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All material in the California Health Sciences University (CHSU) 2025-2026 Catalog & Student Handbook reflects information as it was available at the publication date. Updates and/or corrections to the 2025-2026 Catalog & Student Handbook made after the publication date appear in the *Addendum to the 2025-2026 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 - Addendums

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### COM Academic Standing and Progress Policy - Revised

**Addendum: This policy has been revised effective 12/02/2025.**

The purpose of this policy is 1) to set the terms, definition, parameters and guidelines to determine the academic standing of a COM student at a particular stage of their curricular timeline; 2) to identify students' acceptable progression across the curricular timeline based on their overall GPA and other qualitative requirements; 3) to identify eligibility for extracurricular activities; and 4) to identify at-risk students for providing additional help.

This policy will also allow for the COM to restrict students facing challenges in achieving the curricular goals with subsequent outcomes through the following steps:

1. Students below certain level of academic achievement will be recognized and discussed by the Student At Risk Committee (StARC);

2. Failure to attain the milestones as per set criteria for academic progression will result in placement in various categories with different action plans including facing the Student Progress Committee (SPC);
3. Restrictions of engaging in extracurricular activities may be placed as per pre-determined criteria;
4. Consecutive failure in achieving the curricular milestones may result in temporary or permanent separation as per the policy guidelines.

The policy applies to the OMS-I through OMS-IV students at the CHSU-COM for identifying their academic standing for determining their successful progression through the curricular timeline.

It is the policy of the CHSU COM to follow student performance across the curricular timeline to determine their timely progression from OMS-I year through OMS-IV year. Academic standing of a student will be dictated by the terms, definition, and guidelines of this policy.

### Academic Standing and Academic Progress

Academic standing is defined as a student's status at any time within a semester or clerkship/rotation of the CHSU curriculum. To be in good academic standing, a student must have passing grades in all courses / clerkships, and COMLEX exams at any given point in time.

Academic standing will be used to determine students' eligibility to participate in extracurricular activities, which include attendance at conferences and/or local, regional, or national meetings of organizations and non-curricular research.

A student must have a minimum grade point average of 3.0 to be considered eligible for the extracurricular activities.

Academic progress in OMS-I and OMS-II of the curriculum requires passing all courses in each semester, and satisfying any other requirements specified within the curriculum.

Academic progress for students in OMS-III and OMS-IV of the curriculum includes successful completion of all required clerkships, end of rotation exams, and satisfying any other requirements specified within the curriculum.

## Standard of Academic Performance

### Academic Monitoring

The academic monitoring and alert process is a system through which faculty, course directors, student affairs staff or academic affairs staff, identify students who are having, or are at risk of having, academic difficulty. It is the responsibility of the Office of Academic Affairs and Assessment or Dean's Designee to continuously monitor the performance of students in order to identify those students who are struggling with their coursework. Those students who are well below the class average on any cumulative individual graded component in a course, or those that have a sudden or significant decline in their overall performance, will be referred for discussion at the Students at Risk Committee (StARC).

### Academic Risk

When a student is identified as being at risk and subsequently referred to StARC, the StARC chair, or designee, will recommend that the student's faculty advisor meet with the student to address any issues or concerns the student is having. Depending on the specific situation, the student will need an academic support plan that may include required elements, such as, attendance at review sessions, tutoring services, mandatory attendance at all course sessions, and/or utilization of any of the available services at CHSU, such as an educational skills specialist or behavioral health professional. The year-specific achievement director will review the academic support plan developed.

### Academic Warning

A student who fails any course/clerkship or multiple exams that causes them to appear before the SPC-subcommittee as described under [Criteria A of SPC Policy](#) will automatically be placed on Academic Warning.

Students placed on Academic Warning will continue to have their status monitored by a university faculty or staff member. Academic Warning status may be removed after a student successfully completes all remediation exams and completes at least another semester without additional course failures.

Students on Academic Warning are not eligible to hold a leadership position in a student organization, participate on a committee, participate in extra-curricular activities, or attend conferences and/or local, regional, or national meetings of organizations. Nor can they participate in non-curricular research.

Academic Warning is an internal designation and will not appear on the student's transcript

### Academic Probation

A student while on academic warning and whose academic records requires them to meet with the full SPC as described in the [Criteria B of SPC Policy](#) will be placed on Academic Probation by the Associate Dean for Academic Affairs.

To be removed from Academic Probation, the student must successfully pass all pending course remediations, and complete at least one other semester without additional course failures.

Students placed on Academic Probation will continue to have their status monitored by a University faculty or staff member. In addition, students on Academic Probation must attend all classes/course assignments, unless an excused absence is approved.

Students placed on Academic Probation will lose eligibility to hold a leadership position in a student organization, participate as a committee member, participate in extra-curricular activities, attend conferences and/or local, regional, or national meetings of organizations, or participate in non-curricular research.

Students who fail any other course, section, clerkship, COMAT exam, remediation exam and/or national board examination while on Academic Probation will be required to appear before full SPC, which may recommend suspension or dismissal.

The record of each student on Academic Probation is reviewed by the SPC at the end of the defined term to evaluate the student's academic progress.

*Academic probation status is not tied to a student's SAP, as defined by Title IV. It is wholly separate and unrelated to SAP.*

### Academic Suspension

Academic Suspension is a mandatory, temporary leave of absence from the university. Academic Suspension is the result of poor academic performance or violation of academic regulations and is determined by the Associate Dean for Academic Affairs or the Dean. Potential reinstatement after Academic Suspension may be allowed only if the student achieves all criteria set for in the official Academic Suspension letter.

Students who are reinstated following Academic Suspension will be on Academic Probation during the entire year following reinstatement and subject to all restrictions that apply to Academic Probation status.

Reinstated students who fail any other course, section, clerkship, COMAT exam, remediation exam and/or national board examination, will be required to appear before the SPC, which may recommend dismissal.

Students approved for reinstatement after a period of Academic Suspension, or an approved voluntary leave of absence will also be required to repeat previously taken courses while repeating the whole year.

Students will be charged for tuition and responsible for incurred expenses for any such repeated year of enrollment.

**Suspended students may not perform the following or related functions:**

- Register for courses
- Attend classes
- Use campus facilities, including library, gym, study rooms, and computer labs (without permission from the Dean).
- Participate in student activities
- Be members of student organizations
- Participate in student employment

**Suspended students are required to return their:**

- CHSU identification ID badge
- Parking pass
- Name tags
- White coats

**Academic Dismissal**

Academic Dismissal is a forced, permanent separation from the university. Dismissed students are not eligible for re-enrollment.

**Class Auditing Regulations**

Auditing of courses at CHSU is not allowed. Auditing courses while not being enrolled is not to be used as a means to remediate a course.

## COM Leave of Absence Policy – Revised

***This policy has been revised effective 12/04/2025.***

The purpose of the CHSU-COM Leave of Absence (hereinafter referred to as “LOA”) Policy is to describe the temporary interruption of a student’s academic progress due to various reasons. Justifications for a LOA may include,

but are not limited to, academic performance, board exam readiness, COMLEX exam failures, medical, or personal reasons.

This policy applies to all students enrolled at CHSU-COM.

DEFINITIONS

There are three (3) types of LOAs: Voluntary, Involuntary and Unapproved.

***Voluntary LOA (Initiated by the Student)*** – A student may voluntarily request to take a LOA for bereavement, jury duty, research/scholarly opportunities, maternity leave, medical reasons, military duty, or other personal reasons.

***Involuntary LOA (Initiated by the College)*** – A student may be placed on an involuntary LOA for academic, medical, or administrative reasons, such as professionalism.

***Unapproved LOA*** – when a student has greater than one consecutive week of unexcused absences, or 2 unexcused absences of any length within the same semester. This may result in consequences for the student, up to and including dismissal and/or administrative withdrawal from the University. Students failing to return to the CHSU-COM following the approved timeframe for an approved LOA will be considered to be on an Unapproved LOA and may be dismissed from the CHSU-COM.

LOAs are only approved if granted by the Dean. Voluntary LOAs require pre-approval, and students must follow the CHSU-COM request process as described below.

A student whose attendance may be interrupted for a period greater than seven (7) consecutive days up to 180 calendar days may apply for a voluntary LOA. Any student whose LOA exceeds a cumulative total of 180 calendar days will be withdrawn from CHSU-COM and must apply for reinstatement to the program within one year of the withdrawal. Time spent on a LOA is counted toward the limit of six years to complete the requirements for the DO degree.

A student who takes a LOA that, at a minimum, extends through the end of the semester shall be considered withdrawn from courses, but not withdrawn from the University. Any courses in progress at the time of the LOA will be recorded with a “W” withdrawn grade on the official transcript. Students who take a LOA may be entitled to a refund of tuition and fees for the semester based on the refund policy listed in the University Catalog.

For LOAs that are six (6) months or longer, a student will be required to complete a drug screen prior to returning to instructional courses and/or clinical rotations in their own

expenses. A student on a LOA is not permitted to participate in any educational activities, work for the University, and is ineligible to run for or hold student organization/club/class offices.

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

An LOA must meet the criteria described below to be considered an approved LOA for Title IV:

- The school must have a formal written LOA policy that requires all LOA requests to be submitted in writing; and the student must include the reason for their LOA request.
- The student must request, and the school must approve, the LOA in accordance with the school's policy.
- There must be a reasonable expectation that the student will return from the LOA.
- The school may not assess the student any additional institutional charges, the student's need may not increase, and, therefore, the student is not eligible for any additional Title IV aid.
- The LOA, together with any additional leaves of absence, must not exceed a total of 180 days in a 12-month period.
- If the student has a Title IV loan, the school must explain to them, PRIOR to granting the LOA, the effects that their failure to return from an LOA may have on the loan repayment terms, including the expiration of the grace period.

An LOA not meeting these criteria will be considered a withdrawal for Title IV purposes and reported as such to the National Student Loan Data System (NSLDS).

## Voluntary LOA Requests

Whenever possible students should submit their written requests for a Voluntary 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 an LOA.

Students in the College of Osteopathic Medicine program requesting a Voluntary LOA must comply with the following:

1. Make an appointment with the Dean of Student Affairs to discuss the LOA. During this meeting, the student will be informed of their requirement to comply with the graduation requirements within the

maximum time allowed of 6 years to earn the DO 3 degree as well as any conditions which must be met during the LOA and upon return.

2. A student requesting to take a LOA must understand the impact of missing curricular elements of the cohort will likely result in restarting the entire academic year at with required enrollment in all courses (whether previously passed or not) , along with the next cohort and will be charged for the year at the new cohort tuition rates.
3. In addition to the above, an OMS III or OMS IV student requesting to take a LOA must also consult with the Office of Community Clinical Education before requesting an LOA.
4. A student must provide a signed LOA Request Form and supporting documentation, if applicable, to the Assistant/Associate Dean of Student Affairs and Enrollment stating the reason for the LOA. The LOA Request Form must include the start date and end date of the LOA. If extenuating circumstances prevent a student from providing a prior written request, the Dean of Student Affairs and Enrollment may make exceptions to this process.
5. The request is provided to the Dean of the College to approve or deny.
6. If approved, the student must meet with the Financial Aid Office and/or Business Office to understand any financial implications of the LOA in relation to tuition, account balances, and private or federal loans.
7. The approved LOA form is routed to the Office of the Registrar for processing.
8. The Dean of Student Affairs and Enrollment in conjunction with the Dean of Academic Affairs will provide an official letter to the student granting the LOA and state the requirements that are to be met upon return to CHSU College of Osteopathic Medicine

## Types of Voluntary LOAs

### Personal LOA

A Personal LOA, if granted by the Dean, may not last longer than 180 calendar days. A Personal LOA is available to address situations such as a death of a immediate family member or such other circumstance that would interrupt a student's education.

### Medical LOA

A Medical LOA may be granted to students who provide acceptable supporting documentation indicating a valid medical reason requiring a leave of less than 180 calendar days and an anticipated date of return. In order to return

from an approved medical leave, the student must provide the Dean with documentation from a healthcare professional approving/releasing the student to return as a full-time student in the curriculum.

### Maternity LOA

A Maternity LOA may be granted to students who provide acceptable supporting documentation indicating a need to take a LOA because of their pregnancy. The required period of leave may include time before the delivery, after delivery, or both. This documentation must include an estimated date of delivery or, if a leave must be continued beyond delivery, the date delivery occurred. The length of maternity LOA may vary based on maternal clinical condition and as advised by the attending physician.

### Parental LOA

CHSU-COM may grant leave for students who become parents (whether by childbirth or adoption) while enrolled in the curriculum. A Parental LOA may be granted on a case-by-case basis. Students requesting a parental LOA must provide appropriate documentation. Additionally, students requesting a Parental LOA must meet with the Office of Student Affairs at the earliest available time to discuss the anticipated Parental Leave. A Parental LOA may be up to four (4) weeks following the birth or adoption of a child, unless otherwise warranted. Following the birth or adoption, the student will provide the Office of Student Affairs with an anticipated return-to-school date, not to exceed 4-weeks from the beginning of the leave.

Students unable to return from a Parental LOA within four (4) weeks following the birth, or adoption, of a child will be required to request a Personal LOA.

### Involuntary LOAs

A student can be recommended by the Student Progress Committee (SPC) or an Administrator of the College to be placed on an involuntary LOA for:

- Failure to progress academically, including but not limited to inability to pass COMLEX, courses, or multiple exams.
- Disciplinary action for violating Student Conduct and Professionalism policy or other school policies in situations where regular SPC proceedings will not best serve the situation.
- Personal or medical circumstances but refusal to request a voluntary LOA, or, nonresponsive to communications. The Deans of Academic Affairs and Student Affairs may determine it is in the student's best interest to go on leave, which is finalized upon

approval by the Dean. Upon return, the student may be required to complete a Fitness Assessment prior to returning to the CHSU-COM.

- A determination that the student is a potential threat to others or to themselves.
- If criteria above are identified, the SPC Chair or an Assistant/Associate Dean initiates the process to place the student in LOA

### Returning From a Leave of Absence

Students on a LOA may return to the CHSU-COM and to classes without reapplying to the College of Osteopathic Medicine program, if the return is within the approved time frame as recorded in the LOA Approval Letter and any relevant University approved extensions of such leave.

Prior to reinstatement to the CHSU-COM, students are required to comply with all conditions for the student's return as stated in correspondence to the student by the University and ensure any prior outstanding balances are paid and the student account is current.

Students must submit written notification to the Dean of Student Affairs and Enrollment of their intent to return to the University Registrar within thirty (30) calendar days of the anticipated return to the pre-clinical portion of the curriculum and sixty (60) calendar days for the clinical curriculum. It is the student's responsibility to duly inform the administration of any delays to their return or needs for further extensions.

A student who will be returning from an LOA is required to submit a "Petition for Reinstatement" form to the Dean of Student Affairs and include any required compliance items and documentation as a condition of the return. The request and final decision on reinstatement is made by the Dean.

A short term (less than 8 weeks) LOA during the OMS III or OMS IV years generally requires that the student resumes the rotation schedule where the student initiated the LOA, restarting any incomplete clerkships or rotation blocks.

A student who takes an extended LOA generally requires that the student restart and repeat the entire academic year in which the student was enrolled at the time of the LOA. This requirement includes repeating all courses for that cohort for the repeated year.

A student who takes an LOA due to failing a repeated attempt of a COMLEX exam must pass the exam prior to restarting rotations.

**Students taking LOAs during OMS III and OMS IV must be aware that any disruption of the required clinical rotations may result in the inability to be eligible for the residency match cycle and/or a delay of graduation**

Earliest Eligibility	Exam Deadline	Repeated Attempts
completion of all required clerkships, COMATs and CCM Course.	clerkships (and prior to September 30 of OMS-IV year)	

**\* Any further delay will result in a delayed completion of the OMS-III and OMS-IV curricular years with an impact on graduation and residency placement.**

## COM COMLEX-USA Requirements - Revised

***This policy has been revised effective 1/21/2026.***

All College of Osteopathic Medicine students must pass Comprehensive Osteopathic Medical Licensing Examination (COMLEX) -USA Level 1, and COMLEX- USA Level 2 Cognitive Evaluation (CE) from the National Board of Osteopathic Medical Examiners (NBOME) to progress successfully in the program and qualify for graduation. Additionally, all students must receive a passing COMLEX Level 2 score by January 30 of their OMS IV year, in order to be certified by CHSU-COM as eligible for the National Resident Matching Program (NRMP).

All students are required to take the COMLEX-USA examinations during the specific timeframes listed in the table below and the exams must be taken at a NBOME-approved testing center. The Associate Dean for Academic Affairs and Assessment has discretionary authority to grant students exemptions to these time-frame requirements in extraordinary circumstances. The agreed-upon extensions may not be rescheduled without approval from the Office of Academic Affairs.

Students are responsible for all costs associated with preparing for and taking all levels of the COMLEX-USA exams, including but not limited to extracurricular study programs, exam fees, travel costs, and the costs associated with multiple attempts at each exam if needed. These amounts are not included in the regular tuition.

Students who violate this policy will be required to appear at an SPC meeting and may be subject to disciplinary action as per SPC policy and process.

	Earliest Eligibility	Exam Deadline	Repeated Attempts
<b>COMLEX-USA LEVEL 1</b>	Following successful completion of OMS- II year curriculum including CSI Course COMLEX is typically taken June to July)	Prior to start of clerkships in OMS-III year (July)	Within 8 weeks of score release*
<b>COMLEX-USA LEVEL 2 CE</b>	May to July of OMS- III year, following successful	Within 60 days of completing OMS-III year	Within 8 weeks of score release*

### COMLEX-USA LEVEL 1

Students must take COMLEX-USA Level 1 prior to the start of OMS-III year clinical clerkships, generally between May and July of the OMS-II year.

A student is eligible to take COMLEX-USA Level 1 if they have:

- Passed all OMS-I and OMS-II year courses and completed all required academic elements.
- Received certification for the exam from the CHSU Registrar's Office.

The Associate Dean of Academic Affairs and Assessment, in collaboration with the Dean, has discretionary authority to determine if students are sufficiently prepared to take the COMLEX exam. In certain circumstances, such as in cases of inadequate academic performance, the Associate Dean of Academic Affairs and Assessment may recommend or require that the student delay taking the COMLEX-USA Level 1 until the student is adequately prepared to take the exam.

Students who are delayed due to not being ready to take any COMLEX exam may want to confer with the CHSU Financial Aid office to see how their eligibility for financial aid is affected.

### COMLEX-USA Level 1 Failures

Failure of COMLEX-USA Level 1 may significantly impact a student's clinical rotation schedule, progression through the curriculum, ability to match into residency, graduation, and eligibility to start residency on time. A student who fails any attempt of COMLEX-USA Level 1 is required to meet with the full Student Progress Committee (SPC). See the [COM Student Progress Committee policy](#).

The full SPC meets with the student to discuss the COMLEX performance and vote on a recommendation, which will be sent to the Associate Dean for Academic Affairs and Assessment. The Office of Academic Affairs then works with the student and the Offices of the Student Affairs and Clinical Affairs to follow the SPC recommendations and create an individualized study plan for remediation, which

may include, but not be limited to, a pause of clinical rotations, directed studies, and/or a formal board preparation course.

Students who fail COMLEX-USA Level 1 will be placed on academic probation as required by the [COM Academic Standing and Progress policy](#).

Students requesting a Leave of Absence will be required to follow the [LOA policy](#).

Students who are delayed due to not passing COMLEX may want to confer with the CHSU Financial Aid office to see how their eligibility for financial aid is affected.

Unless instructed otherwise by the Associate Dean for Academic Affairs and Assessment, students who did not achieve a passing score must re-take COMLEX-USA Level 1 within eight (8) weeks of receiving notification of failure.

Delays in which students miss more than two clerkships due to failing COMLEX Level I and retaking the exam will likely impact the ability of a student to stay on track to graduate on schedule with their current cohort/academic class. Students may be required to take a Leave of Absence (LOA) and return to the COM with the following cohort/academic class of students after passing COMLEX Level I.

A student who fails the COMLEX-USA Level 1 three (3) times is subject to dismissal from CHSU-COM due to insufficient academic progress.

## COMLEX-USA LEVEL 2 CE

Students are required to take COMLEX-USA Level 2 CE sixty (60) days following successful completion of all OMS-III year curricular and clerkship requirements.

A student is eligible to take COMLEX-USA Level 2 CE if they have:

- Successfully completed all OMS-III year curricular and clerkship requirements, including the required Osteopathic Principles and Practice (OPP) elements. The requirements for each course are listed in the course syllabus and may include, but are not limited to, completion of all patient logs, cases, quizzes, and passing all post-rotation NBOME COMAT examinations, including the OPP NBOME COMAT examination.
- Students are given a 24-hour excused absence from clerkships to take COMLEX-USA Level 2CE if a request is submitted to the Clinical Education Department at least ten (10) business days in advance of the examination.

## COMLEX-USA Level 2 CE Failures

Failure of COMLEX-USA Level 2 CE may significantly impact the timely completion of a student's clinical rotation schedule, progression through the curriculum, ability to match into residency, graduation, and eligibility to start residency. A student who fails any attempt of COMLEX-USA Level 2 CE is required to appear before the SPC, which will evaluate the student's situation and make a recommendation to the Associate Dean for Academic Affairs.

The Office of Academic Affairs then works with the students and the Office of the Student Affairs and the Office of the Clinical Affairs to follow the SPC recommendations and create an individualized remediation plan, which may include, but not be limited to, a pause in clinical rotations, directed studies courses (typically four weeks or six weeks in length) and/or a formal board preparation course.

Students who do not achieve a passing score on the Level 2 CE will be placed on academic probation. Students requesting a Leave of Absence (LOA) must follow the [LOA policy](#).

Students who are delayed due to not passing COMLEX may want to confer with the CHSU Financial Aid office to see how their eligibility for financial aid is affected.

Unless instructed or approved otherwise by the Associate Dean for Academic Affairs, the student must re-take COMLEX-USA Level 2 CE within eight (8) weeks of receiving notification of failure.

Receiving a passing COMLEX Level 2 score by January 30 of the OMS IV year is a prerequisite to entering the NRMP Match. Students who do not pass the COMLEX Level 2 examination by this date will automatically be suspended from the Match program until such time as they achieve a passing score and are then invited to return to the COM as part of the following year's OMS IV cohort. Similarly, Students applying for Urology, Military Match, and San Francisco match programs must pass COMLEX Level 2 by the end of September in order to complete the application process.

Students applying for Urology, Military Matching, and San Francisco match programs must pass COMLEX Level 2 by the end of September in order to complete of the application process.

## COMLEX-USA Level 2 CE Third Failure

Students who fail COMLEX-USA Level 2 CE three (3) times are subject to dismissal from CHSU-COM due to insufficient academic progress.

## COMLEX-USA LEVEL 3

Following graduation, the CHSU Registrar's Office approves each graduate to take COMLEX- USA Level 3 through the NBOME website. Generally, graduates take this examination at the completion of the first year of post-graduate training; however, requirements for taking this examination vary from state to state. Graduates should contact the osteopathic medical licensing board in the state where they will have post-graduate training for further information. In most cases a residency program director must also attest to the candidate's eligibility for this exam.

The COM will publish to the public the COMLEX-USA Level 1, Level 2 CE, and Level 3 first time pass rate for all students in each class of the COM.

## COM Student Progress Committee (SPC) - Revised

*This policy has been revised effective February 24, 2026.*

The Student Progress Committee (SPC) is a committee of the College of Osteopathic Medicine (COM), charged with being responsible for review of the totality of COM students' academic and professional performance.

The SPC reviews the academic record of any COM student who has failed any required element for graduation: a course/section/rotation/clerkship, a national board examination, a failure to comply with SPC remediation plan (described in the following sections), and/or any student who has failed to show adequate academic progress in his/her path of study. The SPC also evaluates cases involving a student's lapse(s) in professionalism.

With regard to academic matters, as a part of the comprehensive review conducted after a course or exam failure, the SPC makes recommendations to the Associate Dean for Academic Affairs and Assessment as to whether or not students should be allowed to remediate and/or complete corrective action or be suspended or dismissed. SPC is also charged with determining whether COM students are meeting expectations for professionalism and ethics under the CHSU Student Conduct and Professionalism Policy, University Code of Conduct, and other policies which set forth expectations for COM student behavior. For professionalism concerns, the SPC may impose corrective action, up to and including suspension or dismissal from the COM.

1. The membership and structure of SPC are set forth in the COM Governing Statute 3c (e.g., COM bylaws), as it may change from time to time, accessible [here](#).

2. COM students who are reviewed by the SPC are required to meet in person with the SPC. Exceptions to the requirement of in-person attendance may be granted by the SPC Chair in cases where significant barriers are preventing the student's attendance or other "good cause" for a student's inability to attend. In such cases, students may meet with the SPC via teleconference or videoconference.
3. The Committee will maintain confidentiality of information it receives except as may be required by law.

## SPC Process for Review of Academic Progress

The SPC process for academic-related failures and reviews is generally as follows:

Criteria to appear at Sub-Committee:

- **After a First Course/Section/Rotation/Clerkship Failure, or,**
- **After four exam failures (e.g., final exam, midterm exam or practical exam) in a single semester:**
  - The student is notified of the date and time of their mandatory meeting with the year specific subcommittee of the SPC.
  - The year-specific subcommittee of the SPC meets with the student to discuss the student's failure(s). The student's faculty mentor/advisor will be notified of the meeting and may choose to attend.
  - The subcommittee and the student will meet together to formulate and sign a remediation plan. The remediation plan may include, but is not limited to, the following: a study plan, regular meetings with a learning or behavioral health specialist, appointment(s) with a psychologist or other appropriate provider, use of tutors, use of faculty mentors, and professional conduct expectations. The remediation plan will include timelines and expected outcomes/behaviors that the student to which the student will be expected to adhere.
  - The student's status will change to Academic Warning.
  - The student may not appeal the remediation plan implemented by the SPC subcommittee but may request clarification from the SPC Chair and/or the Associate Dean for Academic Affairs and Assessment as to specific elements of the remediation plan
  - Course/section remediation opportunities will take place only during pre-designated /

scheduled remediation times within the academic calendar and are set by the Associate Dean for Academic Affairs and Assessment.

- A student who fails to comply with the signed remediation plan will be required to meet with the full Student Progress Committee (SPC), which may recommend further remediation or suspension or dismissal as set forth below.

**Criteria for Required Appearance before the full Student Progress Committee (SPC):**

- Any additional or subsequent course, section, or clerkship failure while on Academic Warning or Academic Probation, or
- Three additional exam failures (e.g., final exam, midterm exam or practical exam) while on Academic Warning or Academic Probation (as described in the Academic Standing and Progress Policy), or
- Any COMLEX Level 1 or COMLEX Level 2 failure, or
- Failure to Comply with a Remediation Plan.

**Full Student Progress Committee (SPC) Meeting Process**

1. The student will be notified of the date and time of a mandatory meeting with the full SPC for review of their academic progress.
2. Prior to any meeting with the full SPC, the student is strongly encouraged to meet with the CHSU-COM Office of Student Affairs (OSA) to better understand the SPC process and to receive assistance in preparing for the SPC meeting or ask any questions they may have about the process. It is the student's responsibility to timely contact the COM Office of Student Affairs for assistance in advance of the SPC meeting date and time. The meeting with the SPC will not be postponed or cancelled if the student has not met with OSA.
3. The student may invite a representative of their choice for support ("Support Person") to attend the SPC meeting. The Support Person's role is to provide emotional support for the student. The Support Person may not advocate for the student or respond to questions directed to the student or otherwise communicate with the SPC. If the Support Person thinks clarification is needed, then the Support Person can suggest that to the student, who can then ask the SPC.
4. Witnesses or other individuals are not permitted to attend the SPC meeting unless the SPC Chair has determined that it needs to consult with others before it can reach a decision. The SPC Chair may consult others as needed prior to, during, or after the meeting as needed.
5. The meeting may be interactive. If the SPC has questions, the student will be given the opportunity to answer questions posed by the SPC. Similarly, the

student can ask questions of the SPC and may also submit a written or verbal statement to the SPC in advance of or during the meeting.

6. After the SPC meets with the student, the SPC will deliberate in executive session to discuss the student's academic situation and vote on any recommendations.
7. The SPC approves recommendations to the Associate Dean for Academic Affairs and Assessment based on a simple majority vote, with the Chair voting only in the event of a tie,
8. The recommendation(s) may include any of the following:
  - course/section/clerkship/ remediation
  - re-attempt COMLEX
  - academic suspension
  - Leave of Absence (LOA)
  - dismissal

*The above list is not intended to be a progressive/ sequential timeline.*

9. The chair of the SPC will promptly communicate the recommendation(s) to the Associate Dean for Academic Affairs and Assessment, who will review the recommendation(s) and make a decision. The Associate Dean has discretionary authority to do any of the following:
  - to accept and implement the SPC's recommendation,
  - to modify the SPC's recommendation, or
  - to override the SPC decision.
10. The Associate Dean and Academic Affairs and Assessment will communicate the decision to the student via email/digital letter. The decision will be placed in the student's record and may be identified in an official letter
  - (e.g., MSPE, dean's letter, etc.).
  - The decision letter will include the last day of attendance (LDA) in case of an academic suspension as per the following guidelines:
    - Pre-Clerkship year- the LDA will be the meeting date with SPC.
    - Clerkship year- the LDA will be the meeting date with SPC unless the SPC recommends completion of the ongoing clerkship.
11. In case of LOA, the LDA will be the actual last day of attendance of a class or a clerkship course. Actual appeals process for any SPC decision is explained to the student in the decision letter.
12. Grounds for appeal are limited to: (a) new and compelling information that was not available to the SPC committee at the time of deliberation, which would have impacted the outcome of the matter;

and/or (b) a procedural error in the SPC committee process which could have impacted the outcome of the matter.

13. Students who find one or both of these two grounds to appeal the SPC decision, must appeal in writing to the Dean via email within five (5) business days after the date the Associate Dean's for Academic Affairs and Assessment decision is issued. The student's written appeal must specifically state which of the 2 grounds are applicable.
14. The Dean shall make a final decision on the student's appeal as soon as possible but in no event more than fifteen (15) business days from the date of the student's written appeal is received.

## SPC Process for Student Professionalism, Conduct, and Ethics Referrals

Under CHSU's University Policy for Student Conduct & Professionalism, each college is required to develop policies which govern adjudication of professionalism complaints and concerns, providing required due process to students who are referred to the Student Progress Committee for such matters. Policies and procedures regarding Student Professional and Ethic referrals are spelled out in the: [Student Conduct and Professionalism Policy](#).

The SPC has discretionary authority to determine whether students who are referred to SPC for both professionalism and academic concerns will be reviewed in separate or as a combined hearing.

## COM Technical Standards Requirements - Revised

**Addendum: This policy has been revised effective 4/3/2026.**

All successful applicants and enrolled students are required to meet the technical standards for the D.O. program.

Consistent with Section 504 of the 1973 Vocational Rehabilitation Act and PL 11-336, the Americans with Disabilities Act (ADA) 19903, the University requires that admitted applicants and enrolled students meet minimum technical standards to be accepted into and remain enrolled in the Doctor of Osteopathic Medicine (D.O.) program.

### Definitions

For the purposes of this policy, the following terms and phrases are defined as:

- **COCA:** Commission on Osteopathic College Accreditation
- **DO Program:** Doctor of Osteopathic Medicine Program
- **Fitness for Duty (FFD):** the ability to meet the program's Technical Standards to safely and effectively perform the program's essential functions.
- **Fitness evaluation / Fitness for Duty evaluation:** an assessment by an external and independent healthcare professional to evaluate and determine whether a student can safely, consistently, securely, and effectively perform the program's essential functions.
- **Evaluator:** an external healthcare professional or professionals who is not a member of CHSU faculty or staff and who is licensed to practice in the State of California. This may apply to a single evaluator or multiple evaluators.

The DO Program at CHSU is rigorous and challenging. It requires enrolled students to possess specific characteristics and abilities within the cognitive, affective, communicative, and psychomotor domains, which are referred to in this Policy as Technical Standards. An admitted applicant or enrolled student must be able to combine the functional use of visual, auditory, and somatic senses to observe and demonstrate professional knowledge and skills presented in the classroom, laboratories, and practice settings.

Conferring the D.O. degree on a student graduating from the COM 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 physician.

The acquisition and application of these skills help to ensure the safety of patients served by the student and physician. Therefore, each student must be able to demonstrate proficiency in these skills with or without reasonable accommodation. Students must possess the skills identified in these Technical Standards in order to successfully complete the academic/curricular requirements for the D.O. degree.

The University reserves the right to deny admission to any applicant who cannot meet the Technical Standards as set forth below, with reasonable accommodation, as determined by the application process, interview and student disclosure. Every applicant is considered without regard to disability. Applicants are not required to disclose the nature of their disability(-ies), if any, to the Admissions Committee. Any applicant with questions about these

Technical Standards is strongly encouraged to discuss their specific issue(s) with COM Student Affairs prior to the interview process.

Once admitted to the D.O. Program, students are expected to maintain proficiency in the Technical Standards and demonstrate them through their coursework, interaction with peers and faculty, and in their professional applied learning experiences. Reasonable accommodation for persons with documented disabilities will be considered on an individual basis. The University may require that students who fail to demonstrate competence in the Technical Standards while in the D.O. Program be evaluated (described in the Student Fitness for Duty section below). Based on the outcome of that evaluation, the University may take appropriate action (e.g., remediation, counseling, suspension, leave of absence, and/or dismissal). The expected competency in the Technical Standards skills is separate from academic achievement. Simply maintaining a passing GPA is not sufficient to prevent a student who does not meet the Technical Skills from being dismissed from the DO Program. Furthermore, the College of Osteopathic Medicine reserves the right to dismiss students who either fail to disclose information relevant to their qualifications under the Technical Standards or fall out of compliance with the Technical Standards after admission.

### **Observation**

An osteopathic medical 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, imaging, and physical exams; reading written and illustrated material; discriminating numbers and patterns associated with diagnostic and monitoring instruments, medical imaging, and tests; reading information on a computer screen and small print on packages or package inserts; distinguishing shapes, colors, markings, and other characteristics of small objects. 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**

An osteopathic medical student must be able to speak, hear, and observe patients, other health care professionals, team members, telephone or computer audio, and overhead announcements in order to extract both verbal and non-verbal information, and must be able to

communicate effectively with and about patients. Communication (in English) includes speech, reading, writing and computer literacy. The student must be able to perceive and respond appropriately to all types of communication (verbal, non-verbal, written) with faculty, staff, peers, patients, caregivers, family of patients, the public, and all members of the health care and educational teams. 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 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 through handwriting and/or computerized input. 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**

Osteopathic medical students must have sufficient motor function to elicit information by inspection, palpation, auscultation, percussion, as well as other diagnostic and therapeutic maneuvers.

Basic laboratory skills to accomplish basic practice tasks utilizing both gross and fine motor skills, include but are not limited to: being able to perform basic laboratory tests (urinalysis, CBC, blood glucose testing, etc.), carry out diagnostic procedures (endoscopy, ultrasound, paracentesis, etc.) as well as read and interpret EKGs, X-rays and ultrasound images. Other motor activities include performing a full clinical physical examination, osteopathic manipulative diagnosis and treatment, documentation, suturing, blood draws, obtain intravenous access, administer first aid and/or cardiopulmonary resuscitation in the clinical setting. Students must be able to transport themselves to off-site clinical settings in a timely manner. Osteopathic medical students must be able to execute motor movements reasonably required to provide general care, osteopathic manipulation treatments, and emergency treatments to patients. Examples of emergency treatment reasonably required of physicians are cardiopulmonary resuscitation, administration of intravenous, intramuscular, and/or subcutaneous medication, application of pressure to stop bleeding, opening of obstructed airways, the Heimlich maneuver, performance of basic obstetric maneuvers. Such actions require coordination of both

gross and fine muscular movements, the ability to stand and equilibrium with the functional use of the senses of touch and vision. Students must be able to lift a minimum of forty (40) lbs., stand for a minimum of one hour, and tolerate change in temperature and lighting that may be anticipated in clinical settings.

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

A student must possess sufficient intellectual, conceptual, integrative, and quantitative abilities to complete a rigorous and intense didactic and experiential curriculum.

Problem solving, the critical skill demanded of physicians requires all of these intellectual abilities. In addition, students must be able to comprehend three dimensional relationships and to understand the spatial relationships of structures. They must be able to sit in a classroom and participate in a full eight-hour day. Clinical rotations may require shifts or on-call responsibilities of 24 hours or longer. Accordingly, osteopathic medical students must demonstrate the physical and mental resilience to function effectively across all clinical service hours, including variable schedules of alternating day, evening, and overnight shifts.

The practice of medicine requires periods of distinct concentration in surgery, trauma, emergency care, and other patient settings. Osteopathic medical students must be capable of extended periods of intense concentration and attention.

Osteopathic medical 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 and abilities 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 their intellectual abilities, the exercise of good judgment, compassion, the prompt completion of all responsibilities of an osteopathic medical student and those responsibilities attendant to the care of

patients, The student physician must develop effective, respectful relationships with patients. Students must adapt to changing environments and possess coping mechanisms to respond appropriately to continue functioning in the face of challenges and 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 self, 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 will require the ability to be aware of and appropriately react to one's own immediate emotional responses and environment.

### **Ethical Values**

A successful applicant and enrolled student must demonstrate a professional demeanor, conduct and behavior that are appropriate to their standing in the professional degree program. This includes compliance with the administrative rules applicable to the profession of osteopathic medicine and the rules set by the College of Osteopathic Medicine and CHSU. Under all circumstances, students must protect the confidentiality of any and all patient information in their professional and personal communications. Students must meet the ethical standards set forth in the profession of osteopathic medicine. Reference Student Conduct and Professionalism Policy.

### **Osteopathic Skills Labs and Physical Diagnosis Laboratory Policies**

All lab courses that include but are not limited to osteopathic manipulative medicine, osteopathic principles and practices, and osteopathic manipulative techniques, and physical diagnosis/clinical skills courses include demonstrations, practical laboratory experiences and clinical opportunities. These courses require the active participation of all students in the group setting where students, through the active and tactile examination of others along with participating as the subject for osteopathic clinical diagnosis and osteopathic manipulative medicine techniques, will learn and demonstrate the ability to evaluate and proficiently treat future patients.

Osteopathic physicians utilize palpation (clinically appropriate touching) as part of the osteopathic approach to treatment. As part of the educational process, CHSU-COM students must be able to tolerate being touched, examined and receiving osteopathic diagnosis and treatment by members of all genders, and to touch others (of all genders and body types) in order to acquire the skills necessary for palpation and examination. This palpation is performed in a professional and appropriate manner in a safe learning environment.

Applicants must identify to the COM Office of Admissions all areas where there are questions regarding a student's ability to meet these technical standards. Applicants who have questions about their ability to meet the minimum technical standards are required to notify the Office of Admissions in advance of applying so that reasonable testing and evaluation may occur. Current students must identify concerns to the Office of Student Affairs.

As graduates from the College of Osteopathic Medicine, students have the ability to apply for licensure as a physician in all fifty states of the United States. The license is not restricted to any one gender, and therefore Osteopathic medicine students must demonstrate the ability to practice medicine on all genders.

In addition, students must be able to pass the requisite criminal background check, drug tests/screens, immunization/tests, and trainings required by, California law and clinical clerkship sites.

## Student Fitness for Duty

To ensure students maintain the physical and mental capabilities required by the technical standards, CHSU has established the following procedures for evaluating a Student's Fitness for Duty.

### Fitness Evaluation

If the Office of Student Affairs determines, based on the COM Technical Standards stated above, that a student may not meet the required standards, the student may be required to undergo a Fitness for Duty Evaluation (FFD) by qualified external healthcare professionals. These healthcare professionals have no role in the student's education at CHSU. The evaluations will be paid for by CHSU on the student's behalf.

The student must cooperate with the evaluation process. Failure to cooperate may result in restrictions or other academic actions recommended by the Student Progress Committee or a University official based on the Office of Student Affairs' recommendations.

To protect student privacy, the Evaluator must submit the FFD report to CHSU confidentially. FFD reports and related medical records will be maintained as confidential in accordance with applicable privacy laws and CHSU policies.

### Reporting/Notice

Faculty, staff, students, or clinical partners who reasonably believe a student may not be fit for duty must report their concerns to Office of Student Affairs or to the person designated by the Office of Student Affairs. Reports should be factual and, when possible, documented. A student may self-report.

After receiving a report from (Office of Student Affairs or designated person), the student must receive a thorough evaluation, which shall include, at a minimum, communication with the student and any person that the student may authorize to receive communications.

The communication will include, but not be limited to, written notice regarding the report (including the supporting documentation) within 14 calendar days of the University's receipt of the report. The student shall be given 14 calendar days to respond in writing to Office of Student Affairs).

If the Office of Student Affairs) determines based on the information provided to it that the student must undergo a FFD, a written notice will be sent to the student within 14 calendar days of such determination.

### Interim Actions

If there is an immediate need and there is a reasonable and articulable risk to patient or campus safety, the Office of Student Affairs may impose interim restrictions pending further evaluation. The Office of Student Affairs) must notify the student in writing within 7 calendar days of its decision which may include but is not limited to a requirement for the student to undergo a FFD.

### Decision

The student shall have the opportunity to attend a meeting of the SPC before a decision is made. Following receipt and a thorough evaluation of the FFD report, the information provided by the student, and any other pertinent documents, the Student Progress Committee (SPC) shall make a recommendation to the Associate Dean for Academic Affairs, who may accept or decline the SPC's recommendation. The Associate Dean will inform the student in writing within 14 calendar days. A decision may include remediation, counseling, dismissal, or other measures deemed appropriate.

## Disability Accommodations

CHSU will engage in a good faith interactive process to consider reasonable accommodations for the student in accordance with applicable law.

# Academic Services & Policies - Addendums

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## Academic Records and Transcripts Policy - Revised

**Addendum - This policy has been revised effective 11/04/2025.**

**Removal of Suspension and Dismissal recorded on Academic Transcript. Recorded as LOA or Withdrawn, however, disciplinary reason recorded in student record.**

The purpose of this policy is to preserve the integrity of the institution's academic records and comply with the rules and regulations set by California State Law, including California Bureau for Private Education (BPPE) on the issuance of student academic transcripts.

### Academic Records - Transcripts

The Office of the Registrar is responsible for maintaining and safeguarding student academic records and ensuring accuracy of a student's academic performance while attending California Health Sciences University (CHSU) which is reflected on the transcript. The transcript is a permanent record card annotating all academic coursework and other pertinent information about a student enrolled at CHSU.

The Office of the Registrar produces official transcripts for all current and former students upon receipt of authorization. In accordance with the Family Educational Rights and Privacy Act (FERPA), transcripts are issued only at the written request of the student. The request to release the transcript must bear the signature of the student and date of the request.

Official transcripts contain the seal of the university and the signature of the University Registrar. Paper official transcripts processed by the Registrar's Office are printed on a light burgundy tamper proof security paper and mailed in a sealed envelope stamped as "Official Transcript" across the envelope. Paper transcripts issued to students are stamped "Issued to Student". A valid picture ID must be presented when picking up a transcript in-person.

## Transcript Elements

Student transcripts are maintained as the official record of all courses taken at CHSU, academic credits received, and degrees awarded. CHSU includes the following data elements on the student's academic record:

- Name (as it appears on the student's university record) and Address of the Institution
- Official Academic Transcript
- Legal Name of the student including first, last, and if applicable, middle initial
- Student ID number
- Date of Birth – month and day only
- Transcript Generation Date
- Matriculation Date
- Terms of Attendance
- Course Identification, Campus Identification for Course
- Credits Attempted per course, Credits Earned per course, Unit of Credit
- Grades
- Term Grade Point Average (GPA) and Cumulative GPA
- Leave of Absence, effective date and return date
- Withdrawal and effective date
- Title of Degree earned, Date Conferred
- Honors

A transcript key is printed on the back side of the transcript paper that clarifies the information presented on the academic transcript and provides guidance for understanding and evaluating the information listed on the academic transcript.

### Regulation – Restriction on Access to a Transcript

In compliance with the Bureau for Private Postsecondary Education (BPPE), Education Code section 94897, CHSU shall **not** do any of the following:

1. Refuse to provide a transcript for a current or former student on the grounds that the student owes a debt.
2. Condition the provision of a transcript on the payment of a debt, other than a fee charged to provide the transcript.
3. Charge a higher fee for obtaining a transcript or provide less favorable treatment of a transcript request because a student owes a debt.
4. Use transcript issuance as a tool for debt collection.

### Retention of Academic Records

The Office of the Registrar maintains the education records for each student enrolled at CHSU for a period of five (5) years from date of graduation or last date of attendance. A student's academic record on file includes, but not limited, to the following items:

- Transcripts from other institutions that include transfer credits used toward the completion of a CHSU educational program
- Examination scores used for admissions
- Copies of all documents signed by a student, enrollment agreement and financial aid documents
- Withdrawal forms from CHSU, leave of absence records, and graduation petition forms
- Independent study course contracts
- Grade appeals and grade changes
- Academic progression plans
- Disciplinary notices

The Office of the Registrar maintains student records in the student management system (SONIS) containing the name, address, email address, telephone number, date of birth, gender, and ethnicity of each student who is enrolled in an academic program at CHSU. Student records maintained by the Office of the Registrar are kept for a minimum of five years from completion of or withdrawal from a California Health Sciences program. The academic transcript is a permanent student record maintained by the Office of the Registrar.

## Student Withdrawal Policy - Revised

**Addendum - This policy has been revised effective 11/04/2025.**

The CHSU Student Withdrawal Policy identifies the rules and procedures for a student's separation from the University and is applicable to all students enrolled at California Health Sciences University (CHSU). Students may voluntarily withdraw or be officially administratively withdrawn or involuntarily withdrawn.

Instances where the student's intention is to temporarily halt their educational program but return to the University are governed by the Student Attendance and Leaves of Absence Policy of the applicable college.

There are different reasons why students withdraw from the University. Students may choose to discontinue studies by voluntarily withdrawing from the University or may be administratively or involuntarily withdrawn at the instruction of the University. This policy outlines the types of withdrawals and the procedures that apply to a student's withdrawal from the University and eligibility for tuition and fees refund.

### Definitions

**Voluntary Withdrawal:** A request made by a student to discontinue studies at the University occurring on the first

day of a course session or clinical rotation block of the semester up and until the last day of a course/clinical rotation of the semester. A student may voluntarily withdraw from the University for personal or medical reasons. A withdrawal applies to all courses in which the student is enrolled at the time of the effective withdrawal date. Unlike a Leave of Absence, a withdrawal from CHSU is a permanent discontinuation of enrollment.

When a student has voluntarily withdrawn, the University records both a withdrawal status and the effective date of the withdrawal on the student's academic transcript. The effective date of the withdrawal is determined consistent with applicable state and federal laws and regulations. For students who officially withdraw from the University, the effective date of withdrawal is the later of the date that the student begins the official withdrawal process, or the date that the University receives the student's withdrawal form. For students who do not provide official notification to the University, the effective date of withdrawal is the date that the University becomes aware that the student has ceased attending.

**Administrative Withdrawal:** Administrative withdrawals may be implemented by the University based on deficient academic performance, non-attendance, or violation of the student code of conduct.

Students who are dismissed may appeal the decision to the Director/Dean of the College in which they were enrolled. The effective date of withdrawal is the date of the final decision of the appeal. In the event an appeal is not filed, the appeal process will be deemed to have been exhausted on the deadline date for filing of an appeal (five business days from the date the decision is issued to the student)

**Involuntary Withdrawal:** An involuntary withdrawal may be utilized by the University for situations where a student poses a direct or substantial threat to themselves or a threat to the safety of the campus community or substantially impedes the educational or other activities of the university community.

### Voluntary Withdrawal

Withdrawing from the University can have financial and academic implications that students should consider when making this decision. Prior to withdrawing from the institution, students are strongly encouraged to meet with the Office of Student Affairs (OSA) and/or Office of Academic Affairs (OAA) of the respective college, to seek individual guidance regarding all available options. The OSA/OAA will be able to help the student prepare an

individualized checklist so that the student can gather the necessary information regarding these topics prior to making any final withdrawal decisions.

Students also are strongly advised to meet with the Business Office who will explain the potential implications of the withdrawal on the student's account. A student who withdraws from the University may be entitled to a refund of tuition and fees depending on the effective date of the withdrawal. Any refunds that the student is entitled to following a withdrawal will be determined by the Tuition Refund Policy and applicable legal requirements. If the student has a balance on their account after the refund calculation has been completed, the student is responsible for that balance even after separation. The Business Office will follow CHSU's Student Collections Policy for all delinquent accounts.

Students who have loans or scholarships must meet with the Office of Financial Aid (OFA) for required exit counseling. If the student has received Title IV funding, the OFA will determine the amount of financial aid that was earned by the student based on the amount of time the student attended the University.

## Voluntary Withdrawal Procedures

Below are the steps students must follow to officially withdraw from the University:

**Step 1:** Arrange a time to meet with the OSA/OAA to discuss withdrawing from the University.

**Step 2:** The Withdrawal form will be provided to the student by the OSA/OAA. The form is also available from the Office of the Registrar on the CHSU website. The student must complete, sign and return the Withdrawal form to OSA/OAA.

**Step 3:** The signed form will be forwarded by OSA/OAA to the Director/Dean of the College for final approval.

**Step 4:** After final approval from the Director/College Dean, the Withdrawal form will be forwarded to the Office of the Registrar to process the withdrawal.

**Step 5:** The student must return all university property to the OSA/OAA.

Incomplete forms will be returned to the student to provide the missing information.

## Administrative Withdrawal

### Administrative Withdrawal Due to Attendance Issues

A student may be administratively withdrawn from CHSU based on lack of attendance for an extended period of time without advising or communicating with the Office of Student Affairs and/or Office of Academic Affairs of the respective college or providing other verbal notice to the college in which the student is enrolled. Students who do not complete the Withdrawal Form but stop attending all courses will be considered administratively withdrawn for purposes of any tuition refund calculations under the Tuition Refund Policy. The withdrawal date will be recorded as the date the University becomes aware that the student has ceased attending.

As soon as the University learns of a student's unexcused absences, the Office of the Registrar will send a confirming letter by electronic mail and U.S. mail to the student explaining that the student will be considered administratively withdrawn by the University unless they contact the Office of Student Affairs within ten (10) calendar days of the date on which the letter is sent and indicates that there is no intent to withdraw from the University.

### Administrative Withdrawal Due to Academic Performance or Unprofessional Conduct

Students who are dismissed from the University for academic reasons or based on violations of the Student Conduct and Professionalism Policy will be administratively withdrawn from the University.

## Involuntary Withdrawal

### Involuntary Withdrawal Due to Health and Safety Concerns

California Health Sciences University ("CHSU") is committed to maintaining a learning environment where all persons feel safe and secure on campus. CHSU values the safety and well-being of each individual in its community. To ensure the safe operation of CHSU's services, programs and activities, CHSU may determine that it is necessary to place a student on an involuntary withdrawal from the University.

Students who pose a direct or substantial threat to their own health or safety or the health and safety of others may be subject to involuntary withdrawal procedures if they are:

- Engaging or threatening to engage in behavior that poses a high probability of substantial harm to themselves or others; or
- Engaging or threatening to engage in behavior which would cause significant property damage, would

directly and substantially impede the lawful activities of others, or would interfere with the educational process and the orderly operation of the University.

## Involuntary Withdrawal Procedures

If it becomes evident (through observed behavior or by report(s) from faculty, staff or students) that a withdrawal from the University may be in the best interest of a student or the University, and the student does not agree, then the following procedures will apply.

The Director/Dean of the College will review all available information obtained from incident reports, conversations with students, faculty and staff, and the expert opinions of appropriate [professionals](#).

The Director/Dean of the College will make a determination on an individualized, case-by-case basis and will apply the direct threat analysis, taking into consideration the nature, duration and severity of the risk and the likelihood, imminence and nature of the future harmful conduct, either to the student or to others in the College community.

The Director/Dean of the College will meet with the student (if possible), giving notice to the student of the meeting and providing an opportunity for the student to provide evidence to the contrary and/or to make suggestions for reasonable accommodation(s) short of involuntary withdrawal from the College.

If, after conversation, the student chooses to withdraw voluntarily, a Withdrawal form will be processed indicating that the withdrawal is voluntary and, if applicable, setting appropriate conditions for the student's return.

If, after conversation, the student still would like to remain enrolled, the Director/Dean of the College will consult with appropriate persons (e.g., medical professionals if there are health issues), if necessary, regarding the evidence presented by the student. (Failure by the student to sign the Consent to Release Information form so that medical/clinical or other professionals may be consulted will result in the involuntary withdrawal from the College because the College will have insufficient evidence to render an individualized determination). The Director/Dean of the College will also consult with other College officials as appropriate.

The Director/Dean of the College will render a decision and present that decision to the student in writing. Should the decision be to withdraw the student involuntarily, appropriate conditions for return (if applicable) will be identified within the withdrawal letter. If appropriate, the College may require, as a condition for return, a release and

consent form be signed by the student that will authorize the Director/Dean of the College and appropriate College officials to discuss the student's readiness to return to the College with appropriate health care providers and/or public safety professionals for assistance in developing reasonable accommodation(s) to mitigate any direct threat to self or others.

Students can appeal an Involuntary Withdrawal decision. Students who choose to appeal the Dean's decision must make such appeal to the Chief Academic Officer within ten (10) days of receiving the Dean's decision. The Chief Academic Officer will render a final decision or, in the event that the Chief Academic Officer has a conflict of interest, then the appeal will be decided by the University President, who will render the final decision.

## Transcript Notations

Students withdrawing voluntarily or who have been administratively or involuntarily withdrawn from didactic courses will have a Withdrawal ("W") mark recorded on their official transcript for all uncompleted courses remaining during the specific semester that the withdrawal occurs. The class from which the student withdrew will not be included in calculating the student's grade point average. However, the W marks will remain on the official transcript. Thereafter, if a student applies for reinstatement to the program, within one year of the withdrawal, and the request is granted, the student will be required to retake any course required to satisfy degree requirements.

Students withdrawing after final examinations: If a student withdraws from the University following all final exams, the withdrawal will not become effective until the upcoming semester and the withdrawal will not impact the student's final grades in the semester in which the student took final exams.

All CHSU Students who have been dismissed for academic reasons will have the notation "Withdrawn" and the effective date of the dismissal recorded on their transcript. However, the withdrawal reason "dismissed" will be recorded in the student's academic record.

## Reinstatement Procedures

Voluntary withdrawal is generally understood to reflect a student's intent to not return to the University. However, in some cases, students may be interested in resuming their education.

Reinstatement of a student is a discretionary determination of the University. This process only applies to students who are seeking reinstatement within one year of their voluntary withdrawal. Students who wish to return after

the one-year mark from their formal withdrawal must adhere to the readmission policy and complete the standard admission process. (MSBS Admissions and Enrollment Policy, COM Admissions and Enrollment Policy).

Students who are interested in reinstatement must complete the following process:

1. The student should submit a written request to the Director/Dean as soon as possible, but no later than sixty (60) days prior to the start of the academic year.
2. The student seeking reinstatement may also be required to provide the Director/Dean with additional documentation verifying completion of the terms of the approved withdrawal, if any.
3. If the request is granted, as a condition of reinstatement, students will be required to complete pre-enrollment requirements, including, without limitation, a drug screen and background check. Students will be advised of the specific process to conduct the screening process by the student affairs staff. At the time reinstatement is granted, the student will be placed into the appropriate academic class distribution lists and have access to the learning resources for that class.
4. CHSU has the right to require that students satisfy additional conditions upon the student's return or prior to returning to the College. Any conditions will be communicated to the student either in the initial letter to the student approving the withdrawal or in subsequent correspondence to the student. For students who withdrew from CHSU while under investigation, the conditions may include resumption of the investigation process and a requirement that the student participate in the investigation or grievance process.
5. Where a student's self- injurious behavior is at issue, the College will not as a condition of return mandate that self- injurious behavior ceases unless that behavior is a direct threat to the student or others in the University community.

## Campus Facilities - Addendums

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### University Video Surveillance Camera Policy - New Policy

California Health Sciences University (CHSU), as a private post-secondary education institution, is dedicated to fostering a safe environment for its students and

employees. Among other security practices, CHSU utilizes video surveillance systems to enhance the safety and security of students, employees, visitors, and University property.

This policy establishes guidelines for the installation, use, access, retention, and disclosure of video surveillance footage in a manner consistent with CHSU's values, applicable laws, and expectations of privacy.

This policy applies to all the University's video surveillance cameras, recording devices, monitoring systems, and related equipment used for security purposes on property owned, leased, or controlled by CHSU. It applies to all students, employees, contractors, vendors, and visitors.

This policy does not govern video recording or surveillance in the context of:

- Academic or research projects
- Classroom or instructional recordings
- Recordings for marketing or other promotional purposes *or*
- Recording of live-streamed event

CHSU utilizes video surveillance systems, which are installed at various locations on CHSU's property for security purposes. The use of video surveillance is intended to be consistent with the following guiding principles:

#### **Respect for Privacy:**

CHSU seeks to uphold dignity, integrity, and reasonable expectations of privacy. Where feasible, areas under video surveillance will be marked with signage notifying individuals of monitoring.

#### **Safety-Driven Use:**

Surveillance is intended for the following uses: deterrence and prevention of crime, supporting investigations of reported offenses, emergency response, and protection of university assets.

#### **Non-Discrimination:**

Surveillance will not be used to target individuals based on race, ethnicity, national origin, gender, religion, disability, or other legally protected status.

#### **Compliance with Legal and Policy Requirements:**

CHSU will operate surveillance systems in compliance with California privacy and recording laws, federal laws and

regulations (including FERPA when footage involves identifiable students), and University policies and conduct standards.

### Authorized Use of Video Surveillance

Video surveillance may be installed by CHSU in the locations described below and for the following reasons:

- At building entrances, exits, and interior common areas for purposes of security.
- In CHSU buildings to deter and investigate theft of property, vandalism, or other misconduct.
- Outside CHSU buildings to enhance safety in parking lots, walkways, and outdoor spaces.
- Supporting emergency response, incident assessment, and post-incident review • Protecting University assets, facilities, and infrastructure.
- General investigative inquiries from CHSU administration.

Surveillance **will not** be used in areas where there is a reasonable expectation of privacy (e.g., restrooms, locker rooms, private employee offices, unless authorized by law enforcement or by the CHSU President and Director of Security for ongoing investigation or required by court order).

### Camera Placement and Installation

- All installations must be approved by the Vice President of Operations or their designee in coordination with Information Technology services.
- Cameras must be placed in public areas of CHSU's premises.
- Cameras will be placed in plain view whenever practicable.
- Hidden or covert cameras are prohibited except when specifically authorized by university leadership and when required by court order or law enforcement.
- Cameras may record video but will not record audio unless explicitly permitted by law and approved by the CHSU President.

### Monitoring and Access to Footage

- Video recordings will be stored securely using approved systems to prevent unauthorized access, alteration, or deletion.
- Retention periods will comply with applicable laws and University record retention schedules.
- Unless needed for an active investigation, legal hold, or insurance matter, footage will generally be retained for at least 60 days, depending on system capacity.

- Access to video recordings will be granted only when necessary for security, legal, or approved investigative reasons.
- Requests from the college or program respective Office of Academic Affairs to review video recordings from examinations or assessments concerning academic integrity issues must be submitted directly to the Director of Security or designee.
- Requests for video recordings or to review video recordings by university employees other than campus security or Human Resources personnel must be submitted in writing on an approved form. Students should submit the request to the Office of Student Affairs and employees should submit the request to the Office of Human Resources. The approved request will be submitted to the Director of Security or their designee.
- Video recordings and surveillance footage will not be released to third parties (e.g., law enforcement, attorneys) without the approval of the Director of Security or CHSU President and in compliance with applicable laws and regulations.

### Compliance with Law

### Prohibited Conduct

The following actions are strictly prohibited:

- Tampering with, disabling, or destroying CHSU's surveillance equipment,
- Recording and surveillance activities on CHSU property or at CHSU events by private individuals or organizations without securing the University's authorization and the consent of anyone being recorded,
- Unauthorized access, distribution, or sharing of CHSU video recordings; publishing or posting CHSU surveillance footage without prior written authorization of the Director of Security or the University President.
- Using CHSU surveillance video for personal monitoring

Violations may result in disciplinary action up to and including dismissal or termination.

### Questions

Questions regarding this policy should be directed to:

CHSU Director of Security

Phone: 559 701-2131

# Student Services & Policies - Addendums

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## Student Conduct and Professionalism Policy - Revised

**Addendum: This policy has been revised effective 4/3/2026.**

The purpose of this policy is to identify CHSU's expectations for the conduct and professionalism of CHSU students. These expectations are intended to support an academic environment that supports the ability of all students to work, study, and fully explore their academic interests.

CHSU students are expected to comply with the Student Conduct and Professionalism Policy and may be subject to corrective or disciplinary action for improper behaviors or conduct that occurs on-campus or off-campus.

In addition to the university-wide standards outlined herein, students are required to adhere to the Student Progress Committee (SPC) policies and procedures specific to their respective colleges, MSBS Graduate Student Progress Committee Policy, COM Student Progress Committee Policy.

### Code of Professional Conduct

Students are expected to comply with the CHSU Code of Professional Conduct:

#### 1. Respect for Patients.

Students must take utmost care to ensure patient respect, confidentiality, and dignity. As healthcare professional students, students must demonstrate respect for patients through appropriate language and behavior, including that which is non-threatening and non-judgmental. Patient privacy and modesty should be respected.

#### 2. Respect for Faculty, Staff, Colleagues, Hospital Personnel, and Community

Students are required to show appropriate respect for faculty, staff, colleagues, hospital personnel, guests, and members of the general public. This respect should be demonstrated by punctuality in relationships and communications with faculty and staff, patients and peers,

and prompt execution of reasonable instructions. Responses to communications must be provided by a deadline specified in the communication or, if no deadline is set, within a reasonable timeframe appropriate to the circumstances.

#### 3. Respect for Self

All students should uphold a high level of personal ethics, and morals in their daily conduct.

#### 4. Respect For Laws, Policies and Regulations

Students must respect and comply with the laws, policies, and regulations at all levels of CHSU, the local community, the State of California, and the federal government.

### Violation of the Code of Professional Conduct

Professionalism is a core competency for all CHSU students. When professional misconduct is alleged the incident should be described on a Professionalism Observation Form. It is not possible to enumerate all forms of inappropriate or unprofessional behavior; however, the following are examples of behavior that constitute a violation of University policy.

1. Harm, abuse, hazing, damage, or theft to or of any individual or property;
2. Physical or verbal bullying or the threat of such abuse to any individual;
3. All forms of dishonesty;
  - cheating, omissions, fraud, plagiarism (including self-plagiarism),
  - unauthorize use or distribution of assignments, quizzes, practicals, Objective Structured Clinical Examinations (OSCEs), exams or exam content and any other assessments,
  - knowingly furnishing false information to the University or any of employees and clinical preceptor faculty through forgery, alteration or unapproved use of records, or
  - violation of CHSU Academic Freedom, Intellectual Honesty and Academic Integrity Policy, or
  - aiding another in such dishonesty,
  - entering or using CHSU-operated or affiliate-operated hospital/clinic/research facilities without authorization.
4. Disrupting the learning environment, research, administrative or student functions of the University;
5. Convictions for violation of federal, state or local laws, felonies or misdemeanors, excluding minor traffic violations;

6. Failure to report to CHSU administration within 48 hours personal violations of this policy, or personal actions which violate, or result in a charge of or arrest for a violation of federal, state or local laws;
7. Violations of [CHSU's Student Alcohol, Drug and Tobacco Policy](#);
8. Placing a patient's health and/or safety in jeopardy;
9. Unethical disclosure of private or other confidential information. This includes but is not necessarily limited to, disclosure in violation of the law (e.g. HIPAA), CHSU policy or the policies and procedures of any CHSU affiliate;
10. Behavior that demonstrates abusive or disrespectful conduct toward members of the faculty, administrative or professional staff, employees, students, patients or community members;
11. Violation of any established rules, policies or procedures of CHSU, CHSU-endorsed organizations, CHSU departments or affiliated institutions;
12. Failure to participate in a University-conducted investigation or hearings as well as mandated reporting requirements imposed by law or policy of CHSU or any of its affiliates;
13. Conspiring, planning or attempting to achieve any of the above acts;
14. Any other conduct which calls into question the student's fitness to practice in the student's area of study.

## University-Wide Student Discipline Procedures

Complaints by students, CHSU employees or members of the public involving alleged misconduct by students in violation of this policy will be handled as follows:

1. Reports of concerns regarding unprofessionalism, misconduct, unethical or other disruptive behavior, which is severe, pervasive or otherwise significantly disrupts the educational environment ("Complaints") will be documented on the Professionalism Observation Form.
2. Official communication concerning notice of a student's alleged unprofessionalism will be sent to the student's CHSU email address. Students are responsible for regularly checking their CHSU email account and responding to emails from the University in a timely manner.
3. Minor concerns may be addressed with coaching, education or a written or verbal warning. A written notice of such minor violations may be, but is not required to be, given to the student. Examples of minor violations include, but are not necessarily limited to, inappropriate or rude emails, being late to class on multiple occasions, use of profane language,

Upon receipt of a Professionalism Observation Form., the College's Office of Student Affairs will review the initial report of alleged misconduct and determine the next steps and if the allegation of misconduct merits an investigation or other official action.

- If the determination is that an investigation is warranted, the case may be heard either by the appropriate college-level committee, an administrator(s) designated by the College Student Affairs Dean (other than the investigator), or an external adjudicator (other than the investigator).
4. Allegations of unlawful harassment, discrimination, or retaliation may be processed under CHSU's Unlawful Discrimination, Harassment, Sexual Misconduct, and Title IX Policy and Procedures in addition to the process for review of unprofessional conduct.

All cases involving potential suspension or dismissal shall be referred to the appropriate college-level committee. In all cases, a college dean such as the Student Affairs Dean or Academic Affairs Dean shall notify the student in writing regarding the recommendations of the committee and the final determination of the investigation.

The investigation file is a private record that is the property of the University. Students are not entitled to the investigation file, notes of the investigator, or transcripts or recordings of interviews.

## Notations

Disciplinary matters are not recorded on a student's academic transcript. In cases of suspension, the notation "Leave of Absence – from date and to date" will be recorded on the transcript and the reason for the Leave of Absence will be documented in the student's record in the Student Management Information System, for reporting purposes. Similarly, in the event a student is found in violation of disciplinary misconduct leading to dismissal or suspension, the dismissal or suspension is recorded in the student's record.

**Students should note that CHSU, like other medical schools in the United States, identifies breaches of professionalism and disciplinary actions due to unprofessional conduct that may be included in the Dean's MSPE report, which is written in early fall of the OMS-IV year.**

## Record Keeping Requirements

With exception of disciplinary suspensions and dismissals, a student's disciplinary record is separate from the student's academic record. A student is considered to have

a disciplinary record when the appropriate college level committee finds the student in violation of one or more University or college policies.

Students' disciplinary records are kept in the College Student Affairs Dean Office for seven (7) years after the date of the last violation. Suspensions and dismissals are recorded in the student's record.

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), disciplinary student records may be released to another institution at which the student seeks or intends to enroll without the consent of the student. CHSU will make a reasonable attempt to notify the student about the disclosure.

## Financial Services & Financial Aid - Addendums

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### CHSU Tuition Refund Policy - Revised

**Addendum: This policy has been revised effective April 17, 2026.**

The information listed below is to identify when students may become eligible for partial or complete tuition and fees reimbursements and how such reimbursements will be calculated.

CHSU will not charge or collect any payment for institutional charges beyond what is disclosed in a signed enrollment agreement. Students may be eligible for partial or complete reimbursement of tuition and fees, which will be calculated as described in this Policy.

#### Definitions and Related Information

- **Cancellation** as related to a student's enrollment is the termination of a student's enrollment in a CHSU educational program before the end of the Cancellation Period.
- **Cancellation Period** is the period of time during which students who have signed enrollment agreements can cancel the agreement without incurring fees or costs beyond the \$250 non-refundable seat deposit. The Cancellation Period begins with the signing of the enrollment agreement

and continues through the later of: (1) a student's attendance at the first-class session, or (2) the seventh business day after enrollment.

- **Pro Rata Refund** means a partial repayment of amounts paid by a student or third-party payer to an institution for an educational program, which is calculated based on the proportion of the semester completed by the student.
- **Withdrawal** means the termination of a student's enrollment in an educational program after the Cancellation Period but before completion of the academic program.
- **Date of Withdrawal** is determined by the nature of the withdrawal. Students may voluntarily withdraw, be administratively withdrawn, or otherwise be involuntarily withdrawn, as described in the CHSU Student Withdrawal Policy. For students who withdraw voluntarily, the Date of Withdrawal is the date that the University receives the student's Withdrawal form. For students who are administratively withdrawn, the Date of Withdrawal is determined based on the date of the final decision, which is either the date of the decision on an appeal or, for students who do not appeal, the Date of Withdrawal will be the final date on which the student could have filed an appeal (i.e., five business days from the date the decision is issued to the student). For students who are involuntarily withdrawn based on lack of attendance, the Date of Withdrawal will be the last date that the student attended classes.

### Right to Cancel and Refund

#### Right to Cancel

Students may cancel their enrollment agreements during the Cancellation Period. If their cancellation is submitted prior to the deadline they will be entitled to a full refund of all charges paid through attendance at the first class session or the seventh business day after enrollment, whichever is later, less the maximum non-refundable seat deposit of two hundred and fifty dollars (\$250).

#### How to Cancel

To cancel, the student must notify the applicable College's Office of Student Affairs and Enrollment by email, mail, or in person.

#### Loan and Financial Aid Effects

If a student obtained a loan to pay for the educational program, the student remains responsible for repaying the loan principal and interest, less the amount of any refund. If

the student receives federal student financial aid, the student's refund will be limited to the amount of tuition and fees that were not paid using federal financial aid funds.

## Withdrawal and Eligibility for Tuition Refund

### Withdrawal After Cancellation Period

Students who withdraw from CHSU and have completed 60 percent or less of the period of attendance, but after the seventh day of enrollment, are entitled to a pro-rated refund of unearned institutional charges (i.e., tuition and refundable fees) as described in California Education Code, described below.

- **No Refund After 60%.** Students who withdraw after completing more than sixty percent (60%) of the semester are not entitled to a refund of tuition or fees.
- **Non-Federal Aid.** CHSU shall provide a pro rata refund of nonfederal student financial aid program monies paid for tuition and fees to students who have completed sixty percent (60%) or less of the semester.
- **Deemed Withdrawal.** For purposes of this section, a student is deemed to have withdrawn when the student withdraws or is deemed withdrawn in accordance with CHSU Student Withdrawal Policy, COM Leave of Absence Policy, or MSBS Attendance and Leave of Absence Policy.

### Timing and Method of Refunds

- **Cancellation Refund Timing.** Refunds due because of a cancellation will be paid within 45 calendar days of the date of cancellation of a student's enrollment from the educational program.
- **Withdrawal Refund Timing.** CHSU will refund any credit balance on the student's account within 45 calendar days after the date of the withdrawal, and will also provide the student with documentation specifying the amount of the refund, the method of calculating the refund, the date the refund was made, and the name and address of the person or entity to which the refund was sent.
- **Log.** CHSU will maintain a log (electronic or hardcopy), updated monthly, that lists all student cancellations and withdrawals during the calendar year, including the names, addresses, telephone numbers, personal email addresses, dates of cancellations/withdrawals, and refund amounts paid

for all students who canceled their enrollment agreement during the academic year or withdrew from CHSU.

## Refund and Calculation and Payment

For purposes of tuition refund calculations, the withdrawal period will be measured from the date the student actually stops attendance in all courses, as described in the CHSU Student Withdrawal Policy. Once all calculations are complete, the Business Office will refund the student for any outstanding balance. If the calculation results in a balance due to the University, the student will be required pay the balance within 30 days of separation. If the balance is not paid and the account goes delinquent, the account may be subject to collections as described in the Student Collection Policy.

Consistent with the California Education Code (section 94919(c) or 94920(d) or 94927) the pro rata refund paid to a student shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows:

The amount of the refund owed to the student equals the total charges paid by the student, minus the daily or hourly tuition charge for the program (total institutional charge minus any non-refundable charges, divided by the number of days or hours in the program), multiplied by the number of days or hours the student attended prior to withdrawal, and minus any non-refundable charges. Any hours or days prior to the student's last day of attendance for which the student was scheduled to attend but was absent shall be included in the calculation of days or hours attended.

Non-refundable fees and charges are:

- all non-refundable fees;
- Student Tuition Recovery Fund fee;
- student health insurance premium; and
- equipment purchases if held by the students, if applicable.

The refund payment will be calculated based on amounts actually received by the University and will not include any outstanding charges that the student has not yet paid to the University.

If the amount of the current semester payments is more than the amount that is owed for the time attended, then a refund of the difference will be paid within forty-five (45) calendar days after the notice of withdrawal is received by the Office of the Registrar.

### Return of Title IV Funds Calculation

This refund policy is subject to change if there are future changes to institutional policies with which the policy it may conflict. A calculation of the return of funds will be completed within thirty (30) days of the last day of attendance at the school, or a calculation of the return of funds will be completed within thirty (30) days of the school's determination that a student has ceased attendance without proper notification. For additional information, please refer to CHSU 's catalog, "Federal Student Loans".

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.

### Dismissal from Program

CHSU may terminate the student's enrollment for failure to maintain satisfactory progress, failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution, failure to meet technical standards with or without a reasonable accommodation; and/or failure to meet financial obligation to the school. In such circumstances, the date the student is notified of their dismissal will be considered the date of determination, and the Tuition Refund Policy will be applied based on the student's last date of attendance.

### Credit Balance on Account

Financial Aid disbursements leaving a credit balance will be paid directly to the student as soon as possible but not later than 14 days after:

- the first day of class of a payment period, if the credit balance exists on or before that day, or
- the date the credit balance is created, if it occurs after the first day of class.

Credit balances less than \$200 can be held on student account with written consent from the student to be applied to costs due for the semester immediately preceding the semester charged.