

### Pre-Planned Medical Absences

For an absence to be considered excused for pre-planned medical reasons, notice must be received by CHSU-COM prior to the missed class or activity. Students must submit an "Absence Request Form", along with documentation supporting the future medical absence. This should include proof of appointment. This form must be approved by the Director of Student Services or the Assistant Dean of Student Affairs.

Where possible students should make an effort to schedule medical appointments during non-instructional time.

Pre-planned absences that are expected to be 3 days or more, must be approved by both the Associate Dean of Academic Affairs and Assistant Dean of Student Affairs. Students are still required to submit an Absence Request Form, along with a note from the treating healthcare provider confirming duration of absence.

Students in third- and fourth-year rotations with pre-planned medical absences must abide by the additional requirements contained in the CHSU-COM Clinical Clerkship Manual.

### Scheduled Conferences and Student Organizations

Students may receive excused absences to attend pre-planned CHSU-COM-related activities or national meetings of student clubs and organizations. Exemptions to the criteria for conference travel may be considered on a case-by-case basis. Requests for exemptions should be made to the Associate Dean for Academic Affairs and Assistant Dean of Student Affairs.

Students must be in good academic standing with a cumulative grade point average of 3.0 to be considered for an excused absence for CHSU-COM-related activities. Travel arrangements should not be made until approval has been granted.

### Other Planned Absences

- Planned Religious holidays not already included in the list of the University holiday
- Planned Military Duty
- Planned Immigration & Naturalization Appointments (supporting documentation is required)

- Planned Legal Proceedings at which the student is required to attend as a party or witness (supporting documentation is required)

### Excused Absence Form

All absence requests for travel must be submitted using the excused absence form and should be submitted after the following steps have been completed:

- Submit a travel request,
- Receive confirmation from OSA stating the student is in good academic standing,
- Receive email from the OSA approving the request.

Planned professional development leave (e.g., attending medical conferences) requires at least 30-days advance notice and approvals. Failure to submit the excused absence request form may result in the absence being treated as unexcused.

Students must submit an email to the OSA informing them of the travel plans and submittal of the travel request at least 30 business days prior to the anticipated absence. Students should also refer to the Student Travel Policy for additional requirements and information.

Approval for student travel and the resulting absence will be only for reasonable, associated travel time (1 day) and for only the duration of the event (e.g., conference). There will be no extensions for the excused absence beyond the dates approved by the OSA.

Students who are excused for conference travel on Fridays will not receive excused absences on the Monday following the excused absence. Requests for any excused absences must be accompanied by documentation e.g., canceled airline flight or a physician note or other documentation of good cause for the absence.

There will be times conferences coincide with scheduled exams. Exam make-up for such instances will be on the Monday following the conference with no exception.

### Unplanned Excused

The following will be strongly considered as appropriate reasons for excused absences:

1. Emergency Medical care for the Students or members of their immediate family (e.g., spouse, child, or parent), but documentation as outlined above will be required.
2. Unplanned Jury duty - If summoned for Jury Duty, students are required to promptly report the summons to the OSA.

3. Traffic Accident (supporting documentation is required).
4. Bereavement (up to three [3] days) due to death of an immediate family member, significant other, or close relative (supporting documentation is required).
5. Unplanned Lack of Child Care (Will be monitored to avoid overuse and hardship on academic requirements).

### **Unexcused Absences**

Absences for the following reasons will be considered as unexcused absences:

1. Car Breakdown
2. Employment Scheduling
3. Professional Development Leave taken without having followed the required 10-day notification & approval process outlined above.
4. Vacation
5. Personal events/ceremonies such as weddings, birthdays, showers, anniversary celebrations of life, etc. Exceptions may be made if you are part of a wedding ceremony. (E.g., sibling's wedding)
6. Non-Emergency pet appointments for veterinary care without supporting documentation.
7. Travel Delays without proof of flight cancellation/ delay or unfavorable weather conditions that restrict travel.
8. Absence requests submitted more than 24 hours after a scheduled academic/curricular activity and/or without proper supporting documentation.
9. Absences from one (1) to three (3) consecutive days during which an examination, OSCE, or lab session occurs that is NOT approved by the Director of Student Services or Assistant Dean of Student Affairs and Enrollment or Associate Dean of Academic Affairs.

### **Monitoring Absences**

The OSA will monitor the academic performance of students with frequent absence requests (excused and unexcused) to ensure that absences are not negatively impacting academic performance. The OSA may limit excused absence privileges if deemed necessary. Based on evidence of excessive unplanned absences, the University has authority to treat unexcused absences as violations of the Standard of Academic Integrity, Professionalism and Student Conduct outlined in the University Catalog.

Additionally, absences deemed unexcused by the OSA may result in a student receiving a zero for the missed coursework and may be referred to the Student at Risk Committee (StARC) or to the student progress committee.

Students are expected to attend every examination, test, or quiz. However, while excused absences are not approved for any examinations, tests, and quizzes, CHSU recognizes there may be times when a student is not able to attend. Absence requests due to illness on the day of an exam will require a physician note or supporting documentation and at least 1-hour prior notification to Directors of Student Affairs and Academic Affairs, Associate Dean of OAA&A and Assistant Dean of OSA, to be considered excused.

Requests for make-up examinations or quizzes must be made in a timely manner. For an absence to be considered excused, student must complete the "Absence Request Form" online. The Office of Student Affairs will determine if the absence is approved or denied, and the student will be notified accordingly.

It is the student's responsibility to contact the Course Directors to make arrangements for making up for all missed coursework, missed laboratories or an examination/ quiz where applicable. If the student requests approval of an excused absence and will miss an exam, it is the student's responsibility to notify the Associate Dean for Academic Affairs, Director of Academic Affairs and Assessment, Assistant Dean of Student Affairs, and the Director of Student Services via email when it is first noted that an absence will be needed. No absence will be approved if the student fails to contact the above via email and/or submit the absence request form at least 1 hour before the scheduled exam time. On return to CHSU-COM the student must complete the "Absence Request Form." An unexcused absence from an examination or quiz may result in a grade of zero (0) for that assessment.

### **Excessive Absences**

Excessive and/or recurring absences are deemed unprofessional behavior. In the event of excessive or recurring absences, there may be consultation with the Office Student Affairs to determine if additional interventions are needed. If the absences continue, the student's continuing failure to comply with this policy will be referred to the Student Progress Committee and may be reported on the Medical Student Performance Evaluation (MSPE).

### **Retroactive Excused Absence Requests**

Requests for retroactive approval of an excused absence will not be approved without the correct supporting documentation. Requests for approval of Retroactive excused absences must be submitted within three (3) days of the absence.

## Leaves of Absence

A **Leave of Absence** (LOA) is defined as a temporary interruption in a student's program of study for a period greater than seven consecutive days. A leave of absence requires pre-approval, and the student must follow CHSU's leave application process. All Leave of Absences are granted by the Dean.

A leave of absence is a temporary separation from CHSU which may not last longer than 180 calendar days. Reasons for a leave include, but not limited to, academic, personal, medical, and maternity. If a leave of absence exceeds 180 calendar days, it will become a withdrawal.

Students may request a Leave of Absence (LOA) for selected reasons including but not limited to academic, medical, maternity, parental military service, or personal circumstances.

A leave of absence should be requested in writing, addressed to the Dean but delivered to the Asst/Associate Dean of Student Affairs and Enrollment, who then provides it to the Dean. The LOA request must also include and anticipated date of return. The Dean will make the final determination of the LOA request.

For financial aid purposes the date of the Deans approval will determine the date of the LOA.

At a minimum of no later than 30 days prior to the end of the leave period, the student doctor is required to submit written notification to the Assistant Dean of Student Affairs and Enrollment of their intention to return. The student doctor will need to request and complete the readmission form. CHSU reserves the right to impose any additional conditions upon a student doctor seeking readmission after a leave of absence, and/or to refuse consideration based on the relevant time limit on Matriculation to graduation. The request and final decision on readmission will be made by the Dean. Due to the nature of the clinical curriculum students seeking to take LOA during any rotation consult with the Office of Student Affairs and the Office of Clinical Education, prior to taking the leave.

A student seeking to take a LOA will first meet with the Asst/Associate Dean of Student Affairs. During this meeting students should discuss their ability to graduate within the requirements outlined in the COM Graduation Policy. The LOA Request Form is available on the CHSU website or from the University Registrar. If extenuating circumstances prevent a student from providing a prior written request, the Assistant Dean of Student Affairs and Enrollment may make exceptions to this process. Whenever practical, a student should submit their written request for a LOA at least thirty (30) calendar days in advance of the start of the

upcoming semester or thirty (30) calendar days before the end of the current semester. Non-attendance in classes does not constitute notification of intent to apply for a leave of absence.

Students who take a LOA that, at a minimum, extends through the end of the semester shall be considered withdrawn for the purposes of grading and tuition refund only, but not withdrawn from the University. The student's final grades will be processed as outlined in the Student Withdrawal Policy. As an LOAs has a significant impact on student loans and scholarships, as well as the total cost of the student's attendance at the COM, students should contact the Financial Aid Office about the implications related to their LOA. Student should also refer to the CHSU Tuition Refund Policy regarding the student's potential eligibility for a tuition refund. Students will receive a letter via email and mail once a decision has been made regarding the LOA generally within five (5) calendar days of the decision. CHSU reserves the right to impose conditions upon the student's return that will be communicated either in the initial letter to the student approving the leave or in subsequent correspondence to the student. For example, students granted a LOA for health-related purposes may be required to have a health care professional certify in writing that they are approved to return to the University prior to the student's anticipated return date.

The completed LOA form must be submitted to the Office of the Registrar before the leave of absence is granted. The date of leave of absence status is the date that the Registrar receives the signed Leave of Absence form, except in case of extenuating circumstances. Should a student wish to take a leave longer than the initial LOA granted to the student, they must re- apply for an additional new LOA following the same LOA process.

## Unapproved Leave of Absence

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

## Returning from a Leave of Absence

Students approved for a leave of absence may return to the COM and to classes without reapplying to the College of Osteopathic Medicine if the return is within the approved time frame as recorded in the Leave of Absence Approval letter and any relevant University approved extensions of such leave. Prior to returning to the College of Osteopathic Medicine, students are required to comply with all conditions for the student's return as stated in correspondence to the student by the University. A student granted a LOA with conditions may be required to meet

with the Office of Student Affairs before returning to the College of Osteopathic Medicine. For LOA, students must submit their intent to return in writing to the University Registrar within thirty (30) calendar days of the anticipated return to the pre-clinical portion of the curriculum and thirty (30) calendar days for the clinical curriculum, for leaves that are longer than thirty (30) days in length. It is the student's ultimate responsibility to duly inform the administration of any delays to their return or needs for further extensions.

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

Abuse of the absence or leave request process is unprofessional and violates the University's Student Conduct and Professionalism policy. Abuse of such process includes but is not limited to: (1) dishonesty regarding the need for or use of leave and (2) submission of fraudulent documentation supporting the need for leave. Abuse of this policy may result in an appearance before the Student Progress Committee and could ultimately result in dismissal from the University.

Students returning from a LOA are still required to complete all the required elements for graduation is still necessary, in order to graduate and be granted the degree of Doctor of Osteopathic Medicine.

## COM Grading System and Quality Points - Revised

***This policy has been revised with a retroactive effective date of July 2023 - (section revised: Core Clinical Clerkship Grading System OMS-III)***

### Semester Credit Hours

One (1) unit of credit is assigned for a minimum of 750 minutes of formalized classroom instruction that requires students to work an average of twice the amount of time for out-of-class assignments (1,500 minutes). For courses that include additional workshop and/or laboratory sessions, one (1) credit hour equals 25 clock hours of formalized instruction plus 12.5 clock hours for student out-of-class assignments. For clinical clerkships, one (1) credit hour is assigned for each 37.5 clock hour.

CHSU College of Osteopathic Medicine defines a semester length as 20 weeks for the first- and second-year students (pre-clinical instructional coursework) with a summer

intersession. The third- and fourth-year students complete clinical rotations as assigned throughout the academic calendar year.

## Grading System

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:

### A. Preclinical Grading System

Grade Description	GPA Quality Points
A 90-100%	3.50 – 4.00
B 80-90%	3.00 – 3.45
C 70-79%	2.00 – 2.90
F <70%	0.00
RC >70% - Remediation Successfully Completed	2.00
RF <70% - Remediation Failed	0.00
P > 70% and above	-
NP Non-Pass	-

Percentage Score	GPA Points	Percentage Score	GPA Points	Percentage Score	GPA Points
100%	4.00	89%	3.45	79%	2.90
99%	3.95	88%	3.40	78%	2.80
98%	3.90	87%	3.35	77%	2.70
97%	3.85	86%	3.30	76%	2.60
96%	3.80	85%	3.25	75%	2.50
95%	3.75	84%	3.20	74%	2.40
94%	3.70	83%	3.15	73%	2.30
93%	3.65	82%	3.10	72%	2.20
92%	3.60	81%	3.05	71%	2.10
91%	3.55	80%	3.00	70%	2.00
90%	3.50			<70%	0.00

### **\*Percentage Score Earned and Quality Points Awarded**

\*Percentage scores earned are rounded to the nearest integer/whole number.

### **Rounding Percentage Scores Earned**

Exam scores are rounded to the nearest integer/whole number. If the first digit to the right of the decimal or in tenths place is less than or equal to 4, the percentage score earned is rounded to the nearest whole number (e.g., 79.4 is rounded to 79). All digits after the decimal point are dropped. If the tenths digit is greater than or equal to 5, the grade is rounded to the next whole number (e.g., 79.6 is rounded to 80). All digits after the decimal point are dropped.

### **B. Core Clinical Clerkship Grading System OMS-III - (Clerkships with COMATs) - (Effective Retroaction Date - July 2023)**

Grade Description		GPA Quality Points
	Honors	
H	1. A high COMAT Score set by the COM curriculum committee and based on national data, which is reviewed annually; and  2. Preceptor evaluation scores: Mean 3.5 or higher (out of 4.0)	--
P	Pass  1. An acceptable COMAT Score set by the COM curriculum committee and based on national data, which is reviewed annually; and  2. Preceptor evaluation scores: Mean 1.5 or higher (out of 4.0)	--
NP	Non-Pass	--
RP	Remediation Successfully Passed	--

***The specific scores for honors and passing will be posted in the student clerkship manual and on the clerkship syllabi.***

### **C. Electives and OMS-IV Clerkship Grading System (Clerkships without COMATs)**

Grade Description	Quality Points
P Pass - Meets expectations on preceptor eval.	--
NP Non-Pass -Does not meet expectations on preceptor eval.	--

### **Additional Grade Marks Excluded from Grade-Point Average (GPA) Calculations**

Grade Description	
IC	Incomplete
IP	In Progress
W	Withdrawal
Y	Pending Remediation

### **Incomplete Grade (IC): Courses**

The grade of IC (incomplete) may be assigned to a student who otherwise is passing the course but is unable to complete all the required coursework and/or examinations due to extenuating circumstances (such as illness, death in the family, injury due to accident, etc.). The "IC" grade is not counted in the grade point calculation and must be replaced before the student can register for the next academic term unless other arrangements have been made by the Associate Dean for Academic Affairs and Assessment to extend the deadline. If the "IC" mark 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" mark may be changed to a grade of "W", with the approval of the Dean.

### **Incomplete Grade (IC): Clerkships/Rotations**

If a student is unable to finish a rotation due to an extraordinary personal or family situation, they must notify their primary preceptor and the Office of Academic Affairs prior to leaving the rotation. A grade of "IC" will be recorded until the rotation can be successfully completed. The "IC" grade will then be replaced by the applicable grade earned. A student with an "IC" mark on their transcript at the beginning of the fourth-year clerkships will not be allowed to begin their fourth-year rotations until the "IC" has been removed from the transcript.

### **In Progress Grade (IP)**

The grade of "IP" (in progress) may be assigned by the course directors to students whose work at the end of a term is still in progress because the course requires more than one term to complete. Completion of course requirements for "IP" grades must occur within one year. A grade of "IP" automatically changes to an "F" or "NP" (depending on the selected grading method) after one year if no other grade is assigned. "IP" grades count as credits attempted and as credits earned upon completion of the course. Students with "IP" grades are not re-enrolled for the course and cannot use these credits for enrollment or financial aid in subsequent terms.

### **Remediation Placeholder (Y): Clerkships/Rotations**

The "Y" mark is a provisional placeholder for any student required to remediate a failed clerkship. A failed clerkship must be remediated within 30 days from the end-date of the scheduled clerkship. If the student has successfully passed the remediation, the "Y" mark will be changed to a "RP" grade. If the remediation is not successful, the "Y" mark will be changed to a "NP" (non-pass) grade and the student will be required to repeat the clerkship.

### **Clinical Rank: Clerkship/Rotations**

A clinical rank separate from the pre-clinical rank will be calculated from a combination of clerkship COMAT scores and preceptor evaluations.

## **COM Examination Policy - Revised**

***This policy was revised effective 3/5/2024***

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



- 1.** Students should arrive at least 10 to 15 minutes before the exam time and unless directed or agreed otherwise should sit at their assigned seating at the team table.
- 2.** Students arriving later than 10 minutes after the scheduled exam time will not be permitted to take the exam without approval from the Associate Dean of Academic Affairs.
- 3.** Personal belongings (e. g. coats, jackets, hats, scarves, shawls, blankets, pillows, books, notes, backpacks, book bags, briefcases, purses, pencil cases etc.) must be stored away at the designated location near the exam room entrance. Hats and other head coverings are allowed only for religious/cultural reasons (e.g. hijab, turban). Students are required to leave water/drink bottles with their backpacks/bags and may drink them with permission. Table spaces must be cleared of all unnecessary materials prior to the start of the exam. All materials brought into the examination area are subject to search and removal by proctors or authorized personnel.
- 4.** All written exams will be administered through the ExamSoft digital assessment platform and therefore, students must bring a personal laptop in good working condition (compliant with COM laptop requirements) to the exam room. All other electronic devices (e. g. cell phones, pagers, digital timers, smart watches, programmable calculators, netbooks and notebook computers, etc.) must be turned off and stored away from the examination area.
- 5.** For written exams, students will be provided with a blank sheet of paper to be used during the exam as scratch paper and a pen. Prior to the start of the exam, students may not write on their scratch paper if they have any content, notes, or any other type of study material showing on their computers or table. The paper and pen must be returned to the proctor before leaving the exam room.
- 6.** Except when necessary due to emergency circumstances (e.g., fire, active shooter, etc.), students may not communicate with classmates in any form by any means during an examination. Students may not ask proctors for clarification of exam items.
- 7.** Exam administration will be timed. Exam items and questions are randomized for individual student exams. Unless the course instructor determines otherwise, backward navigation will be enabled for exams.
- 8.** Students taking exams will be permitted to leave the exam room for water or restroom breaks, but only after notifying a proctor by raising a hand. Only one student may use the restroom at a time and will be accompanied by a

proctor. Proctors may ask students to show that they do not have any electronic devices or study materials when leaving for a water or restroom break. If a limited number of proctors are available, restroom breaks may not be permitted until additional proctors are available. A break does not entitle the student to more time on an exam. If restroom breaks are being abused, over-utilized, or become a distraction, proctors have discretionary authority to limit restroom breaks as deemed necessary.

**9.** CHSU-COM proctors, faculty, and authorized personnel may refuse to provide exams to students, terminate exams, and/or report test takers if the test takers are suspected of noncompliance with exam rules or academic dishonesty.

**10.** In addition to proctors, CHSU-COM may employ video surveillance and recording technologies to protect and maintain academic integrity during an exam.

**11.** Students who are found using unauthorized materials or electronic devices during an exam, obtaining assistance from classmates or from any unauthorized sources, or otherwise failing to follow the prescribed guidelines mentioned in this policy will be subject to disciplinary actions under the Student Professionalism and Conduct policy, up to and including, dismissal from the program.

**12.** Students who have been granted an excused absence on an exam day (see Attendance Policy) will only be allowed to receive one (1) make up exam opportunity to be administered on the Monday of the following week or on another date determined by the Office of Academic Affairs and Assessment.

- Any additional excused absences on any Exam days, will result in an Incomplete (IC) for the final course grade.
- Students will be required to make-up their excused missed exam(s) at the end of the semester during the designated remediation period.
- Students who fail the make-up examination and subsequently fail the course will be required to meet with the Student Progress Committee for further directives.

**13.** An unexcused absence on Exam days will result in automatic failure of the exam with a score of 0%, which may result in a failure of the course. Students will be required to meet with the Student Progress Committee for further directives.

**14.** For OMS-III and OMS-IV students, excused absences or requests for rescheduling for COMAT examinations will be reviewed by the Office of Community Clinical Education and the Office of Academic Affairs and Assessment.

# Financial Services / Financial Aid - New Policy

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## Payment and Collections of Student Tuition, Fees, and Other Costs

### Student Accounts

***This is a new policy with an effective approval date of 01/09/2024.***

Except as provided in this Policy, all student account balances must be paid in full no later than 30 days prior to the start date of each semester. Acceptable payments can include ACH or check payment, documented approval of private lending, Title IV funding, or external scholarships. Failure to pay the balance due by the due date may result in disenrollment, dismissal from the program, or other actions described below. Exceptions may be made for students who are admitted to the University for fewer than 30 days prior to the start of class.

It is the responsibility of the student to ensure that any balance due on their student account as shown in SONIS is paid before the first day of class or within 30 days of the charge being applied to the student account. This includes balances that may remain on account after payments, loans, or scholarships are applied or other fees that may be added during the semester (e.g., health insurance or parking fines).

Any amount owed to the University including, but not limited to, tuition and fees, is considered a receivable to the University. A receivable becomes past due if a payment is not received by the University by the applicable due date. When a receivable becomes past due, a financial hold will be placed on the student account that prevents the student from being registered for future terms and receiving grades until the balance is paid in full. In addition, degree candidates must meet all financial requirements to be eligible to apply to graduate or subsequently participate in graduation related activities/privileges, including receiving their diploma.

Students who have outstanding balances under \$3,000 at the beginning of each semester may remain registered for the upcoming semester and may attend class and/or orientation, provided that they contact the Business Office

prior to the first day of class and make arrangements for a plan for payment. If the outstanding balance remains unpaid on their account 60 days prior to the first day of the next semester, the student will not be registered for courses for the upcoming semester until the balance is paid in full.

A late fee of the lesser of Fifty Dollars (\$50.00) or the maximum amount permitted by law, will be assessed each month on all outstanding tuition and fees balances until payment is received in full, except when the late payment is caused by a delay in either private or public student loan disbursement, through no fault of the student.

CHSU is responsible for managing delinquent receivables that are owed to the University. The aging date for receivables is timed from the original due date of the charges posted on the student account. Current, or active, students with unpaid balances greater than 90 days past due are considered to have delinquent accounts. When student accounts become delinquent, the student will be advised of the potential for the unpaid balance to be reported to credit agencies, as well as the possibility that a financial hold (discussed above) will be placed on their account. If an account balance is unpaid for more than 180 days, the account will be assigned to a collection agency and the account balance can no longer be settled with the University directly.

### Extensions

Students who utilize Title IV funding may have minimal balances due on account after the fall disbursement is applied. This is due to the Title IV rule that requires the total borrowing to be split equally over the semesters. If this occurs, and is related to the Title IV disbursement timing, the balance will be left on the student account to be offset by the spring disbursement.

Students who are admitted within two weeks of the tuition due date or after the tuition due date may request additional time to make payment. An extension will be granted on a case-by-case basis. Requests for extensions must be submitted to the Business Office and approved by the CFO. Students must contact the Business Office as soon as possible, but no later than the first day of class, to secure the extension. If an extension is not approved, the accounts will be considered delinquent and will fall into the same process used for other delinquent accounts described in this Policy.

Students who believe their account record is in error should request review by providing a brief email and record of payment to the Business Office at:  
**[businessoffice@chsu.edu](mailto:businessoffice@chsu.edu)**.

# Student Services and Policies - New Policy

## Student Travel Policy

***This is a new policy with an effective approval date of 12/19/2023.***

CHSU encourages student participation in seminars, conferences, and educational programs that help promote better understanding of their areas of study and intended professions. Students are responsible for the costs incurred to participate in these programs. However, to aid in the development of students, individual colleges at CHSU may assist with funding certain expenses as described in this policy.

Funds can only be provided for approved activities in accordance with CHSU's Business Office policies and IRS guidelines. Funding is available only for domestic travel through this program. Only fully completed and signed applications will be considered for funding. Students are strongly encouraged to obtain approval prior to making final travel arrangements because approval to travel, funding and/or reimbursement is not guaranteed.

**To be considered for funding, students must first meet the following requirements:**

1. Be in good academic standing as defined by the Academic Standing and Progress Policy of the college or program in which they are enrolled.
2. Submit a completed Student Travel Form, ideally forty-five (45) days in advance, but at least thirty (30) days prior to departure. The following materials must be submitted along with the Student Travel Form:
  - An approved Excused Absence request form as required by the applicable Attendance and Leaves of Absence Policy of the program in which the student is enrolled.
  - A completed travel budget; which is included in the Student Travel Form
  - A conference brochure/agenda, or proof of meeting requirements, if applicable
  - Details regarding the abstract or work to be presented, if applicable
3. If travel is related to a research project, such as a COM PRHS Project, or case report, the project/research must be

conducted under the supervision of a CHSU faculty member or have been preapproved by the Director of Scholarly Activity for the applicable college or program.

### Funding Available for Student Travel

There are different funding sources available for funding student travel including the Office of Student Affairs and the Office of Sponsored Research. Student organizations wishing to support their representatives to attend meetings are expected to provide some financial assistance from their own organizational funds.

### Students are eligible for reimbursement of travel expenses as follows:

1. Elected officers of official school organizations that represent the entire student body and are required to attend regional and/or national meetings (e.g., OPSC, SOMA, or COSGP) may be reimbursed for up to a maximum of \$1,000 per student (depending on the travel budget of each individual program), per required meeting subject to the following limitations:

- Maximum of two (2) officers to attend each required meeting.
- Maximum of two (2) out of state meetings per year, per student.

2. Elected officers of official school organizations that represent special interest groups within the specific field of study and are required to attend regional and/or national meetings (e.g., SAAO, SAMOPS, ACOFP, etc.) may be reimbursed up to \$1,000 per student (depending on the travel budget of each individual program), per required meeting subject to the following requirements:

- Maximum of one (1) officer to attend each required meeting.
- Maximum of one (1) out of state meetings per year, per student.

3. Students presenting a poster at a conference or seminar may be reimbursed up to a maximum of \$500 per student subject to the following limitations:

- The student presenting must be the first author or presenter.
- The total research reimbursement limit per year is determined by the individual program budget, up to \$1,000 per student.

4. COM Note: Completed PRHS Projects generally do not qualify as required travel cost but may be considered as deemed necessary by the Director of Scholarly Activity and the COM Dean.

Except as otherwise noted in this policy, students will be limited to no more than two reimbursed trips per academic year, one per semester. Other requests to the office of Student Affairs in each program may be considered on a case-by-case basis.

For students enrolled in the COM, examples include but are not limited to students choosing to attend an AACOM annual meeting, OMED annual meeting, or students who are running for state or national offices in a student organization. Funding will be subject to the following limitations:

1. Reimbursement is limited to amounts up to \$250 per occurrence and \$500 per student per academic year.
2. National officers for specialty organizations (not listed above) may be funded for annual sessions only if provided the organization is also providing some funding to attend.
3. Students may apply for reimbursement of travel expenses for one meeting or poster presentation per academic year. If funds are available, consideration will be given for additional requests that have the support from an Associate Dean, Director, or Dean, of the college or program.
4. Approval for funding will be on a first come, first served basis. If funds are available, students may be considered for reimbursement of expenses that exceed limits listed in this policy.

### **Process for Submitting Travel Requests**

#### **1. Research Requests**

- Submit a research routing form to Director of Scholarly Activity for the COM students, or to the VP of Research of the University, as appropriate, which includes supporting documents; project write up, abstract, poster submissions, and identify CHSU faculty primary investigator.
- If a project involves human subjects (IRB or QI), compliance with all regulations is required and any required approvals must be secured before applying for funds. Additional items may be requested if research is conducted through a clinic site.
- Follow the remaining process described in section two (2) below.

#### **2. All other requests**

- Submit Travel Request form to the Student Affairs department in the program in which the student is enrolled.

- Upon verification of good academic standing and approved absence form, the request will be routed to the appropriate department for budget approval.
  - In the COM, expenses related to research or PRHS projects will go to the Director of Scholarly activity, and then the COM Dean, for review and approval of funds. For students in other programs, expense reimbursements will be routed to the appropriate department.
  - All other student requests, including student organization travel, will go to the Director / Assistant Dean for Student Affairs or equivalent for review and approval of funds.
- After approvals have been completed, the student will receive a copy of the approved, or denied, request, along with the amount approved. It is the student's responsibility to review this form for the final approved amount which may differ from the amount requested. CHSU strongly suggests students wait to book any travel until this approval has been completed so they may budget accordingly.

### **Reimbursement**

Reimbursement requests may be made after expenses have been incurred and must comply with both the CHSU Travel and Expense Reimbursement Policy and IRS regulations. Students must submit the approved Student Travel Request form and itemized receipts with any reimbursement request to be considered for payment. CHSU will only reimburse amounts up to those approved on the Student Travel Request Form.

The Internal Revenue Service (IRS) imposes the following requirements on reimbursement of business expenses: 1) there must be a business reason for the expense(s); 2) the individual must substantiate the expenses; and 3) there must be receipts and invoices that document the nature and amount of the expenditure(s).

Approved requests for reimbursement must be submitted to the university Accounts Payable department within a reasonable period of time, normally 30 days of the completion of the travel. Requests received after 60 days will not be reimbursed, as stated in CHSU Travel and Expense Reimbursement policy. All receipts submitted for reimbursement must be itemized. An itemized receipt must show the name of the establishment, date of service, items purchased, the amount paid for each item, tax, and tip (if applicable). Students can only submit requests for reimbursement of their expenses and may not request reimbursement for expenses incurred by other parties (e.g., other students, friends or relatives of the student, faculty, organizations).

The Business Office processes reimbursements via ACH/ direct deposit. If an ACH form has not been submitted to the Business Office previously, one must be submitted along with the reimbursement. Failure to have an ACH form on file may result in reimbursement delays.

## Campus Facilities - New Policy

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### Student Parking

***This is a new policy with an approved effective date of 01/09/2024***

In the event the parking rules are violated, enforcement for violation of parking rules by CHSU students may include a warning for the first violation and a fine (in an amount determined by CHSU) for subsequent violations. In egregious circumstances, a different sanction may apply. Multiple or continuing parking violations may result in a referral to Student Affairs or review by Student Professionalism Committee.

### Parking Permits

All vehicles parked on the University campuses located at 2500 Alluvial Avenue and 120 N Clovis Avenue in the City of Clovis must display an official campus permit. Parking permits are issued by CHSU facilities department. Incoming students are provided a parking permit at the beginning of the academic year, which is valid for the duration of their academic education. Parking permits should be hung on the rear-view mirror or on the driver's side of a vehicle's windshield where it is clearly visible.

Students who use a different vehicle than the one previously registered must advise the Directory of Security and Facilities of the change immediately. Citations may be issued in instances where vehicles have no parking permit or an improperly displayed parking permit.

### Unauthorized Parking and Citations

Parking on either campus is permissible in all areas except for those areas described below.

1. Use of a parking space reserved for the disabled is limited to those who have clearly displayed a disability placard or license plate.
2. Use of parking spaces designated for guest parking is limited to visitors and guests on campus. Students are not permitted to park in the guest designated parking spaces.

3. Electric vehicle parking stalls are reserved for use by electrical vehicles only.
4. Use of reserved parking spaces is limited to those who are assigned the spaces.
5. Spaces that are designated as reserved for other purposes.

The CHSU Director of Security and their designee(s) have the authority to issue citations based on any observed violation of this policy. Violations will have the following fine structure.

1. CHSU employees may receive one warning for the first violation of this policy. Thereafter, employees may be fined for any subsequent violations. In addition, where there are multiple violations, an employee may be disciplined for misconduct.
2. Students may receive a warning for the first violation of this policy. Thereafter, students may be fined for any subsequent violations. In addition, where there are multiple violations, a student may be referred to the Office of Student Affairs in their college or program and/or referred to the Students Professionalism Committee
3. Appeals for any citation are to be directed to the Director of Security who will then consult with the Vice President of Operations to adjudicate the appeal. The Director's decision on the appeal is final.
4. Fines are to be paid to the CHSU Business Office directly by check or credit card, if requested.
5. In addition to citations and fines, vehicles parked in unauthorized parking spaces may be towed at the vehicle owner's expense if CHSU Director of Security deems it necessary to do so.

### Parking Hours

Parking on campus is permitted during business and study hours. If vehicles will be left on campus for a 24-hour period or longer, the owner must advise CHSU Security. Vehicles left on campus for 72 hours or longer will be considered by Campus Security to have been abandoned and may be removed, with towing costs and expenses charged to the owner.

### Liability

CHSU strives to maintain a safe campus environment but cannot guarantee the safety and security in parking lots or elsewhere on campus. Prior to being provided a parking permit, students will be required to acknowledge that CHSU will not be liable for any theft or vandalism that occurs to any