

CALIFORNIA NORTHSTATE UNIVERSITY



COLLEGE *of*
HEALTH
SCIENCES

Student Handbook

**ACADEMIC YEAR
2016-2017**

Student Handbook

Academic Year
2016-2017

California Northstate University
College of Health Sciences

2910 Prospect Park Drive, Rancho Cordova, CA 95670
Telephone: (916) 686-7657
info.chs@cnsu.edu

Please Note: *The information in this handbook serves as a student resource for policies and procedures of California Northstate University College of Health Sciences and is subject to change. Students should review the handbook at the beginning of each academic year and refer to the online version for the most current information.*

Updated: July 30, 2016

Table of Contents

I.	MESSAGES.....	8
A.	Message from the Dean.....	8
B.	Message from the Senior Associate Dean of Academic Affairs.....	9
C.	Message from the Associate Dean of Student Affairs.....	10
II.	HISTORY OF THE COLLEGE.....	11
III.	ACCREDITATION INFORMATION.....	13
A.	Western Association of Schools and Colleges (WASC).....	13
IV.	COLLEGE OF HEALTH SCIENCES DIRECTORY.....	14
V.	THE MISSION, VISION AND GOALS.....	16
VI.	NON-DISCRIMINATION.....	17
VII.	BACHELOR OF SCIENCE IN HEALTH SCIENCES DEGREE.....	18
A.	Educational Philosophy.....	18
B.	Institutional Learning Outcomes.....	19
C.	Program Learning Outcomes.....	19
D.	Concentration Learning Outcomes.....	19
E.	General Education Learning Outcomes.....	20
F.	Degree Requirements for the Bachelor of Science in Health Sciences.....	20
G.	Degree with Honors and Highest Honors.....	21
VIII.	ACADEMIC OFFERNINGS.....	22
A.	Bachelor of Science (B. S.).....	22
B.	Pre-Med Post-Baccalaureate (PMPB) Program.....	24
IX.	ADMISSIONS TO THE COLLEGE OF HEALTH SCIENCES.....	26
A.	First-time College Student.....	26
B.	Transfer Student.....	26
C.	Admission Criteria for High School Graduates.....	26
D.	Advanced Placement (AP) & International Baccalaureate (IB) Credit Evaluation.....	31
E.	Transfer Student Enrollment and Evaluation of Transfer Credit.....	31
F.	Pre-Med Post-Baccalaureate (PMPB) Admission Criteria.....	33
G.	Foreign Graduates/Coursework.....	35
H.	Readmission.....	35
X.	TUITION, FEES, AND FINANCIAL DISCLOSURES, AND ENROLLMENT AGREEMENT.....	37
A.	BSHS, BS-MD, & BS-PharmD - Tuition & Fees per year for 2016-2017.....	37

B.	PMPB - Tuition & Fees per year for 2016-2017	38
C.	Payment and Prerequisite Due Dates, and Options	38
D.	Student's Right to Cancel and Refund	39
E.	Student's Right to Withdraw and Refund	39
F.	Required Notice of Cancellation or Notice of Withdrawal	40
G.	Refund Policy in the Event of Dismissal	40
H.	Financial Aid and Loan Obligations	41
I.	Student Tuition Recovery Fund (STRF) Disclosures	41
J.	Notice Concerning Transferability of Credits and Credentials Earned at our Institution	42
K.	Scholarships	42
L.	College Handbook and School Performance Fact Sheet.....	43
M.	Language Rights	43
XI.	XI. HEALTH REQUIREMENTS AND INFORMATION	44
A.	Vaccination Requirements.....	44
B.	Health Care Insurance Requirements	45
XII.	STUDENT WELNESS.....	46
XIII.	FEDERAL EDUCATION RIGHTS AND PRIVACY ACT (FERPA).....	47
A.	Student Records: Directory Information, Disclosure and Access	48
B.	Student Rights to Access Records.....	48
XIV.	ORIENTATION AND REGISTRATION	49
XV.	STUDENT DRESS CODE AND LABORATORY	50
A.	Dress Code for Laboratory Classes.....	50
B.	Food in Class/Laboratory	50
XVI.	ACADEMIC POLICIES	51
A.	Academic Integrity and Good Conduct Policy	51
B.	Academic Progression Policy	54
1.	BS in Health Sciences (BSHS).....	54
2.	BS-MD Combined Programs.....	55
3.	BS-PharmD Combined Programs	55
4.	Pre-Medical Post-Baccalaureate (PMPB) Program	56
C.	Academic Standing and Formal Warning Policy on Probation, Dismissal, and Appeal	56
D.	Attendance Policy	57
E.	Course Add/Drop and Withdrawal Policy	57
F.	Course Enrollment Policy	58

1.	Course Advisement and Enrollment	58
2.	Minimum and Maximum Number of Credit Hours per Semester	58
3.	Course Auditing.....	58
G.	Course Failure Remediation Policy	58
H.	Course Repeat Policy	59
I.	Course Replacement Policy for 1 st Year Mathematics.....	60
J.	Credit Hour Policy	60
K.	Dean’s List and Distinguished Scholar List	60
L.	Early Resolution and Formal Grievance Policy	61
1.	Early Resolution	61
2.	Formal Grievance	61
M.	Examination Policy (to be replaced by the university exam policy)	61
N.	Formal Excused Absence Policy	62
O.	Grading Convention Policy.....	63
	Calculation of Grade Point Average (GPA).....	63
P.	Grade Appeal Policy	64
1.	Early Resolution	64
2.	Formal Appeal	64
Q.	Grade Change Policy	65
R.	Leave of Absence Policy	65
1.	Leave of Absence Policy	65
2.	Effect on Financial Aid.....	66
XVII.	STUDENT RESOURCES AND POLICIES	67
A.	Alcohol-Chemical Dependence/Impairment	67
B.	Alcohol & Drug Prevention Services	67
C.	Animal Policy.....	67
D.	Awards (Non-Academic)	68
E.	Bicycles.....	68
F.	Building Access.....	68
G.	Cell Phones/Smart Phones/Pagers	68
H.	Commencement	69
I.	Computer/Technical Support	69
J.	Copyright Compliance Policy	69
1.	Summary of Civil and Criminal Penalties for Violations of Federal Copyright Laws	70

2.	Disciplinary Action for Violations	70
K.	Disability Policy	70
1.	Disability Services.....	70
2.	Eligibility for Services	70
3.	Types of Disabilities.....	71
4.	Students Responsibility	71
5.	Documentation Guidelines	71
6.	Recommendations for Accommodations	72
L.	Disorderly Assembly/Conduct Policy	72
M.	Duplicate Diploma Procedure	73
N.	Early Resolution and Formal Grievance (for Non-Academic Issues).....	73
O.	E-Professionalism and Social Media Policy	73
1.	Social Media	74
2.	Confidential Information.....	74
3.	Representation of University Entities	74
4.	Violation of the Social Media and E-Professionalism Policy	74
P.	Exit Interviews.....	74
Q.	Free Speech.....	75
R.	Fundraising.....	75
S.	Gambling	75
T.	Hazing Policy	75
U.	Name Badges	76
V.	Name Change and Procedure	76
W.	Outside Work	76
X.	Parking	76
Y.	Proof of Full-Time Enrollment.....	77
Z.	Security	77
AA.	Sexual Harassment and Sexual Assault Policy	78
1.	Reporting Sexual Harassment or Sexual Assault.....	79
2.	Reporting Sexual Harassment, Sexual Assault, or Disruptive Conduct.....	80
3.	Lesbian, Gay, Bisexual & Transsexual (LGBT) Non- Discrimination Policy	81
4.	Conduct Disruptive to the University Community Policy (SAVE Act).....	81
BB.	Smoking/Smokeless Tobacco.....	82
CC.	Stalking.....	82

DD. Theft.....	82
EE. Transcript Request.....	82
FF. Vandalism.....	82
GG. Visitors	83
HH. Weapons Policy.....	83
XVIII. STUDENT SERVICES	84
A. Alcohol & Drug Prevention Services	84
B. Career Planning and Counseling	85
C. Housing	86
D. Information Technology.....	86
E. Library/Learning Resources	86
1. Library Facilities	86
2. Facility	86
3. Library Resource Center Programs	87
4. Library Collection	87
5. Interlibrary Loan Program.....	87
F. Tutoring.....	87
XIX. STUDENT PROFESSIONAL ORGANIZATIONS	88
A. Registration Procedures.....	88
B. Student Organization Policy & Procedure Manual	88
1. Responsibilities	89
2. Rights and Privileges	89
3. Current Student Organizations	89
XX. LOSS OF RECOGNITION: STUDENT ORGANIZATIONS	90
XXI. STUDENT COLLEGE COMMITTEES, COUNCILS, AND LEADERSHIP	91
A. Student Body Council.....	91
B. Class Representatives	91
C. Honor Council	91

I. MESSAGES

A. Message from the Dean

It is with the greatest pleasure that I welcome you to the NEW College of Health Sciences (CHS) at California Northstate University! The faculty, staff, and administrators have worked very hard so that this day would arrive. We are ready for bright, new faces eager to learn (and play) that are prepared to begin a path of study filled with interesting, exciting, and sometimes scary experiences.

You are all here to learn about various aspects of healthcare and prepare for a career that is challenging and rewarding. Some of you may want to be physicians, pharmacists, dentists, psychologists, healthcare administrators, or some other type of healthcare professional. Others may not know exactly what they want to do at this moment but would rather see what types of careers are out there that might be a good “fit”. You will have coursework that is sometimes difficult and thought-provoking, but our curriculum is designed to give you a breadth of understanding about many different topics as well as the art and science of healthcare.

Whatever your choice of study may be, CHS is here to help you on your journey. College will be different than high school in many ways. Some of you are still living at home with parents in the Sacramento area and some of you may have travelled great distances to join us at CHS. Whatever your personal circumstances are, we are here to support you and provide a safe learning environment filled with many activities and chances for you to grow, not only in your academic knowledge but in knowledge of social issues and emotional responsibility for yourself and your colleagues. We want to develop the total “you” while you are with us at CHS and prepare you for your new adventures in the world of healthcare.

Welcome to the College of Health Sciences! The faculty, staff and administrators are certainly glad you are here.

Rose Leigh Vines, PhD
Founding Dean
Professor of Anatomy

B. Message from the Senior Associate Dean of Academic Affairs

The academic program at California Northstate University College of Health Sciences (CNUCHS) is designed to provide a comprehensive undergraduate education for students seeking a career path in the health care professions. In cooperation with our affiliate CNU Colleges of Medicine and Pharmacy, CHS students with appropriate academic qualifications may be accepted for admission to one of the CNU graduate schools to complete their professional education with an MD or PharmD degree, respectively. Given the large menu of career opportunities within the health care field, CHS students are encouraged to develop a deeper understanding of their personal interests and abilities as they progress through the curriculum. Our career advisors are readily available to help students explore options in selecting a fulfilling vocation by the time they graduate. Depending on their interests, CHS student may choose one of three different plans of study corresponding to a concentration in Human Biology, Biopsychology, or Health Science Administration.

In the first two years, CHS students preparing to apply to medical or pharmacy schools have direct access to faculty instructors with expertise in basic sciences and mathematics including biology, chemistry, physics, statistics, and calculus. A solid foundation in these courses gives students the academic credentials required for admission to medical/pharmacy school while also building a knowledge base for critical entrance examinations such as the MCAT test required for application to medical school. The laboratory component of introductory science courses at CHS helps students learn technical skills while sharpening critical reasoning ability with practice in gathering and analyzing data. Courses that emphasize people-to-people skills such as oral and written communication as well as humanities disciplines relevant to medicine that explore human diversity, culture, and psychology are woven into the curriculum. In the third and fourth years, students are exposed to a number of advanced course topics ranging from neuroscience to healthcare delivery systems.

The two-semester Service Learning course sequence taken in the second year introduces students to the real-world experience of planning and executing a project that serves people in the local community. In the third year, students are immersed in capstone experience of the B. S. in Health Sciences degree with the two-semester Scholarly Project course that requires every student to design and complete an independent research project under the guidance of a professor. A unique course on Leadership taken in the last semester challenges students to aim for a higher level of achievement by examining the qualities and attributes common to leaders of excellence among all fields of human endeavor.

In short, completion of the CHS undergraduate program offers the benefit of an excellent education. We look forward to accompanying you on this daunting educational journey by sharing the learning workload as well as the satisfaction that comes with hard-earned success. We are honored to be your mentors and teachers in these singular years of life experience.

Edward G. Moczydlowski, PhD
Senior Associate Dean of Academic Affairs
Professor of Physiology

C. Message from the Associate Dean of Student Affairs

What is “student affairs”? Why is it important to college experience? What are the unique features of student affairs at College of Health Sciences?

A core philosophy of our College is to prepare well-rounded healthcare professionals committed to patient-centered care. To reach this goal, the Office of Student Affairs collaborates with the Office of Academic Affairs and faculty to provide academic advising, faculty mentoring, and support services to assist our students in participating fully in their educational experience, then moving on to career development in healthcare settings. Our students experience first-hand how we value collaboration and partnership which are essential skills in healthcare practice.

I am excited to part of an innovative team to enhance students’ success intellectually, socially, and developmentally. We have faculty and staff who are devoted to: (1) introducing our College and programs to prospective students, parents, high school teachers and personnel, colleges, and community members through recruitment activities; (2) assisting in the application process via emails, phone calls, in-person meetings, and campus tours; (3) processing applications and admitting qualified students; (4) coordinating student enrollment; (5) preparing individual learning plans for students; (6) planning and evaluating orientation and student events; (7) monitoring student academic progression; (8) encouraging whole-person development and wellness for every student; (9) providing counseling and referrals; (10) offering academic advising and career services, (11) providing tutoring for students in need; (12) enriching community service learning experience; (13) designing student activities to build peer relations and support; and (14) developing student leadership skill.

Recognizing the need of preparing future healthcare professionals that embrace interdisciplinary partnerships and collaboration, evidence-based practice, technological advancement in healthcare, and diversity and inclusion, we particularly infuse these principles in four required courses: Student Success Seminar, Scholarly Research Project, Community Service Learning, and Leadership. This unique combination of signature course reaffirms a shared goal: success for all students. Armed with solid and well-rounded health sciences learning, our students will be able to carry out the mantra of “Health Sciences with Heart.”

Our faculty and staff have diverse educational experiences and career achievements. They are eager to mingle, mentor, and counsel students in and beyond the classroom. We welcome students from diverse backgrounds to join us to learn, interact, and build a “global and intercultural learning community.”

I look forward to meeting and knowing you soon!

Paige True, Ph.D.
Associate Dean of Student Affairs
Professor of Social Work

II. HISTORY OF THE COLLEGE

California Northstate University (CNU) was founded in 2006 with the College of Pharmacy (COP). A group of pharmacists, physicians, and other healthcare professionals in Northern California expressed concerns over the shortage of pharmacists and the relative lack of local educational opportunities for students in health sciences. President Alvin Cheung and Vice-President Norman Fong established a pharmacy college based on principles of educational excellence and innovative teaching methods. CNU's COP welcomed its inaugural class in the fall of 2008; CNU was granted accreditation from Western Association of Schools and Colleges (WASC) in 2012.

The success of the pharmacy program led to plans to establish a College of Medicine (COM). Dean Robert Suskind, MD, guided a distinguished group of medical school faculty through the accreditation process of Liaison Committee on Medical Education (LCME). CNU added the Doctor of Medicine (MD) program via the WASC substantive change process. The MD program received WASC approval on June 27, 2013, with an Action Letter on August 6, 2013. Subsequently, COM received approval from LCME to open its MD program. The inaugural class of CNUCOM medical students was admitted in the fall of 2015.

Given disparities in access to healthcare services in the US and the entry of more patients into the healthcare system with the introduction of the Affordable Care Act, the need for greater numbers of healthcare workers and biomedical professionals was widely recognized in California and the US. Likewise, strong local demand for undergraduate education in health sciences by California high school students supported the addition of programs in this area. These factors combined to initiate the creation of a third college at CNU, designed to educate students qualified for post-baccalaureate medical schools and other professional health science careers. Thus, the creation of CNU's College of Health Sciences Bachelor of Science degree program was proposed in 2014 to align with CNU's mission, purpose and strategic intent "To advance the science and art of healthcare."

In late 2014, Dr. Rose Leigh Vines, an accomplished educator and anatomist was named founding Dean of the College of Health Sciences. Dean Vines promptly recruited additional administrators and staff to design the curriculum and apply for accreditation through WASC. This process culminated in a successful review and on May 8, 2015, CNU received news that the Bachelor of Science in Health Sciences degree offering was approved by WASC's Senior College and University Commission (SCUC). At the time when the news was received, a news release to the local media contained the following comment by University President Alvin Cheung: "We are excited about being able to provide students the vigorous undergraduate education that prepares and supports their aim to pursue further study in medicine, pharmacy, dentistry, and other health profession programs."

The college opened with a class of three undergraduate students of in August of 2015 at a temporary facility located at 7667 Folsom Boulevard adjacent to a state university campus. In January of 2016, the college secured a permanent building and moved to its present location at 2910 Prospect Park Drive in Rancho Cordova.

College of Health Sciences' Bachelor of Science degree program includes three areas of concentration in Human Biology, Biopsychology, and Health Sciences Administration. These areas of concentration share a common science core to allow the student to fulfill requirements for admission into graduate degree programs in the various healthcare professions. Classes are arranged in a cohort approach designed to

ensure that students will be able to enroll in and complete all their coursework within four years. The college also offers accelerated 2+4 and 3+4 programs designed reduce the time to admission to medical and pharmacy school by 1 or 2 years, respectively. In addition, a Pre-Medicine Post-Baccalaureate (PMPB) program serves the needs of students with a bachelor's degree who need an additional year of preparation before successful application to medical or health professional school.

III. ACCREDITATION INFORMATION

A. Western Association of Schools and Colleges (WASC)

California Northstate University is accredited by the Accrediting Commission for Senior Colleges and Universities of the Western Association of Schools and Colleges (WASC).

For more information about our accreditation, please visit www.cnsu.edu. For further information on WASC:

Western Association of Schools and Colleges
985 Atlantic Avenue, Suite 100
Alameda, CA 94501
(510) 748-9001
<http://www.wascsenior.org/>

IV. COLLEGE OF HEALTH SCIENCES DIRECTORY

Administration and Faculty

Rose Leigh Vines, PhD, MT (ASCP)

Dean of College of Health Sciences

Edward Moczydlowski, PhD

Senior Associate Dean of Academic Affairs

Professor of Physiology

Paige True, PhD

Associate Dean of Student Affairs

Professor of Social Work

Heather Brown, PhD

Director of Research and Scholarly Projects

Assistant Professor of Molecular, Cell and Developmental Biology

Rikki Corniola, PhD

Director of Accreditation and Assessment

Assistant Professor of Biomedical Sciences

Maira Delgado, MA

Director of Student Life and Service Learning

Lecturer in Community Service Learning

Cheryl Herrera, PhD

Director of Student Success and Career Services

Assistant Professor of Public Administration

Damon Meyer, PhD

Assistant Professor of Molecular Genetics

Katherine Whitcome, PhD

Assistant Professor of Biological Anthropology

Nicholas Valley, PhD

Assistant Professor of Chemistry

Christopher Wostenberg, PhD

Assistant Professor of Chemistry

William Davis, PhD

Assistant Professor of English

Staff

Janie Carlson, MSC, RN

Admissions

Sandra Ramirez, MS

Outreach and Recruitment Coordinator

Executive Administrative Assistant to the Dean

Bridgette Dixon, BS

Administrative Assistant to the Dean of Student Affairs and Senior Associate Dean of Academic Affairs

Hoa Huynh, BS

IT Support Specialist

V. THE MISSION, VISION AND GOALS

Mission Statement:

To advance the art and science of healthcare.

Our Vision of a Health Science Education:

Evolution to excellence in education requires continual pursuit of higher levels of performance and achievement. We seek to challenge undergraduate students with a comprehensive academic program that prepares them for success and leadership in a professional career. Quality education for students pursuing a career in healthcare professions begins with rigorous study of core sciences such as biology and chemistry. The program of education must further empower students to apply quantitative methods and critical thinking to the practice of healthcare. Strength of character and interpersonal skills essential for work in healthcare-related fields are developed and enhanced through the study of relevant humanities and social science disciplines. Along with traditional lecture and lab courses, the opportunity to perform community service learning projects and independent scholarly research provides important capstone experience in applying concepts and theory learned in the classroom to real-world situations.

Our Values:

Integrity, Ethical Conduct, Empathy, Inter-Personal Collaboration, Social Accountability, Civic-Minded Commitment to Service, Respect for Human Diversity.

VI. NON-DISCRIMINATION

California Northstate University College of Health Sciences (CNUCHS) is committed to cultivating a diverse community that recognizes and values inherent worth in individuals, fosters mutual respect, and encourages individual growth. The College believes that diversity enhances and enriches the quality of our academic program. CNUCHS provides equal opportunity in education and employment and does not discriminate on the basis of race, color, creed, religion, national origin, ethnicity, gender, age, sexual orientation, political affiliation, veteran status, or disability.

VII. BACHELOR OF SCIENCE IN HEALTH SCIENCES DEGREE

A. Educational Philosophy

The philosophy of our academic programs encompasses three goals of competency and personal development which students who pursue careers in biomedical science and healthcare must attain in order to be compassionate practitioners. These competencies broadly include **Cognitive Ability and Intellectual Depth, Social and Communication Skills, and Community Engagement/Civic Responsibility.**

Cognitive Ability and Intellectual Depth corresponding to command of any subject is best achieved by thoughtful study of the relevant body of knowledge under the guidance of a teacher who is an expert in the field and is well prepared to mentor students. Learning is often a demanding and inscrutable process, but it is known to emerge reliably from the interplay of thoughtful reading, attendance of inspiring lectures, case studies and practice problems, classroom discussion, and assessment. Ultimately, every student must commit to personal engagement in the learning process using methods that work best for the individual. There is no magic substitute for the hard work of studying. However, our faculty members are tasked to use innovative teaching methods and technologies proven to be effective by pedagogical research. Each concentration and every course delivered at CNU has specific learning outcomes that are measured by various forms of assessment. The assessment results are used to make changes that continually improve upon teaching and the curriculum. The goal of every teacher is not merely to convey a list of facts but to transform novice students into active scholars and ultimately prepare them for life-long learning. Every field of knowledge, especially science, is being constantly revised by discovery through research. Learning a subject does not end with the final exam of the course; it only begins a life's journey.

The goal of acquiring **Social and Communication Skills** acknowledges the need to communicate effectively. As professionals, we must be proficient in the art of written and verbal communication in order to exchange technical information. Moreover, the best health science in the world loses its purpose unless it can benefit the people who need it. This process involves personal interaction between the healthcare professional and the patient or consumer. The patient must feel free to communicate concerns and the care provider must be able respond effectively. Values beyond mastery of medical science such as empathy and compassion fall within this area. Emotional and cultural understanding must be conveyed along with the delivery of care. These values are difficult to objectify but they fall within the realm of liberal arts, humanities, and social sciences. Courses such as Cultural Anthropology, Sociology, Psychology, Art Appreciation, and Music Appreciation provide context and insights into the complexity and diversity of human behavior. Our students are encouraged to become socially and intellectually well-rounded through the study of human culture and participation in extra-curricular activities.

Community Engagement and Civic Responsibility also lies within with the territory of being a health science professional. People need to live in healthy communities in order to sustain their own good health. Health care professionals play a major role in fostering a healthy society by advocating for policies that promote the conditions, resources, and behavior conducive to social well-being. Our educational program guides students to the rich content of voluntary service and contributing to the greater good through supervised projects that partner with advocacy groups and organizations for the benefit of the community at large.

B. Institutional Learning Outcomes

1. Critical Thinking: Exercise reasoned judgement to assess technical information and make well-informed decisions using evidence-based principles.
2. Written Communication: Demonstrate the ability to write coherent, supported, and logically structured prose.
3. Oral Communication: Listen and speak effectively in formal communication.
4. Professionalism: Interact with respect, empathy, diplomacy, and cultural competence.
5. Quantitative Reasoning: Demonstrate ability to use mathematics and statistics in problem solving.
6. Information Literacy: Identify and search relevant libraries of information and databases; synthesize information obtained from primary literature using properly referenced citations.

C. Program Learning Outcomes

1. Core Sciences and Mathematics: Demonstrate knowledge of the core sciences and mathematics.
2. Arts and Humanities: Demonstrate understanding of how the arts and humanities enhance health, well-being, and healthcare practice and delivery.
3. Healthcare Delivery Systems: Demonstrate understanding of the collaborative nature of healthcare delivery.
4. Professional Interaction: Communicate with respect, empathy, and cultural competence.
5. Social Accountability and Community Service: Acts with social accountability and demonstrates commitment to community service.

D. Concentration Learning Outcomes

Human Biology

1. Cellular and Molecular Biology: Demonstrate knowledge of the cellular and molecular mechanisms governing the human body.
2. Anatomy and Physiology: Demonstrate knowledge of how the body is functionally and structurally designed.

Biopsychology

1. Human Neurobiology: Describe the underlying biological (anatomical, physiological, genetic, and neurochemical) bases of human behavior.
2. Biopsychology of Human Behavior: Describe influences of environment, psychology, and society on patterns of human behavior.

Health Science Administration

1. **Healthcare Management:** Demonstrate understanding of common healthcare strategic management tasks including budgeting and finance; facilities, services, and personnel management; and performance assessment and improvement strategies.
2. **Healthcare Systems:** Demonstrate understanding of the operations of healthcare systems as influenced by governmental healthcare policy and regulations and how outcomes of such systems affect various stakeholders, consumers, and the public.
3. **Social Sciences:** Demonstrate understanding of human behavior, culture, and society.

E. General Education Learning Outcomes

1. **Written Communication:** Demonstrate the ability to write coherent, supported, and logically structured prose.
2. **Oral Communication:** Listen and speak effectively in formal communication.
3. **Information Literacy:** Identify and search relevant libraries of information and databases; synthesize information obtained from primary literature using properly referenced citations.
4. **Critical Thinking:** Exercise reasoned judgement to assess technical information and make well-informed decisions using evidence-based principles.
5. **Scientific Inquiry and Quantitative Reasoning:** Demonstrate knowledge of the complexity of biological systems and chemistry of matter through research with the use of mathematics and statistics in problem solving.
6. **Cultural Literacy and Social Intelligence:** Demonstrate knowledge of diverse human cultures and influences of social forces, economic principles, and human interactions within the framework of social sciences.
7. **Personal Development:** Demonstrate leadership and foster improvement in the local community through voluntary service.

F. Degree Requirements for the Bachelor of Science in Health Sciences

The diploma of Bachelor of Science degree in Health Sciences from California Northstate University shall be awarded to a student who has met all of the following criteria:

1. A minimum of 123 (126 if MATH110 was required) credit hour units from courses taken at CNUCHS. A maximum of 60 credit hour units from officially transmitted AP/IB courses and/or officially transferred from another institution with a grade point of at least 2.0 (letter grade of C for each course) may be counted toward this total. Credit hours from courses with a grade of D or F are not counted toward the credit hour minimum for graduation.
2. For students in good standing and officially enrolled in accelerated pathways to BS-MD and BS-PharmD degrees, the CNU College of Health Sciences will accept credit hour units from certain specified basic biomedical science courses in the CNU Colleges of Medicine (CNUCOM) and

Pharmacy (CNUCOP) as substitute credit hours for advanced undergraduate courses in the CHS curriculum for the BS Degree in Health Sciences.

3. An overall grade point average of 2.0 (letter grade of C) or higher as calculated by the weighted average of all course credit units and grade points for courses taken at CNU.
4. Satisfaction of the General Education course requirements common to all concentrations.
5. Students who complete all the recommended courses specific to the example curriculum of a health sciences area concentration such as Human Biology, Biopsychology, and Health Science Administration, are eligible to have the area concentration listed on the BS degree diploma as follows: "Bachelor of Science Degree in Health Sciences with a Concentration in (Human Biology, Biopsychology, or Health Science Administration)." Students who do not complete all the undergraduate courses specific to the health science concentration area will be awarded the "Bachelor of Science Degree in Health Sciences" without a concentration area listed on the diploma.
6. At least two years of study equivalent to four semesters or 60 credit hours of course work must be completed on site at California Northstate University.
7. Students are expected to complete the Bachelor of Science in Health Sciences degree no later than six years after date of admission to the program.
8. Any deviation from these standards must be approved by majority of the voting faculty and signed by deans of the college after consideration of supporting material. Reasons for the exception must be exceptional and fully documented.

Procedure

Course grades are routinely reported to the Registrar within the semester grading deadline by CHS course instructors. The CHS transcript includes course transfer credits previously awarded to the student and recorded by the Registrar; such courses transferred are not, however, awarded a grade for purpose of the CHS transcript. The faculty advisor assigned to the student, or the advisor's designee, is responsible for initial determination of whether an individual student has met the minimum graduation requirements stated above. The name of the graduation candidate is then forwarded to the Deans' Office. The transcript of the student on the preliminary graduation list is verified for meeting graduation requirements by the Dean and Associate Deans who forward the certified graduation list to the Registrar before graduation. The Registrar records a statement of completion of all requirements for the Bachelor of Science degree in Health Sciences on the transcript of the certified graduate. The name of the certified graduate is submitted to the University President who submits it to the Board of Trustees to confer the degree.

G. Degree with Honors and Highest Honors

Students who complete the course curriculum and graduate with a GPA of 3.25 or higher will receive a BS degree "With Honors" listed on their transcript and diploma. Students who graduate with a GPA of 3.75 or higher will receive a BS degree "With Highest Honors" listed on their transcript and diploma.

VIII. ACADEMIC OFFERINGS

Overview

The College of Health Sciences offers a four-year undergraduate program leading to the Bachelor of Health Sciences (B. S.) degree, a Bachelor of Sciences and Doctor of Medicine (BS-MD) combined degree program, a Bachelor of Sciences and Doctor of Pharmacy (BS-PharmD) combined degree program, as well as a Pre-Medicine Post-Baccalaureate (PMPB) program designed for students interested in professional health programs.

A. Bachelor of Science (B. S.)

In the undergraduate B. S. program, students may choose from three concentrations within the program: Human Biology, Biopsychology, and Health Science Administration. Each concentration has a defined curriculum progressing from introductory to advanced courses. All concentrations include the same General Education (GE) requirements that fulfill a common set of learning outcomes spanning communication and critical thinking skills, natural sciences, liberal arts, and the social sciences. Additionally, the three concentrations are aligned with specific options for career paths in healthcare. This comprehensive program delivers a robust university education that prepares graduates to think independently and creatively as well as training them for practical occupations in health science.

Concentrations of Study – Descriptions

Human Biology: This concentration is appropriate for students who are seeking a solid education in biomedical science. It is a challenging curriculum that is designed to meet the course entrance requirements of most medical schools (MD degree) and schools of pharmacy, dentistry, osteopathy, optometry, and others in the United States. In addition to requisite science courses commonly found in the general biology curriculum, this concentration includes courses on advanced topics of human biology such as medical microbiology and epidemiology, immunology, pharmacology, and pathophysiology. Students who complete this concentration are expected to be exceptionally well prepared for a variety of professional health programs and employment in a variety of healthcare-related professions.

Biopsychology: This concentration is also appropriate for students headed for professional health programs since it includes many of the same rigorous basic science courses as the Human Biology concentration. However, this plan of study incorporates a suite of human psychology courses appropriate for students interested in the science of human behavior, mental health and mental illness. Such courses include developmental psychology, cognitive psychology, health psychology, and abnormal psychology. In addition to medical school options, students choosing this concentration will have a strong academic background for graduate schools that provide specialized training and certification for occupations such as clinical psychologists, psychiatrists, and counselors.

Health Science Administration: This concentration is offered for students who wish to work in the administrative side of health care delivery. The curriculum includes introductory science in the first year that is essential for understanding the basics of human biology. The second to fourth years of the curriculum consist of many courses relevant to business and management. Such courses include human resources management, healthcare financing, healthcare regulations and accreditation, and

entrepreneurship. Students who complete this concentration will have a strong background in business and science to work as administrators, managers, and sales representatives in hospitals, medical insurance companies, public health agencies, the pharmaceutical sector, health advocacy foundations, and other professions.

Bachelor of Sciences and Doctor of Medicine (BS-MD) Combined Degree Program

The BS-MD Combined Program offers high school applicants two options to enter the professional Doctor of Medicine (MD) program. Both program options are designed to allow entering freshmen to complete their pre-medicine coursework and Doctor of Medicine degree in an accelerated time frame if they meet specific criteria. Students accepted to the BS-MD Combined Program will begin their program of study in the College of Health Sciences (CHS) undergraduate program to complete the prerequisite criteria and academic coursework. These students will work closely with the CHS pre-health advisors to ensure completion of all the required criteria and academic course prerequisites outlined below.

These students will also be required to participate in at least one activity per year in the College of Medicine (COM) campus activity program. The COM campus activity program is designed to educate pre-medicine students about their future profession through community health service opportunities, specialty career exploration workshops, lab experiences, and special professional education sessions. This special program offers priority acceptance to the very competitive MD program provided they meet all the MD admission criteria.

In addition, students have the opportunity to complete the Doctor of Medicine degree in an accelerated time frame--six to seven years instead of the traditional eight years. In addition, at the end of the second year of COM coursework, the qualified BS-MD Combined Program students who meet the graduation criteria of CHS will be eligible for the Bachelor of Science degree in Health Sciences.

Options:

2+4 BS-MD

Two Years Undergraduate + Four Years Doctor of Medicine (students are required to take some classes in summer to fulfill the COM MD admissions requirements and CHS degree requirements for the Bachelor of Science)

3+4 BS-MD

Three Years Undergraduate + Four Years Doctor of Medicine (students have the option to take some classes in summer to fulfill the COM MD admissions requirements and CHS degree requirements for the Bachelor of Science)

Bachelor of Sciences and Doctor of Pharmacy (BS-PharmD) Combined Degree Program

The BS-PharmD Combined Program offers high school applicants two options to enter the professional Doctor of Pharmacy (PharmD) program. Both program options are designed to allow entering freshmen to complete their pre-pharmacy coursework and Doctor of Pharmacy degree in an accelerated time frame

if they meet specific criteria. Students accepted to the BS-PharmD Combined Program will begin their program of study in the College of Health Sciences (CHS) undergraduate program to complete the prerequisite criteria and academic coursework. These students will work closely with the CHS pre-health advisors to ensure completion of all the required criteria and academic course prerequisites outlined below.

These students will also be required to participate in at least one activity per year sponsored by College of Pharmacy (COP). The COP campus activity is designed to educate pre-pharmacy students about their future profession through community health service opportunities, specialty career exploration workshops, lab experiences, and special professional education sessions. This special program offers priority acceptance to the very competitive PharmD program provided they meet all the PharmD admission criteria. In addition, students have the opportunity to complete the Doctor of Pharmacy degree in an accelerated time frame--six to seven years instead of the traditional eight years.

In addition, at the end of the second year of COP coursework, the qualified BS-PharmD Combined Program students who meet the graduation criteria of CHS will be eligible for the Bachelor of Science degree in Health Sciences.

Options:

2+4 BS-PharmD

Two Years Undergraduate + Four Years Doctor of Pharmacy (students are required to take some classes in summer to fulfill the COP PharmD admissions requirements and CHS degree requirements for the Bachelor of Science)

3+4 BS-PharmD

Three Years Undergraduate + Four Years Doctor of Pharmacy (students have the option to take some classes in summer to fulfill the COP PharmD admissions requirements and CHS degree requirements for the Bachelor of Science)

B. Pre-Med Post-Baccalaureate (PMPB) Program

The Pre-Med Post-Baccalaureate (PMPB) program is designed to enhance the academic credentials and application portfolio of students aiming for a professional degree in the health professions. The PMPB program provides a comprehensive one-year educational experience that includes coursework in biomedical science and test preparation for medical school admission (i.e., MCAT exam).

Students will complete approximately 27-29 credit hours of advanced undergraduate and medical school-level coursework in, advanced cellular and molecular biology and biochemistry, neuroscience, sociology for health practitioners, pharmacology, nutrition, human genetics, and human functional anatomy over the course of two semesters. Exposure to real-world medical practice includes the opportunity to participate in clinical case presentations and to serve as standardized patients in role-play mode with medical and pharmacy students as supervised by medical school faculty.

Topics covered in career-building workshops for medical school admission include health professions seminars, MCAT exam skill-building and practice testing, application procedures (AMCAS, PHARMCAS), interview coaching, and portfolio fine-tuning. A comprehensive letter of recommendation will be provided for all students who complete the program.

IX. ADMISSIONS TO THE COLLEGE OF HEALTH SCIENCES

A. First-time College Student

The College of Health Sciences defines a first-time college student applicant as one who is either currently enrolled in, or has graduated from, a high school and has not registered in a regular session at any collegiate level institution since high school graduation. An applicant who has completed college courses while in high school or in a summer session immediately following high school graduation is still considered a first-time college student applicant.

B. Transfer Student

The College of Health Sciences defines a transfer student applicant as a student who has been a registered student in a regular term at a college, university or in college-level extension classes since graduating from high school. A summer session attended immediately following high school graduation is excluded in this determination. Transfer applicants may not disregard any of their college records and apply for admission as a first-time college student.

The Office of Admissions, or the designee, will determine which applicants are enrolled as first-year (freshman) students and which are transfer students according to the above definitions at the time of application and evaluation of accompanying transcripts and test scores. Exact class-level placement is determined at the time of admission by the Admissions Committee.

C. Admission Criteria for High School Graduates

The College offers rigorous programs seeking high school graduates who demonstrated notable academic and co-curricular accomplishments, and an interest in serving society in the health professions. The goal of the admission process is to identify and select applicants that have an excellent chance of success, are most likely to thrive at our campus, and will enhance the university's academic and cultural community.

The CHS Admissions Committee employs a holistic review, relying on both quantitative and qualitative indicators, to admit the most qualified applicants. A holistic review tool, scoring guide and a rubric were jointly developed by the Admissions Committee and the Assessment Committee of the College. The Admissions Committee reviews applications and makes admission recommendations based upon the qualifications of the applicant pool.

Admission Criteria

The Admissions Committee has established the following criteria for selecting and enrolling qualified students. The admissions criteria are posted on the CHS website and included in printed CHS brochure and other marketing materials.

Bachelor of Science in Health Sciences (BSHS)

- High school diploma or equivalent (a General Education Development certificate, a California High School Proficiency Examination certificate, other official completion documentation recognized by the state of California) before entering the program in the fall semester.
- Overall GPA of 2.7 (on a 4.0 scale) as well as a GPA of 2.7 in the following courses:
 - 4 years of English
 - 3 years of mathematics (4 recommended)
 - 2 years of natural science (3 recommended)
 - 2 years of social sciences
 - 2 years of a language other than English
 - Required course work must be passed with a grade of C or better
- Standardized Test Scores:
 - SAT
 - Pre-March 2016: Math, and Writing 1050 or higher
 - After March 2016: Math, and Evidence-Based Reading and Writing 1130 or higher
 - ACT Composite 22 or higher
- Colorado Commission on Higher Education Admission Eligibility Index (CCE Index or Calculated Index). This score is calculated using a combination of an applicant's GPA and either SAT or ACT score.
- Extra-Curricular Accomplishments:
 - Demonstration of service activities in the community and/or school, athletic accomplishments, employment, or other extra-curricular accomplishments
- **Personal Statement**

We highly recommend that students take the time to consult different resources before writing the personal statement, including the high school counselor. The personal statement is an important component of the selection process. The college website contains links to sample personal statements as well as advice for writing personal statements.

Bachelor of Science and Doctor of Medicine (BS-MD) Combined Degree Program

2+4 BS-MD

- High school diploma or equivalent (a General Education Development certificate, a California High School Proficiency Examination certificate, other official completion documentation recognized by the state of California) before entering the program in the fall semester.
- Overall GPA of 3.75 or higher (on a 4.0 scale) as well as a GPA of 3.0 or higher in the following courses:
 - 4 years of English
 - 3 years of mathematics (4 years recommended)

- 2 years of natural science (3 recommended)
 - 2 years of social sciences
 - 2 years of a language other than English
 - Required course work must be passed with a grade of C or better
- Standardized Test Scores:
 - SAT
 - Pre-March 2016: Math, and Writing 1360 or higher
 - After March 2016: Math, and Evidence-Based Reading and Writing 1420 or higher
 - ACT Composite 32 or higher
- Colorado Commission on Higher Education Admission Eligibility Index (CCHE Index or Calculated Index). This score is calculated using a combination of an applicant's GPA and either SAT or ACT score.
- Extra-Curricular Accomplishments:
Demonstration of service activities in the community and/or school, athletic accomplishments, employment, or other extra-curricular accomplishments
- Personal Statement
We highly recommend that students take the time to consult different resources before writing the personal statement, including the high school counselor. The personal statement is an important component of the selection process. The college website contains links to sample personal statements as well as advice for writing personal statements.

3+4 BS-MD

- High school diploma or equivalent (a General Education Development certificate, a California High School Proficiency Examination certificate, other official completion documentation recognized by the state of California) before entering the program in the fall semester.
- Overall GPA of 3.60 or higher (on a 4.0 scale) as well as a GPA of 3.0 or higher in the following courses:
 - 4 years of English
 - 3 years of mathematics (4 recommended)
 - 2 years of natural science (3 recommended)
 - 2 years of social sciences
 - 2 years of a language other than English
 - Required course work must be passed with a grade of C or better
- Standardized Test Scores:
 - SAT
 - Pre-March 2016: Math, and Writing 1290 or higher
 - After March 2016: Math, and Evidence-Based Reading and Writing 1350 or higher
 - ACT Composite 29

- Colorado Commission on Higher Education Admission Eligibility Index (CCHE Index or Calculated Index). This score is calculated using a combination of an applicant's GPA and either SAT or ACT score.
- Extra-Curricular Accomplishments:
Demonstration of service activities in the community and/or school, athletic accomplishments, employment, or other extra-curricular accomplishments
- Personal Statement
We highly recommend that students take the time to consult different resources before writing the personal statement, including the high school counselor. The personal statement is an important component of the selection process. The college website contains links to sample personal statements as well as advice for writing personal statements.

Bachelor of Science and Doctor of Pharmacy (BS-PharmD) Combined Degree Program

2+4 BS-PharmD

- High school diploma or equivalent (a General Education Development certificate, a California High School Proficiency Examination certificate, other official completion documentation recognized by the state of California) before entering the program in the fall semester.
- Overall GPA of 3.55 or higher (on a 4.0 scale) as well as a GPA of 3.0 or higher in the following courses:
 - 4 years of English
 - 3 years of mathematics (4 years recommended)
 - 2 years of natural science (3 recommended)
 - 2 years of social sciences
 - 2 years of a language other than English
 - Required course work must be passed with a grade of C or better
- Standardized Test Scores:
 - SAT
 - Pre-March 2016: Math, and Writing 1290 or higher
 - After March 2016: Math, and Evidence-Based Reading and Writing 1350 or higher
 - ACT Composite 29 or higher
- Colorado Commission on Higher Education Admission Eligibility Index (CCHE Index or Calculated Index). This score is calculated using a combination of an applicant's GPA and either SAT or ACT score.
- Extra-Curricular Accomplishments:
 - Demonstration of service activities in the community and/or school, athletic accomplishments, employment, or other extra-curricular accomplishments

- Personal Statement

We highly recommend that students take the time to consult different resources before writing the personal statement, including the high school counselor. The personal statement is an important component of the selection process. The college website contains links to sample personal statements as well as advice for writing personal statements.

3+4 BS-PharmD

- High school diploma or equivalent (a General Education Development certificate, a California High School Proficiency Examination certificate, other official completion documentation recognized by the state of California) before entering the program in the fall semester.
- Overall GPA of 3.35 or higher (on a 4.0 scale) as well as a GPA of 3.0 or higher in the following courses
 - 4 years of English
 - 3 years of mathematics (4 years recommended)
 - 2 years of natural science (3 recommended)
 - 2 years of social sciences
 - 2 years of a language other than English
 - Required course work must be passed with a grade of C or better
- Standardized Test Scores:
 - SAT
 - Pre-March 2016: Math, and Writing 1190 or higher
 - After March 2016: Math, and Evidence-Based Reading and Writing 1260 or higher
 - ACT Composite 26 or higher
- Colorado Commission on Higher Education Admission Eligibility Index (CCHE Index or Calculated Index). This score is calculated using a combination of an applicant's GPA and either SAT or ACT score.
- Extra-Curricular Accomplishments:
 - Demonstration of service activities in the community and/or school, athletic accomplishments, employment, or other extra-curricular accomplishments
- Personal Statement
We highly recommend that students take the time to consult different resources before writing the personal statement, including the high school counselor. The personal statement is an important component of the selection process. The college website contains links to sample personal statements as well as advice for writing personal statements.

D. Advanced Placement (AP) & International Baccalaureate (IB) Credit Evaluation

For students pursuing the Bachelor of Science in Health Sciences, the College of Health Sciences awards credit according to the following guidelines:

1. CNUCHS will accept Advanced Placement (AP) test scores of 3, 4 or 5 for most exams and a 4 or 5 for science and math exams (see the attached table for detailed information);
2. International Baccalaureate (IB) test scores of 5, 6 or 7 for most exams and a 6 or 7 for science and math (see the attached table for detailed information); and
3. A maximum of 60 course credit hours from AP, IB and/or other institutions can be transferred to CNUCHS.

Credit hours for AP and IB courses will appear on the student's transcript. Credits for AP and IB courses will not be used in the calculation of the Grade Point Average (GPA) noted on the CNUCHS transcript. Transfer units may not be accepted toward graduation.

While some medical and other health professional schools accept Advancement Placement and International Baccalaureate courses to satisfy admissions requirements pertaining to course subject preparation, many do not. **Undergraduate students planning to apply to health professional schools are advised to carefully research admission requirements before deciding to use AP/IB credits to opt out of required CHS courses. It is strongly recommended that these students complete required science and math courses at CHS to retain maximal flexibility in meeting the admission standards of professional schools.**

Procedure

1. Students are required to submit official test scores for AP and IB courses directly from the testing agency in order to receive consideration for course credit;
2. The Admissions Committee will evaluate the AP and IB credits and grant credit to students based on equivalency (see the following tables); and
3. The Director of Student Success and Career Services will notify students of evaluation results and create individualized educational plans for students. Each student's educational plan will be kept in the student's file/record for progression and tracking purposes.

E. Transfer Student Enrollment and Evaluation of Transfer Credit

CNUCHS will consider admission of qualified transfer students who have taken college-level courses at other 2- or 4-year institutions. Course credits earned at other institutions will be evaluated for equivalence with CHS course offerings and articulated accordingly as substitute courses in the CNUCHS curriculum. A maximum of 60 course credit hours from other institutions and/or AP and IB hours can be transferred to CNUCHS on this basis. Potential transfer students who believe that CNUCHS may be an appropriate place to complete their undergraduate degree are encouraged to contact the Office of Admissions to discuss options and possible arrangements.

Guidelines for Evaluation of Transfer Student Coursework

For applicants seeking to matriculate to CNUCHS as a transfer student from another college or university, the following general standards apply to the acceptance and award of transfer credits:

1. CNUCHS will consider transfer of credit for college-level (not remedial) courses in which the student has earned a minimum grade of “C” (2.0 = “C” Grade Point Equivalent) (4.00 = “A”) or higher from accredited colleges and universities and from regionally accredited community colleges, junior colleges, two-year colleges, and other accredited colleges, with the exception of certain unrecognized programs. Refer to the official CNUCHS Admissions Policy for information on the minimum GPA required for admission to the college.
2. Acceptance of any course for transfer credit granted toward the CNUCHS Health Sciences Bachelor of Science degree is subject to evaluation of the course topic, content, and teaching methodologies/pedagogy by expert faculty in that discipline.
3. Course credits earned at other institutions based on different credit hours than used by CNUCHS are subject to conversion and possible decrease in credit hour value. Transfer students are subject to the same graduation requirements as CNUCHS for the B.S. degree.
4. The CNUCHS cumulative grade point average (GPA) is based solely upon course work taken at CNU; grades awarded at other institutions shall not be included in the calculation of GPA.

Types of Transfer Credits NOT accepted by CNUCHS:

1. Courses in which the student earned below “C” (2.0 = Grade Point Equivalent) (4.0 = “A”) as the final grade
2. Credit awarded by post-secondary schools in the United States that are neither accredited by a regional accrediting association nor candidate status
3. Credit awarded by post-secondary schools for life experience
4. Credit awarded by post-secondary schools for courses taken at non-collegiate institutions and society workshops (e.g., governmental agencies, corporations, industrial firms, etc.)
5. Credit awarded by postsecondary schools for noncredit courses, workshops, and seminars offered by other postsecondary schools as part of continuing education programs
6. Other credit to the extent determined not to meet CNUCHS standards

Procedure

Official evaluations of transfer credits are completed after the student has applied to CNUCHS and upon receipt of certified transcripts at CNU. The CHS Office of Admissions will determine the applicability of coursework toward general education requirements and request articulation decisions from expert faculty who review previous coursework for course substitutions and satisfaction of curriculum degree requirements.

Once the evaluations are completed, the CHS Office of Admissions will inform the student of the decision regarding possible transfer of course credits; that decision will be final.

F. Pre-Med Post-Baccalaureate (PMPB) Admission Criteria

PMPB for Academic Advancement

- Minimum Requirements: The PMPB program prefers a baccalaureate degree from a U. S. regionally accredited four-year institution or a non-U. S. equivalent institution. Required minimum coursework is:
 - 2 Semesters, 3 quarters or 1 Year of English
 - 2 Semesters, 3 quarters or 1 Year of Biology with laboratory
 - 2 Semesters, 3 quarters or 1 Year of Inorganic (General) Chemistry with laboratory
 - 2 Semesters, 3 quarters or 1 Year of Organic Chemistry with laboratory
 - 2 Semesters, 3 quarters or 1 Year of Physics with laboratory
 - 1 Semester or 2 quarters of Mathematics
- Other Recommended Courses:
 - Social sciences
 - Behavioral sciences
 - Languages
 - Anatomy
 - Physiology
 - Biochemistry
 - Microbiology
 - Immunology

GPA and MCAT Requirements: a minimum GPA of 3.0 and new MCAT score of 510 to be considered for admission. However a GPA of lower than 3.2 or traditional MCAT score lower than 510 is considered unfavorable for admission to the CNU College of Medicine (COM).

- **Technical Standards:** The Technical Standards describe the essential abilities required of all candidates. Reasonable accommodation in achievement of the standards is defined under U. S. federal statutes applied to individuals with disabilities. Such accommodations are intended to support the successful completion of all components of the MD degree.
 1. Observation:
 - Observe demonstrations and participate in experiments in the basic sciences
 - Observe patients at a distance and close at hand.
 - Demonstrate sufficient use of the senses of vision, hearing, and smell and the somatic sensation necessary to perform a physical examination.
 - Integrate findings based on these observations and to develop an appropriate diagnostic and treatment plan.

2. Communication:
 - Communicate in verbal and written form with health care professionals and patients, including eliciting a complete medical history and recording information regarding patients' conditions.
 - Perceive relevant non-verbal communications such as changes in mood, activity, and posture as part of a physical examination of a patient.
 - Establish therapeutic relationships with patients.
 - Demonstrate reading skills at a level sufficient to individually accomplish curricular requirements and provide clinical care for patients using written information
3. Motor Function
 - Perform physical examinations and diagnostic procedures, using such techniques as inspection, percussion, palpation, and auscultation.
 - Complete routine invasive procedures as part of training, under supervision, using universal precautions without substantial risk of infection to patients.
 - Perform basic laboratory tests and evaluate routine diagnostic tools such as EKGs and X-rays.
 - Respond in emergency situations to provide the level of care reasonably required of physicians.
 - Participate effectively in physically taxing duties over long hours and complete timed demonstrations of skills.
4. Cognitive
 - Measure, calculate, analyze, synthesize, extrapolate, and reach diagnostic and therapeutic judgments.
 - Recognize and draw conclusions about three-dimensional spatial relationships and logical sequential relationships among events.
 - Formulate and test hypotheses that enable effective and timely problem-solving in diagnosis and treatment of patients in a variety of clinical modalities.
 - Understand the legal and ethical aspects of the practice of medicine.
 - Remain fully alert and attentive at all times in clinical settings.
5. Professionalism
 - Demonstrate the judgment and emotional stability required for full use of their intellectual abilities.
 - Possess the perseverance, diligence, and consistency to complete the Pre-Med Post-Baccalaureate curriculum and prepare to enter the independent practice of medicine.
 - Exercise good judgment in the diagnosis and treatment of patients.
 - Complete all responsibilities attendant to the diagnosis and care of patients within established timelines.
 - Function within both the law and ethical standards of the medical profession.
 - Work effectively and professionally as part of the health care team.
 - Relate to patients, their families, and health care personnel in a sensitive and professional manner.

- Participate effectively in physically taxing duties over long work hours, function effectively under stress, and display flexibility and adaptability to changing and uncertain environments.
- Maintain regular, reliable, and punctual attendance for classes and clinical responsibilities.
- Contribute to collaborative, constructive learning environments, accept constructive feedback from others, and respond with appropriate modification.

PMPB for Career Changers

- Preferred minimum requirement: a baccalaureate degree from a U. S. - regionally accredited four-year institution or a non-U. S. equivalent institution.
- While attending the CNU, students will need to complete pre-requisite science courses for medical or pharmacy school application. The length of study is usually more than a year.

G. Foreign Graduates/Coursework

California Northstate University accepts applications from graduates of foreign institutions provided they hold either US citizenship or US Permanent Resident status at the time of application. Foreign applicants who hold an F1 status are not eligible to apply as we are unable to provide student visa service for foreign applicants at this time.

In addition, CNU will not accept foreign transcripts prior to being accepted. Transcripts and coursework from foreign institutions must be evaluated by WES, ECE or IERF. Evaluations must be sent directly to PharmCAS (for COP), AMCAS (for COM) or the CHS Admissions Office and must include semester units and letter grades for each course, as well as a cumulative GPA and, if possible, a science GPA. If accepted, you must provide an official copy of your transcript directly to the Office of Admission. If a copy of your official transcript is not received, prior to the start of school, the offer of admission will be revoked and the seat will be offered to another candidate.

Applicants who receive their degree from a non-English speaking country may be requested to submit scores from the TOEFL Examination or the TSE. This will not apply, if an additional degree is obtained at a U. S. institution.

If there is a question about the level of English proficiency, you may be requested to submit scores from the TOEFL Examination (minimum TOEFL score: CBT 213) or the TSE (minimum TSE score: 50).

H. Readmission

Students may apply for readmission if they have been on Leave of Absence (LOA) or have withdrawn from the University.

The Office of the Registrar will contact a student on LOA approximately 90 days before the LOA expires. The student will receive a request of intent, readmission form and readmission procedures. The student

has 30 days to reply to the Office of Registrar with their intent to return to the University or officially withdrawn.

If a student intends to return, the student must complete and return the Application for Readmission within 30 days. They must also meet with the Senior Associate Dean of Academic Affairs at least 30 days prior to the first day of class to review and sign a Readmission Contract. This contract outlines the courses that are required for the remainder of the student's educational career at CNUCHS.

If a student has withdrawn from the University, the student may reapply to the College. If accepted, the student may be required to return as a first year student.

X. TUITION, FEES, AND FINANCIAL DISCLOSURES, AND ENROLLMENT AGREEMENT

All tuition, fees, expenses, and policies listed in this publication are effective as of August 2016 and are subject to change without notice by California Northstate University.

In the tables below, Y1, Y2, Y3, and Y4 indicate the student's year in the program (e. g., Y1 is a first-year student; Y2 is a second-year student, etc.).

Tuition is charged on a full-time, semester basis. Generally, tuition and fees are charged to a student's account thirty (30) days prior to the start of each semester term. The above is based on the assumption that a student will attend each semester term on a full-time basis, which allows for a student to graduate after successfully completing four (4) years of coursework consisting of 123-126 semester credit hours, depending on concentration.

A. BSHS, BS-MD, & BS-PharmD - Tuition & Fees per year for 2016-2017

Tuition & Fees	Amount	Class
Tuition ¹	\$30,540. 00	Y1, Y2, Y3, Y4
Student Association and Activity Fee	\$54. 00	Y1, Y2, Y3, Y4
Orientation Fee	\$50. 00	Y1
Lab Fee	\$200. 00	Y1, Y2, Y3, Y4
Graduation Fees ²	\$300. 00	Y4
Y1 Total Estimated Tuition & Fees per Year¹	\$30,844. 00	
Y2 Total Estimated Tuition & Fees per Year¹	\$30,794. 00	
Y3 Total Estimated Tuition & Fees per Year¹	\$30,794. 00	
Y4 Total Estimated Tuition & Fees per Year¹	\$31,094. 00	

Total estimated cost for tuition and fees for the entire 4-year College of Health Sciences undergraduate program ranges from \$120,000 to \$130,000

Other Educational Related Costs per year ⁵	Amount	Class
Health Insurance premium ⁴	\$3,200. 00	Y1, Y2, Y3, Y4
Books and Supplies	\$1,600. 00	Y1, Y2, Y3, Y4
Room and Board ⁵	\$22,246. 00	Y1, Y2, Y3, Y4
Transportation ⁵	\$4,617. 00	Y1, Y2, Y3, Y4
Y1 Total Estimated Cost per Year⁶	\$62,507. 00	
Y2 Total Estimated Cost per Year⁶	\$62,457. 00	
Y3 Total Estimated Cost per Year⁶	\$62,457. 00	

Y4 Total Estimated Cost per Year⁶	\$62,757. 00
---	---------------------

¹ For 2016-2017. For subsequent years please add estimated tuition increases of 3% to 5% per year. This estimate is not binding on the University.

² Covers regalia, graduation dinner, diploma cover, transcripts, etc.

³ Costs a student may incur as part of participation in the applicable year of the program, whether or not paid directly to CNU.

⁴ Operated and charged by outside provider. Optional, estimated, and subject to modification based on number of insured members.

⁵ Estimated amount of student's individual housing, transportation, and food costs, not operated or changed by CNUCHS.

⁶ Includes tuition, fees, and other estimated educationally related costs.

B. PMPB - Tuition & Fees per year for 2016-2017

Tuition & Fees	Amount
Tuition	\$30,540. 00
Scholar Activity Fee	\$100. 00
Orientation Fee	\$50. 00
Total Tuition & Fees	\$30,690. 00

Estimated Other Educational Related Costs per year¹	Amount
Health Insurance premium	\$3,200. 00
Books and Supplies ³	\$1,000. 00
Room and Board ³	\$22,246. 00
Transportation ³	\$4,617. 00
Total Estimated Cost per year⁴	\$61,753. 00

¹Cost of living and other educationally related costs a student may incur while participating in the Pre-Medicine Post-Baccalaureate, whether or not paid directly to CNU.

²Provided and charged by outside healthcare insurer. Optional, estimated, and may increase or decrease based on number of participants and other factors.

³Estimated amounts.

⁴Total Tuition & Fees from first table, plus items from second table that student may incur for cost of living and other costs whether or not paid to CNU.

C. Payment and Prerequisite Due Dates, and Options

All tuition and fees described in the previous section are due in full in accordance with the respective notification as identified below:

- Health Sciences first-year students: schedule identified on the last page of the Student Enrollment Agreement;
- Health Sciences continuing students: schedule identified on the Tuition and Fee Notification from the Business Office.

As an alternative to payment in cash, the student may (1) provide satisfactory written creditor approved loan documentation to the University, or (2) apply for one of the installment payment plans offered by the University, either of which the University may within its complete discretion accept as an alternative to cash payment for the above tuition and fees, excluding the nonrefundable enrollment fee deposit and the student health insurance premium. If either of these two alternative payment options is chosen by the student and approved by the University instead of payment in cash, the student must make the appropriate arrangements with the University for payment in accord with these options no later than thirty (30) days before the applicable due date described on the last page of the Enrollment Agreement. Failure to make full payment, or alternative loan or installment payment arrangements, by the due dates described in the Enrollment Agreement will subject the defaulting incoming student to forfeiture of the student's seat and the defaulting continuing student to dismissal or interest on the balance due at 12% per year until paid.

D. Student's Right to Cancel and Refund

Students have the right to cancel the Student Enrollment Agreement until 12:01 AM on the first calendar day after the first classroom instruction session attended, or until 12:01 AM on the eighth calendar day after a student has signed the Enrollment Agreement, whichever is later.

If a student cancels the Enrollment Agreement, the University will refund the amount of tuition that was paid; not including the separate \$50.00 nonrefundable enrollment fee deposit, within forty five (45) days after a notice of cancellation is received by the University. The student health insurance premium in the estimated amount of \$3,200.00 is set by the health plan, which is an outside provider, and will not be refunded unless the health plan provides a refund and, if so, then only according to the plan's terms.

Cancellation shall occur when students give written notice of cancellation to the University at the University's address shown at the top of the first page of the Enrollment Agreement. They can do this by hand delivery, email, facsimile, or mail. Written notice of cancellation sent by hand delivery, email, or facsimile is effective upon receipt by the University. Written notice of cancellation sent by mail is effective when deposited in the mail properly addressed with postage prepaid.

E. Student's Right to Withdraw and Refund

After the cancellation period described above in "Student's Right to Cancel and Refund," students have the right to withdraw from the University at any time. Withdrawal shall occur when they give written notice of withdrawal to the Registrar at the University's address shown at the top of the first page of the Enrollment Agreement. Students can do this by hand delivery, email, facsimile, or mail. Written notice of withdrawal sent by hand delivery, email, or facsimile is effective upon receipt by the Registrar. Written notice of withdrawal sent by mail is effective when deposited in the mail properly addressed with postage prepaid.

The written notice of withdrawal should be on the Official College Withdrawal Form provided by the Office of the Registrar, but may also be in any writing that shows the student's wish to withdraw from the University. A withdrawal may also be effectuated by the student's conduct showing intent to withdraw, including but not necessarily limited to the student's continuing and unexcused failure to attend all classes.

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

- *Step A) Total Calendar Days in the Semester – Total Calendar Days in the Semester completed = Total Calendar Days in the Semester Not Completed*
- *Step B) Total Calendar Days in the Semester Not Completed / Total Calendar Days in the Semester = % of pro-rata refund*
- *Step C) Institutional charges* x % of pro-rata refund = total refund owed*

Institutional charges excluded from the pro-rata refund include: (1) non-refundable Registration Fee of \$250.00 (applicable to first year, first semester students only), (2) all other non-refundable fees as described in the current General Catalog, (3) Student Tuition Recovery Fund fee, and (4) Student Health Insurance premium, if applicable; institutional charges included in the pro-rata refund include: (1) current term tuition.

There is no refund for students who withdraw after completing more than 60% of the current term.

If the amount of the current term payments is more than the amount that is owed for the time attended, then a refund of the difference will be made within 45 days after the notice of withdrawal is received by the Office of the Registrar. Refunds owed to the student as a result of a pro-rata calculation will be done in the following order:

- Private Educational Loan(s); and
- To the student.

If the amount of the current term payments is less than the amount that is owed for the time attended, it is the sole responsibility of the student to contact the University to make appropriate payment arrangements.

F. Required Notice of Cancellation or Notice of Withdrawal

Cancellation or withdrawal shall occur when students give written notice of cancellation or withdrawal to the Registrar at the College's address shown at the top of the first page of the Enrollment Agreement. Students can do this by hand delivery, email, facsimile, or mail. Written notice of cancellation or withdrawal sent by hand delivery, email, or facsimile is effective when received by the College, provided that such receipt can be verified. Written notice of cancellation or withdrawal sent by mail is effective when deposited in the mail properly addressed with postage prepaid. The written notice of cancellation or withdrawal need not take any particular form and, however expressed, is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement in the case of a cancellation, or that the student wishes to withdraw from the College in the case of a withdrawal.

G. Refund Policy in the Event of Dismissal

Refund of paid tuition and fees for students who are dismissed follows the same timelines as in the event of withdrawal from enrollment.

H. Financial Aid and Loan Obligations

California Northstate University offers financing options to meet the needs of students in the College of Health Sciences. For a detailed description of the financing options, please visit CNU Student Financial Aid Office at: <http://www.cnsu.edu/student-financial-aid-office/student-financial-aid-officeb>

If the student has received federal student financial aid funds, upon cancellation or withdrawal and subject to the conditions for refund described above, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

If the student obtains a loan to pay for an educational program, then the refund upon cancellation or withdrawal, subject to the conditions for refund described above, will be sent to the lender or to the loan guarantee agency, up to the amount of the loan; the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund paid to the lender. If the student owes money to the lender after the refund, then the student will need to make arrangements with the lender for payment of the amount remaining owed. If there is a refund amount remaining after payment to the lender, it will be paid to the student as described above.

If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur: (1) the federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan; (2) the student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

I. Student Tuition Recovery Fund (STRF) Disclosures

Students must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following apply:

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

Students are not eligible for protection from the STRF and they are not required to pay the STRF assessment, if either of the following applies:

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

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

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

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

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

J. Notice Concerning Transferability of Credits and Credentials Earned at our Institution

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

K. Scholarships

In the past, several companies have helped California Northstate University students finance their education through scholarships. Some of these companies include: Albertson's, CVS, Pharmacist Mutual Insurance Company, Safeway, SuperValu Drug Stores, and Walgreen's. These scholarships range from \$500 to \$2,000. Criteria for scholarships vary by the specific donor and are usually awarded in the late fall and early spring.

Information regarding various scholarships can be found at CNU Student Financial Aid Office, under Types of Assistance: <http://www.cnsu.edu/student-financial-aid-office/types-of-assistance/grants-and-scholarshipsm>.

L. College Handbook and School Performance Fact Sheet

Prior to signing the Student Enrollment Agreement, students will be given, in addition to the Student Handbook, a College Performance Fact Sheet, which they are encouraged to review prior to signing the Agreement. These documents contain important policies and performance data for this institution. Students must sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, prior to signing the agreement.

M. Language Rights

An Enrollment Agreement shall be written in language that is easily understood. If English is not the student's primary language, and the student is unable to understand the terms and conditions of the Enrollment Agreement, the student shall have the right to obtain a clear explanation of the terms and conditions and all cancellation and refund policies in his or her primary language. If the recruitment leading to enrollment was conducted in a language other than English, the Enrollment Agreement, disclosures, and statements shall be in that language.

XI. XI. HEALTH REQUIREMENTS AND INFORMATION

A. Vaccination Requirements

To achieve academic success and be an active advocate for health, students should strive to achieve good physical and mental health themselves. It is expected that all routine medical, dental, and surgical care have been completed prior to the beginning of the semester.

Students are required to present proof of vaccinations before registration. Documentation of required immunizations must be completed by a licensed healthcare provider. A health care provider is a physician licensed to practice (MD or DO), a Licensed Nurse, or a Public Health Official. Forms for documenting immunization requirements are provided in the acceptance packet sent to the student. All immunization forms and copies of laboratory reports **must be submitted in English**.

Translations of non-English documents must be certified. It is acceptable to have an English translation of the documents certified as accurate by a member of the University community who is fluent in the document's original language.

Measles Mumps Rubella (MMR):

California Northstate University College of Health Sciences (CNUCHS) requires written documentation of **one** of the following:

- 2 doses of live vaccines MMR/MMRV and positive Rubella titer
- Laboratory evidence of immunity (positive antibody titers for measles, mumps and rubella)

Varicella:

CNUCHS requires written documentation of **one** of the following:

- 2 doses of Varicella vaccine
- Laboratory evidence of immunity (positive antibody titer for Varicella)

Hepatitis B:

CNUCHS requires written documentation of **both** of the following:

- Three doses of Hepatitis B vaccine

Polio:

Documentation of vaccination is recommended.

Tetanus, diphtheria, pertussis (Tdap):

CNUCHS requires written documentation of the following:

- One dose of the adult Tdap vaccine is required in the past 10 years, in lieu of Td booster. If current Td booster is less than two years, wait to receive Tdap vaccine.

Meningococcal: One dose of vaccine within five years prior to start date.

B. Health Care Insurance Requirements

It is mandatory for students to have medical insurance while enrolled in the program. Registration for classes is not authorized until a student provides proof of insurance and coverage. CNU has obtained an excellent Student Health Insurance Policy through HMO and PPO plan options for a low group rate. The fee for this policy is paid directly to the school and is billed on a bi-annual basis. This allows students to have continuous health coverage throughout the year including break periods. Students requiring medical care would need to access the appropriate providers available through their insurance option.

Students are required to sign a waiver indicating that health care insurance coverage will be maintained through the entire length of study. The waiver form is provided to students who are offered admission to CNU. Students may use their parent's or spouses insurance, by providing proof of coverage.

Information on other individual health plans in California can be found at:

- Blue Cross of California: www.bluecrossca.com
- Blue Shield of California: www.blueshieldcaplans.com
- Kaiser Permanente of California: www.kp.org
- Health Net: www.healthnet.com

This list is neither complete nor in any way an endorsement or recommendation by California Northstate University.

XII. STUDENT WELNESS

California Northstate University College of Health Sciences (CNUCHS) recognizes the intense nature of its curriculum and the importance of ensuring that students adjust to the demands. It is not uncommon for college students to experience fatigue, low mood, sleeplessness, anxiety, etc. Therefore, it is important that students have or develop the skills, knowledge, and attitudes necessary for a long-term successful work-life balance. More importantly, it is imperative for a student to understand when they need help and where to turn for that assistance. CHS staff and faculty are here to listen and help, whether students need academic, relationship, or other types of resources.

There are three mechanisms for personal counseling of students.

1. The CNUCHS Office of Student Affairs will assist a student to find individual counseling if they have issues and concerns of a personal nature. This office has professional staff that will be able to assist students in determining the type of support or resource that they should access. Besides the students' families' insurance coverage for behavioral health, other resources are the county of Sacramento, and private counselors in the area (by referral only). A list of referrals is available in the Office of Student Affairs.

Sacramento County Phone (8am-5pm): 961-875-1055

After hours: 888-881-4881

Sacramento Suicide Prevention (24 hours): 916-368-3111

2. It is mandatory for students to have medical insurance while enrolled at CNU. Students can obtain mental health counseling through the service providers of their medical insurance plans.
3. One of the key features of CNUCHS is that faculty have a close professional relationship with students. The faculty serve as mentors and advisors to students and have an **open door policy**. Student with personal issues often contact their faculty advisor/mentor as one of their first means of addressing the issue. Part of the training and orientation faculty receive for their role as a student advisor/mentor includes information about indicators of students distress and the people to whom the student should be referred in the event that the student shows signs of distress.

Medical Emergencies

For life threatening emergencies, call 911. For all other emergencies contact the CHS Office of Student Affairs at (916) 686-7614.

XIII. FEDERAL EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a **Federal law that protects the privacy of student education records**. The law applies to all schools and universities that receive funds under an applicable program of the U. S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the students when they reach the age of 18 or attend a school beyond the high school level as “eligible students.” That is, students enrolled at California Northstate University, College of Health Sciences are “eligible students.”

- **Student records are confidential. Records are kept on campus and only certain university employees with status of “right to know” are allowed access to these records.**
- Eligible students have the right to inspect and review their own education records maintained by the university where they attend or previously attended. The university is not required to provide copies of records without student request, and may charge a fee for copies.
- Eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading (including challenging a grade). If the school decides not to amend the record, the eligible student then has the right to a formal hearing. CNUCHS has a formal “*due process*” for such circumstances. After the hearing, if the school still decides not to amend the record, the eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, universities must have written permission from the eligible student in order to release any information from a student's education record. However, FERPA allows universities to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99. 31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

The University must notify the eligible students annually of their rights under FERPA. The actual means of notification is left to the discretion of each university or college.

For additional information, students may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may call 1-800-437-0833. The online link of FERPA is: <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

Or they may contact FERPA officers at the following address:

Family Policy Compliance Office
U. S. Department of Education
400 Maryland Avenue, SW
Washington, D. C. 20202-8520

A. Student Records: Directory Information, Disclosure and Access

CNU and CHS reserve the right to disclose certain directory information such as student name, address, telephone number, university email address, dates of college attendance, degrees and awards received, and photograph. These information are considered public information and may be disclosed by the University or College without prior written consent. However, CNU and CHS must inform eligible students about directory information and allow them a reasonable amount of time to request that the University or College not disclose directory information about them.

The student may request that directory information be withheld from sources outside the College, excluding law enforcement, or within the College to anyone who does not have a “need to know” status. Students requesting that directory information not be disclosed should contact the Associate Dean of Student Affairs in writing two (2) weeks prior to the beginning of each academic year.

The College is not responsible for inadvertent release of directory information.

Students are not permitted to inspect and review education records that are:

- Financial records of the student’s parents.
- Confidential letters, confidential statements of recommendation and other confidential documents related to admission to CNUCHS if the student has waived his or her right to inspect and review those letters and statements.

B. Student Rights to Access Records

To inspect and review personal educational records within forty-five (45) days from the time the request was received, the following must occur:

- The student must submit a written request to the Office of Student Affairs, identifying the record(s) he/she wishes to inspect.
- The student is informed of the time and place where their records can be inspected and reviewed, and redaction may be done on some records to preserve the identity of the writer.

To request amendments to educational records that the student believes are inaccurate or misleading, the following must occur:

- Students must submit a written statement clearly identifying the sections of the record that are being disputed and why it should be amended to the Dean of the College.
- If the College does not amend the record, the student is notified in writing of the outcomes and the right of the student to a formal hearing regarding the proposed amendments.
- If the outcome is still not resolved the student may place a personal statement within the record outlining the contested information.

XIV. OREINTATION AND REGISTRATION

First year professional Orientation is mandatory for all students. If a student is not able to attend the scheduled orientation, due to illness or emergency, the Office of Student Affairs must be notified of the absence immediately. The student is required to complete a make-up orientation as soon as practical.

In order to register for classes, all admission contingencies must be fulfilled, a financial aid clearance from the Office of Financial Aid must be received, and all "New Student" paperwork must be submitted to the Office of Student Affairs. This includes all required immunizations and any other institutional requirements. Registration is conducted by the Registrar prior to the beginning of each semester. Registration for elective courses is done through the Student Information System. If a student does not have all registration holds cleared, they will have to complete late registration.

CHS also provides MyStudentBody, a series of on-line courses, as part of our orientation program and it is a requirement for all new incoming students to complete these within the first two weeks of the semester. MyStudentBody covers the following health areas: *Alcohol, Drugs (Illicit and Prescription), Stress, Sexual Health and Relationships, Tobacco, and Nutrition*. The goals of the course are to increase students' knowledge, decrease harmful behaviors, and provide information to help students make good decisions.

XV. STUDENT DRESS CODE AND LABORATORY

Students' dress should reflect high standards of personal self-image so that each student may share in promoting a positive, healthy and safe atmosphere within the college community.

A. Dress Code for Laboratory Classes

Personal attire must conform to specific guidelines in order to minimize the potential for injury. Personal clothing should be comfortable and appropriate for the work. Exposed skin is at risk for contact with hazardous material and burns. Clothing can also be damaged by certain chemicals such as a small drop of acid. It would be wise not to wear expensive dress outfits to the laboratory. Appropriate clothing should be worn to minimize skin exposure. Please avoid wearing shorts, skirts, short dresses that expose bare skin in the laboratory. Wear a long-sleeve shirt that protects your arms, chest, and neckline.

Long unsecured hair can also be a personal hazard in the laboratory especially near open flames or equipment that might catch loose strands of hair. Any hanging article of clothing or jewelry should also be tied up or secured.

Feet also need to be protected. Open-toed and open-heeled shoes and sandals, perforated shoes and canvas sneakers must not be worn the laboratory areas. Please wear appropriate shoes that cover and protect your feet. Flip flops are not appropriate.

When directed by the instructor, laboratory coats must be worn inside the laboratory. To minimize contamination outside of the lab, lab coats may not be worn out of the working area. For example, lab coats are not to be worn in classrooms, break rooms, administrative work areas, the lobby area, and restrooms.

The first thing to do when entering the laboratory is to put the lab coat on. Likewise, when finished and before exiting the lab area the lab coat should be taken off. For work in the cell culture areas, only specific lab coats kept inside the room must be worn.

B. Food in Class/Laboratory

Eating food during class or laboratory is not allowed. Eating food on campus is permitted in designated areas only. Drinks are allowed in capped and closed bottles.

The student receives a verbal warning for the first offense. The student may be removed from the setting for any subsequent occurrences. Substantial academic disruption may result in dismissal from the course.

XVI. ACADEMIC POLICIES

A. Academic Integrity and Good Conduct Policy

The Academic Integrity and Good Conduct Policy of CNUCHS is defined by a Good Conduct Code of Honor that emphasizes the following four core principles which all students, faculty, and staff are expected to exemplify: Respect, Honesty and Integrity, Legal and Ethical Behavior, and Professionalism.

1. RESPECT

CNUCHS is dedicated to pursuit of education, scholarly activity, research, and service in an honorable and respectful manner. We respect one another, our supporters, our colleagues, and our community. We extend this respect to all persons, regardless of race, color, national origin, ancestry, citizenship, gender, gender identity, sexual orientation, age, religion, physical or mental disability, or veteran status. We promote good will within our diverse population and uphold the autonomy, dignity, and moral integrity of all persons. We respect the abilities, customs, beliefs, values, and opinions of others. As students of health sciences and members of the larger community, we exemplify respectful behavior both within and outside the college. The CNUCHS curriculum includes a variety of lectures and seminars on student success and leadership that discuss professional standards of personal ethics and teach students how to model respectful behavior and exemplify good conduct.

The following examples include acts that violate the respect principle of the Good Conduct Code of Honor: physical violence against any person, theft, vandalism, defacement, or destruction of property owned by or in the possession or control of CNUCHS or a member of the CNUCHS community, slander, libel, or defamation, and hate crimes against a member of the CNUCHS community. Acts described in the preceding sentence and similar types of personal misconduct that violate the respect principle of the Code of Honor are subject to disciplinary action whether they occur on campus or off campus or involve sponsored events and members of the CNUCHS community.

2. HONESTY AND INTEGRITY

CNUCHS is dedicated to conducting education, scholarly activity, research, and service with honesty and integrity, both on and off campus. Health Science students have a duty to be truthful in academic and professional relationships. We are committed to teaching, scholarly activity, and professional growth in a community-based learning environment, in which all individuals are personally accountable and adhere to the high standards of honesty and integrity in the classroom and in the community. Cheating, plagiarism, commercial purchase of term paper assignments, and other forms of academic dishonesty are not tolerated. Academic work assigned to the individual student is to be based solely on the effort of the individual. Academic work assigned to a team of students is to be based on the individual contributions and collaboration of all team members. All examinations, projects, and in or out of classroom assignments, whether individual or team-based, are expected to be performed and completed with the utmost degree of honesty and integrity.

The following examples include, but are not limited to, acts that violate the honesty and integrity principle of the Good Conduct Code of Honor and will be subject to academic disciplinary action: cheating; plagiarism; lack of attribution of cited material; claiming authorship of written material not so authored;

commercial purchase of term papers submitted for assignments; claiming personal credit for research performed by others; claiming participation on a team project while not participating in the project; other forms of academic dishonesty; or, theft or destruction of academic materials owned by CNUCHS or a member of the CNUCHS community. The acts described in the preceding sentence and other acts in violation of the honesty and integrity principle are subject to disciplinary action whether they occur on or off campus.

3. LEGAL STANDARDS AND ETHICAL BEHAVIOR

CNUCHS is dedicated to promotion of behavior that follows legal and ethical standards in teaching, scholarly activity, research, and service. We are committed to following the law and professional practice standards. We comply with and adhere to all federal, state, and local laws and regulations. We encourage all to act ethically in developing and advocating a culture of consideration for codes of ethics, values, and moral convictions of those who could be affected by our decisions. Whenever appropriate, we seek advice and counsel to determine the right course of action and make the best decision on behalf of those who depend on us to do so.

The following examples include, but are not limited to, acts that violate the legal standards and ethical behavior principle of the Good Conduct Code of Honor and will be subject to academic disciplinary action or non-academic disciplinary action as appropriate: any behavior which violates federal, state or local laws, or any University/College or formal affiliate policy, regulation, or rule; violation of the health-care related laws and regulations of the State of California; or, violation of the written standards of practice of schools and community organizations participating in the CNUCHS experiential education program. The acts described in the preceding sentence and other acts in violation of the legal standards and ethical behavior principle are subject to disciplinary action whether they occur on or off campus.

4. PROFESSIONALISM

CNUCHS is committed to providing teaching, scholarly activity, research and service in a professional manner. We display professional attitudes, values, and behaviors in the classroom, at community partner organization sites, and within the broader community. We encourage team work and team-based learning that respects differing points of views of team members. At the same time we expect individual competence, performance, and accountability in a professional manner. We serve as positive role models by striving for excellence in the performance of our duties, while protecting the health and autonomy of colleagues and clients, and in serving individual, community, and societal needs.

The following examples include, but are not limited to, acts that violate the professionalism principle of the Good Conduct Code of Honor and will be subject to academic disciplinary action or non-academic disciplinary action as appropriate: any behavior which violates federal, state, or local laws, or any University/College or formal affiliate policy or rule; lewd, obscene or indecent conduct on any University/College owned or controlled building or property; sexual harassment; sexual misconduct; unauthorized manufacture, sale, possession or use of any illegal substance or substance that causes chemical dependence or impairment; hazing; bullying; physical or verbal abuse; or, possession of a deadly weapon. The acts described in the preceding sentence and other acts in violation of the professionalism principle are subject to disciplinary action whether they occur on or off campus.

Personal Accountability and Expectations

All students, faculty, and staff of the CNUCHS community are required to follow this Academic Integrity and Good Conduct Code of Honor. We are all personally responsible and accountable for maintaining an environment and culture of respect, honesty, integrity, legal and ethical behavior, and professionalism. This environment and culture is to be extended off campus when it involves a CNUCHS-related matter or a member of the CNUCHS community, including, but not limited to clients, preceptors and volunteer sites participating in the CNUCHS experiential education program. It is understood that teamwork is necessary for ensuring and sustaining an environment and culture that support these core principles and related values.

As such, it is expected that all students, faculty, and staff of CNUCHS shall:

1. Know the Academic Integrity and Good Conduct Code of Honor and its standards of expected behavior
2. Uphold the Code of Honor in daily life both on and off-campus
3. Promote the Code of Honor in an environment and culture of respect, honesty, integrity, legal and ethical behavior, and professionalism
4. Report Academic Integrity and/or Good Conduct violations to the appropriate faculty and administrators
5. Seek appropriate advice if unsure or in doubt
6. Cooperate with investigations of violations of this Code of Honor

Consequences of Violations of the Academic Integrity and Good Conduct Code of Honor

Violations of the Code of Honor shall be reported and accorded due process according to the following procedures:

1. Students should report instances of academic dishonesty to the faculty member whose assignment or exam was compromised. The faculty member should evaluate the evidence and seriousness of the academic misconduct and hold a preliminary meeting with the accused student. For a first-time or minor infraction where the accused student admits misconduct, the faculty member has the option of setting a reasonable punishment (i.e., loss of points on an assignment) and/or mentoring the student on proper behavior with advisement of the consequences of repeated violation of the Code of Honor. If the accused student denies misconduct in the face of sufficient evidence, the faculty member should refer the matter to the CNUCHS Committee on Academic Integrity and Good Conduct for documentation, investigation, and adjudication and disposition of the incident. Faculty members receiving such reports shall document all instances of academic dishonesty and Code of Honor violations in a confidential letter describing the incident and its resolution. The letter is to be forwarded to the Director of Student Success and Career Services who maintains confidential student records and communicates with appropriate university officials on a need-to-know basis.
2. Students and faculty should report instances of non-academic or personal misconduct to the Associate Dean of Student Affairs. The Associate Dean of Student Affairs is charged with handling the matter according to separate CNUCHS policies governing personal misconduct and crimes.

Non-Retaliation

CNUCHS does not tolerate retaliation against individuals who report dishonest, illegal, unethical, unprofessional, hateful, or otherwise inappropriate acts. Anyone who retaliates against reporting or whistle-blower individuals is in violation of the Code of Honor and is subject to appropriate disciplinary action for that violation including suspension and termination of employment or enrollment.

B. Academic Progression Policy

The College of Health Sciences offers undergraduate and post-baccalaureate programs that follow specific progression and degree completion requirements (stated below).

1. BS in Health Sciences (BSHS)

The BSHS program is designed to be completed in four years. In order for students to progress through this degree program they must meet certain criteria each semester and each academic year. These criteria are both qualitative and quantitative and include:

- a) Students must pass all courses that are counted toward degree conferral with a minimum letter grade of C;
- b) Students must maintain a cumulative GPA of 2.0; and
- c) Students must complete the BSHS degree requirements within six consecutive academic years from the date of the first day the student begins the program. Students may take up to 20 credits per semester but may not exceed 188 total credit hours earned at CNUCHS.

Students who do not meet the above-listed criteria are considered to not meet academic progression requirements, and will be issued a formal warning and placed on probation until able to meet such requirements. Students not meeting academic progression requirements are expected to repeat courses and/or complete other required activities to regain good academic standing status. See the *Course Repeat Policy*, the *Course Failure Remediation Policy*, and the *Academic Standing and Formal Warning Policy* (stated in the CNU General Catalog).

Students who do not successfully complete a course that is a prerequisite to a course in the next term must take the prerequisite course in the next term it is offered, and will not be able to enroll in the successive course. See the *Course Add/Drop and Withdraw Policy* (stated in the CNU General Catalog).

Students who earn a grade of Incomplete (I) may not enroll in the next course if the course in which the Incomplete was earned is prerequisite to a course in the next term. See the *Grading Convention Policy* (stated in the CNU General Catalog).

Students who take a Leave of Absence for one or more terms will need to enroll in the term following the leave in order to remain in good academic standing. All periods of leave of absence are included in the maximum time frame allowed to complete the program. See the **Leave of Absence Policy** (stated in the CNU General Catalog).

Credit hours from another educational institution accepted as transfer credits into the BSHS program will be included as both attempted and completed credit hours.

Students who are not academically progressing may not be eligible for financial aid.

2. BS-MD Combined Programs

The BS-MD accelerated pathway is designed to be completed in either two, three or four years of prerequisite coursework and four years of medical school coursework. In order for students to progress through this accelerated pathway, they must meet certain criteria each semester and each academic year. These criteria are both qualitative and quantitative and include:

Students must pass all courses that are counted toward degree conferral with a minimum letter grade of C;

- a) Students must maintain a cumulative GPA of 3.50 in the undergraduate program and be in good academic and professional standing;
- b) Students must participate in at least one College of Medicine campus activity per year while attending the College of Health Sciences;
- c) Students must submit a Supplemental Application to the College of Medicine Office of Admission upon request;
- d) Students must successfully complete the College of Medicine Prerequisites;
- e) Students must score a 510 or higher on the MCAT; and
- f) Students must successfully complete the MD admission interview.

Students who do not meet the criteria described above will be notified of that status at the end of each term. They are still able to pursue the BSHS degree and compete for medical school admission. They will be subject to the Progression Criteria for the BSHS.

3. BS-PharmD Combined Programs

The BS-PharmD accelerated pathway is designed to be completed in either two, three or four years of prerequisite coursework and four years of pharmacy school coursework. In order for students to progress through this accelerated pathway, they must meet certain criteria each semester and each academic year. These criteria are both qualitative and quantitative and include:

Students must pass all courses that are counted toward degree conferral with a minimum letter grade of C;

- a) Students must maintain a cumulative GPA of 3.00 in the undergraduate program and be in good academic and professional standing;
- b) Students must participate in at least one College of Pharmacy campus activity per year while attending the College of Health Sciences;
- c) Students must submit a Supplemental Application to the College of Pharmacy Office of Admission upon request;
- d) Students must successfully complete the PharmD admission interview;
- e) Students must successfully complete the College of Pharmacy Prerequisites;

Students who do not meet the criteria described above will be notified of that status at the end of each term. They are still able to pursue the BSHS degree and compete for pharmacy school admission. They will be subject to the Progression Criteria for the BSHS.

4. Pre-Medical Post-Baccalaureate (PMPB) Program

Students who successfully complete the PMPB program with an overall undergraduate GPA of 3.2 or higher, and an MCAT score of 510 or higher will be invited for an interview for admission to the CNU College of Medicine through AMCAS.

Additionally, students who successfully complete the PMPB program with an overall GPA of 2.6 or higher will be offered an invited interview for admission to the CNU College of Pharmacy via PHARMCAS.

C. Academic Standing and Formal Warning Policy on Probation, Dismissal, and Appeal

The following levels of official standing with the university are applied in cases of academic underperformance:

1. **1st Warning Status:** A semester GPA of less than 2.0 (C average) will result in a record of **“1st Warning”** placed on the semester grade report. The record of 1st Warning will be removed if the student achieves a semester GPA of greater than 2.0 for a full course schedule taken the following semester.
2. **2nd Warning - Probation status:** If a second consecutive semester GPA of 2.0 or less follows a semester after 1st Warning, a record of **“2nd Warning - Probation”** is placed on the semester grade report. This record will also be removed if the student achieves a GPA of greater than 2.0 for a full course schedule taken the following semester.
3. A third consecutive semester of poor performance with a GPA less than 2.0 will result in official separation from the University and termination of the student’s enrollment pending the outcome of any appeals for consideration and readmission on a probationary basis. Students in this category will be sent an email and official letter of separation at the home address on record.

Procedure

The Grade Point Average for all courses taken in a given semester (semester GPA) is calculated and reported on the grade report at the close of each semester. Applicable warning messages as described above are placed on the student grade report for a semester GPA of less than 2.0. Student academic advisors including the faculty advisor, department heads, and associate deans are also to be informed of a student’s academic warning or probationary status. The student’s academic advisor is required to schedule a meeting with the student to discuss the

seriousness of the warning, provide mentoring toward improvement, and suggest additional meetings and support services to facilitate the student's academic recovery.

CNU recognizes that circumstances beyond a student's control sometimes interfere with studies resulting in missed classes and assignments, poor performance on exams, and lower than acceptable grades. In cases where there are legitimate excuses that need to be considered, the student should send a letter of explanation and request for readmission following receipt of a letter of separation from the University. The letter of explanation will be evaluated by the Deans of the College who will recommend approval or denial of the student's request as documented by an Exceptions Form. The final decision with stipulations for remediation will be communicated by the Dean of the College.

D. Attendance Policy

Students are encouraged to attend all lecture and discussion courses on a regular basis and are required to attend and complete all laboratory sessions and work. The college recognizes that illness and circumstances beyond one's control may cause a student to miss an occasional class. Course instructors are free to set their own attendance policy that may include signing in for each class and a having a portion of the grade dependent on attendance. If a student misses a required laboratory session, the work must be made up in accordance with the schedule and arrangements of the lab instructor.

E. Course Add/Drop and Withdrawal Policy

Routine changes in course registration to add or drop a course may be made under the terms of the CHS enrollment agreement simply by submission of a Course Add/Drop Form up to the end of the 2nd week of classes for Fall and Spring terms. Students may also elect to drop a course by the end of the 8th week of classes by completing a Course Add/Drop Form signed by the student, Course Instructor, and Department Head. If a class is dropped by the end of the 8th week of classes, the record of class enrollment is removed from the transcript. Specific add/drop deadlines also apply for courses offered during the summer term. As stated in the CHS enrollment agreement, tuition is non-refundable for individual dropped classes. The CHS enrollment agreement specifies conditions for pro-rated tuition refund in cases where a student completely withdraws from the College during the academic term as described under the "Student's Right to Withdraw and Refund" policy.

Students are also permitted to withdraw from courses beginning from the 9th week of class to the end of the academic term by submitting a Course Withdrawal Form signed by the student, Course Instructor, and the Department Head. Course withdrawal is documented by course grade of "W" with no credit noted on the permanent transcript in lieu of a grade. Students are limited to a maximum of four course withdrawals resulting in a grade of "W" (up to 12 units in the four-year program). Please note that course withdrawal may increase the time of completion to graduation of the standard four-year BS degree program.

Procedure

The addition or removal of courses from the current course registration list and transcript is handled by submission of a Course Add/Drop Form or Course Withdrawal Form that must be signed by the student,

course instructor, and department head before it is sent to the Registrar's Office for documentation on the student transcript.

F. Course Enrollment Policy

1. Course Advisement and Enrollment

Incoming students entering college for the first time after completion of high school are automatically enrolled in an appropriate schedule of courses by the Office of the Registrar in consultation with the Director of Admissions. Transfer students are offered assistance in course selection and registration at the time of admission by the Admissions Office and an assigned faculty advisor. Currently enrolled students in the College of Health Sciences are required to meet with their faculty or professional advisor by the end of the 10th week of classes in each semester. At this meeting the faculty advisor is responsible for reviewing current academic progress and advising the student in appropriate selection of courses to be taken in the following semester. Students have the right to choose among optional course electives offered in any given semester within the constraints of course prerequisites stated in the college catalog and course syllabus.

2. Minimum and Maximum Number of Credit Hours per Semester

A standard load of courses is considered to average 15 credit hours per semester. Students are expected to enroll in a course load of at least 12 credit hours per semester, which is considered full-time. The maximum number of allowed course credit hours is 20 credit hours per semester.

3. Course Auditing

CNU students may audit lecture courses (i.e., attend lectures without receiving credit or transcript documentation) only with advance permission of the faculty instructor. The responsibility of course instructors is to first meet the needs of officially registered students. Faculty are not obligated to review work submitted by course auditors.

Procedure

The Registrar acting in cooperation with the CHS Director of Admissions and CHS faculty advisors is responsible for managing course registration for incoming freshmen, transfer students, and continuing students. The process of course registration for current students continuing into the next semester should be completed by the end of the 10th week of classes using the faculty advisor procedure described above.

G. Course Failure Remediation Policy

D Grade

A grade of D (letter grade of 1.0) in a course indicates a significant lack of understanding of the content of the course necessary for completion of the academic program. Remediation will be offered to students who receive a D grade for the course. Student eligibility for course remediation is also subject to verification by the Registrar. The Course Instructor will decide the format of the remediation exam. Students may prepare for the exam using a combination of self-study, tutoring, and meeting with the

instructor. A course score of 70% or better after the remediation exam will be reported to the Registrar. If the course is not satisfactorily remediated, the original course grade will remain on the transcript and used in the calculation of the official GPA. The remediation process must be completed within 10 business days after the end of the term. Each CHS student is allowed to remediate a maximum of 3 courses.

F Grade

A grade of F (grade point equivalent of 0.0) in a course means that the student has failed the course and must successfully repeat the course in order to receive credit for it. A grade of F cannot be remediated.

Procedure

Course Instructors are required to contact students who have earned a final course grade of “D” or lower at the close of each semester for possible grade remediation. Such students are given the option of taking a remediation exam that can be used to convert a grade of “D” or lower to the revised course grade as described above. The remediation exam should be weighted toward course content that was not mastered by the student. The student will be given the opportunity to seek tutoring and to study for a course remediation exam given after the regular close of the semester. However, the study and exam process must be completed within the 10 business day remediation period. Course Instructors are not necessarily required to be present on campus throughout the full remediation period but are responsible for making necessary arrangements and provisions for the exam process.

H. Course Repeat Policy

Students may only repeat courses in which they have received a grade of D or F; and, ordinarily, a course may only be repeated once. If a second repeat is desired, the student may petition the Office of Academic Affairs by describing extenuating circumstances that merit a second repeat attempt. If warranted, the Senior Associate Dean of Academic Affairs may authorize a second course repeat via a signed Exceptions Form. Only six courses (up to 24 credits in the four-year program) may be repeated by any given student. Once a student successfully repeats a previously failed course, revised grade point units for the repeated course are calculated and the original grade points and credit hours for the initial course are removed and the course is marked as “Repeated” on the student transcript.

Procedure

Students may request their faculty advisor to authorize the repeat of a course in which a D or F was earned. The academic advisor will forward approval instructions to the Office of the Registrar to register the student in the course for a second time. When the course is completed, the Director of Student Success and Career Services will request that the Office of the Registrar mark the initial course as repeated and not count the credit hours or grade points from the first attempt. The course will, however, remain on the student’s transcript. Under extenuating circumstances, students may also request a second attempt to repeat a course according to the Exemptions procedure described above.

I. Course Replacement Policy for 1st Year Mathematics

Placement of entering students into first-year math courses is determined by SAT or ACT mathematics scores and the CHS placement exam according to guidelines listed below.

For entry placement into MATH 120 (Applied Statistics) a student must meet one or more of the following criteria:

1. A score of 550 or above on the mathematics section of the SAT Reasoning Test or on an SAT Subject Test in Mathematics (level 1 or level 2).
2. A score of 23 or above on the ACT Mathematics Test.
3. A score of 3 or above on the Advanced Placement Calculus AB or Calculus BC exam.
4. Satisfactory performance on the CHS Mathematics Placement Exam.

Students scoring below these standards are recommended for enrollment in MATH 110 (Introduction to College Mathematics).

Procedure

The Registrar acting in cooperation with the CHS Director of Admissions and CHS faculty advisors is responsible for managing course registration for incoming freshmen, transfer students, and continuing students. The CHS admissions office is responsible for communicating placement decisions of appropriate English and Mathematics courses to the Registrar's Office for first-year students. The process of course registration for current students continuing in the next semester should be completed by the end of the 10th week of classes using the faculty advisor procedure described above.

J. Credit Hour Policy

For each 15-week semester, one (1) hour of credit is assigned per hour each week of classroom or direct faculty didactic instruction (that is, per hour of lecture or student in-class time) and a minimum of two (2) hours of out-of-class student work (homework). For courses that include workshop and/or laboratory time, one (1) hour of credit is assigned per three (3) hours each week of student time spent in this activity.

K. Dean's List and Distinguished Scholar List

Students who achieve a GPA of 3.25 or higher for any semester with a course load of 12 or more credit units will receive a commendation of "Dean's List" noted on the transcript and letter of congratulations signed by the Dean of the CHS. Students who achieve a GPA of 3.75 or better with a course load of 12 or more credits will receive a commendation of "Distinguished Scholar" on the transcript and a letter of congratulations signed by the Dean of the College and President of the University.

L. Early Resolution and Formal Grievance Policy

CNUCHS is committed to providing students a rigorous academic program and support services to promote success upon graduation. If students are dissatisfied with a decision, act, or condition at CNUCHS that is evidence-based, regarding negative, unjust, arbitrary, or discriminatory treatment they are encouraged to seek a remedy.

1. Early Resolution

Students who have a complaint relating to a College or University issue may wish to first discuss the matter with the relevant person or office. If this is not possible or the student is uncomfortable with a direct approach, the student may discuss the issue with a university official such as a faculty member, Director, or other neutral party. If the issue is not resolved through such an informal approach, the student may file an official written grievance using the Student Complaint or Grievance Form as soon as possible after the occurrence.

2. Formal Grievance

For grievances of an academic nature, students should direct their appeal to the Senior Associate Dean of Academic Affairs. See the Student Complaint or Grievance Form.

For grievances non-academic in nature, students should direct their appeal to the Associate Dean of Student Affairs. See the Student Complaint or Grievance Form.

Students filing an official written grievance must identify the specific College or University Policy that has been allegedly violated, cite specific evidence supporting the allegation, and suggest a possible approach to resolution.

As appropriate, the Senior Associate Dean for Academic Affairs or the Associate Dean for Student Affairs will convene an ad hoc committee of 3 faculty members or Directors. This committee will examine the grievance and recommend a remedy to the Senior Associate Dean or Associate Dean. The appropriate Associate Dean will provide a written response to the student with proposed resolution within 15 business days after receiving the written complaint. If the student is dissatisfied with the resolution, a further appeal can be made to the Dean of the College of Health Sciences within 5 business days after the formal written resolution. The Dean is charged with investigating the matter by examining all the relevant evidence. Upon due consideration, the Dean shall issue a final decision documented in a letter to the student and the relevant individuals involved in the matter. The Dean's decision is final.

A record of formal student complaints and their resolutions will be maintained by the Dean's Office.

M. Examination Policy (to be replaced by the university exam policy)

Course grades in which written examinations and assignments are the principal determinant of a student's semester grade may not be based on fewer than three exam/assignments plus a final exam. The purpose of this policy is to ensure that students have sufficient opportunities to achieve a passing grade in the

course. Scheduled dates for final exams are announced via classroom instructors by the 12th week of classes and are staggered during Finals Week to minimize the occurrence of multiple exams on the same day. Make-up examinations are administered at the discretion and convenience of the course instructor.

N. Formal Excused Absence Policy

A student may request a formal excused absence for personal, legal, emergency, compassionate, professional conferences and functions, or health-related reasons. To protect confidentiality of students, all formally excused absence requests must be initiated in writing and submitted through the Office of Academic Affairs. Such reasonable requests are normally granted for a period of 1-5 academic days. Absences longer than 5 days may require a student to request a leave of absence or personal withdrawal. Approved formal absence will be communicated to the relevant course instructors who will make necessary accommodations for missed work. Official forms and directions for submitting a Request for Excused Absence are available on the college website or from the Office of Academic Affairs administrative assistant.

O. Grading Convention Policy

All courses in the College of Health Sciences are assigned student performance grades by the teaching faculty according to the following grade point and letter grade convention:

<u>Grade Point Equivalent</u>	<u>Letter Grade</u>	<u>Score %</u>
4.00	A+	97-100%
4.00	A	90- 96%
3.50	B+	87 - 89%
3.00	B	80 - 86%
2.50	C+	77 - 79%
2.00	C	70 - 76%
1.00	D	60 - 69%
0.00	F	< 60%
Incomplete	I	
Withdraw	W	

A grade of “I” (Incomplete) may be issued on the transcript in cases where not all assignments or exams for the course are completed by the end of the semester due to extenuating circumstances. Grades of Incomplete are at the discretion of the instructor of each course. The student will initiate the request for an incomplete within two weeks of the incident by submission of an Incomplete Form. In such cases the course instructor may approve and submit a grade of “I” for the course. The “I” is then transmitted to the Registrar by the grade submission deadline and “I” is noted on the transcript for the corresponding course. Removal of the “I” grade from the transcript is contingent upon the completion of missed assignments and exams within 21 business days after the end of the semester when the “I” grade was issued. Failure to complete the course with the 21-day extension period will result in automatic conversion of “I” to the calculated grade for the course. In cases of valid excuses, exceptions to this deadline require the execution of an Exceptions Form co-signed by the Senior Associate Dean of Academic Affairs and the Dean of the College.

A course grade of “W” is to be placed on the transcript in lieu of an “A-F” letter grade in cases where withdrawal from a course is formally initiated and executed as described according to guidelines of the CHS3313 Course Add/Drop and Withdraw Policy.

Calculation of Grade Point Average (GPA)

The running and final grade point average (GPA) is calculated according to the following formula where C_1 = credit hours of Course1 and GP_1 = grade points of Course1, etc.:

$$GPA = \{(C_1 \times GP_1) + (C_2 \times GP_2) + \dots + (C_n \times GP_n)\} \div (\text{Total Credit Hours})$$

Note that GPAs recorded on semester grade reports and transcripts are calculated on the basis of grade point credits from courses taken exclusively at CNU. Scores from Advanced Placement, International Baccalaureate, and college level courses reported and/or transferred as credits toward the CNU degree are listed on the transcript but are not included in the GPA calculation.

Procedure

Credit Hours in accord with this policy are assigned to courses at the time of course creation and syllabus approval by the Curriculum Committee. Course instructors are responsible for using the stated grading convention to assign course grades to students by the deadline for end-of-semester grade submission. The Registrar is responsible for recording assigned grades of A-F, I, or W to the student transcript, applying GPA calculations, and for making approved changes to the transcript according to the formal grade transmittal process.

P. Grade Appeal Policy

Students are permitted to appeal a final course grade if they believe the assigned course grade is inaccurate based on calculation error by faculty course instructor(s) or actions inconsistent with official published grading policies of the course, College, or University.

1. Early Resolution

- a) Students using this appeal must communicate questions or disputes regarding the final course grade within 10 business days after the grade posting by discussing the basis of their concerns with the faculty instructor who issued the course grade. Students should obtain a Course Grade Appeal form from the Office of the Registrar, the faculty instructor, or other College personnel to document the discussion.
- b) If the faculty member and the student do not resolve the issue, the student may schedule a follow-up meeting with the appropriate Department Head for the course in question.

2. Formal Appeal

- a) If the Department Head and the student do not resolve the issue, the student may initiate a formal grade appeal by completing the Course Grade Appeal form and submitting it to the Senior Associate Dean for Academic Affairs within 10 business days after the meeting with the Department Head.
- b) The grade appeal must address at least one of the following:
 - (1) Errors in grade calculation, or
 - (2) Unpublished criteria used to calculate the grade, or
 - (3) The assigned grade was based on procedures inconsistent with specific course, College or University policies.
- c) Students who file a Grade Appeal form must provide the following materials and requests for information:
 - (1) A description of their attempt at resolution of the grade dispute with the faculty instructor and Department Head;
 - (2) Evidence of graded assignments, and/or
 - (3) Any other relevant materials;

- (4) The Senior Associate Dean for Academic Affairs may request additional materials from the student or faculty instructor.
- d) The Senior Associate Dean for Academic Affairs will convene an ad hoc committee of three (3) faculty members to review the materials submitted the by student and the faculty instructor. This committee will report their recommendation to the Senior Associate Dean for Academic Affairs.
 - e) If the Senior Associate Dean for Academic Affairs decides that a grade change is appropriate and necessary, the faculty instructor will be notified within 10 business days after appeal form submission to submit a Grade Change form to the Registrar within 10 business days.
 - f) If the Senior Associate Dean for Academic Affairs decides that a grade change is inappropriate, the student may appeal the decision to the Dean of the College of Health Sciences. The appeal to the Dean must be submitted within 10 business days after the student is notified of the result of the formal grade appeal. The Dean's decision is final.

Q. Grade Change Policy

Course grade changes are permissible under the following circumstances:

1. When a faculty member has issued a grade of Incomplete (I) and the course has subsequently been completed. The "I" grade can be changed to the grade earned.
2. When a grade appeal process results in the legitimate change of grade.
3. When there has been a calculation or procedural error in the posting of a course grade.

Procedure

The faculty member will complete and sign a Change of Grade Form from the Office of the Registrar with an explanation of the circumstances for the change and submit it to the Department Head for consideration.

1. The Department Head will review the request in accordance with the policy statement outlined above and either approve or deny.
2. Once a grade change is approved, it must be submitted to the Office of the Registrar at the University level by the Department Head.

R. Leave of Absence Policy

1. Leave of Absence Policy

A Leave of Absence is defined as a hiatus from college enrollment for one or two semesters. An official Leave of Absence may be approved for reasons in the student's best interest but may not exceed one academic year. The College of Health Sciences agrees to permit a student on an approved Leave of Absence to return to the College and re-enroll in classes without formal re-application for admission. Non-attendance does not constitute notification of intent to apply for Leave of Absence status. The student must complete and sign the **Leave of Absence Form** and submit it to the Registrar. Because the curriculum progression is linear and most courses are offered in sequence in either the Fall or Spring semester, it is expected that most Leaves of Absence will be for one year. However, a one-semester Leave of Absence is permissible with the understanding that students may have to take certain courses out of sequence provided that pre-requisites may not be taken out of sequence in relation to the successive course.

2. Effect on Financial Aid

Students receiving financial aid who take a one or two semester Leave of Absence must consult with the Office of Financial Aid to determine how the leave will affect their eligibility for financial aid. In some cases, students returning from a Leave of Absence may need to reapply for financial aid.

Procedure

Students requesting a Leave of Absence from the College of Health Sciences shall complete a Leave of Absence Form after discussing their decision with their faculty advisor and the Senior Associate Dean for Academic Affairs. The ***Leave of Absence Form*** must be signed by the student, the faculty advisor, the Senior Associate Dean of Academic Affairs, and the Dean before it is forwarded to the Office of the Registrar for official approval and notation on the transcript.

XVII. STUDENT RESOURCES AND POLICIES

A. Alcohol-Chemical Dependence/Impairment

California Northstate University College of Health Sciences (CNUCHS) is a drug-free academic environment consistent with federal and state laws. Any person within the College community may be disciplined for violation of these policies and may be tested for suspected use of an illegal drug.

The possession, use, consumption, manufacturing or distribution of any form of illegal substance, or alcohol is prohibited on the College campus as well as any off-site location while the student is involved in academic learning experiences.

Any student who is under the influence of alcohol or drugs during class or clinical experiences is subject to immediate counsel and possible diversion into a therapeutic recovery system. Those who fail to participate or fail to follow through with treatment guidelines are subject to immediate removal from the setting and dismissal from the University.

Any student convicted of a drug- or alcohol-related crime during the time they are enrolled at CNUCHS is subject to dismissal from the University. Students dependent on alcohol or other chemical substances should voluntarily seek assistance from the University's contracted recovery program or similar drug treatment system prior to disciplinary action being taken. Students with substance abuse and addiction problems may have impaired judgment compromising educational experiences and may be unable to provide safe and competent care due to the abuse or addition. Therefore, if the College identifies students who are impaired or dependent on alcohol or other chemical substances, the College may refer the student to an affiliated recovery program or similar drug treatment system. If the student does not consent to participate or does not comply with the treatment plan/contract, if enrolled, then the student may be dismissed from the University.

Any violation of this policy will result in disciplinary action. In addition, appropriate legal action against the offending individual(s) or organization(s) may also be pursued.

B. Alcohol & Drug Prevention Services

The Office of Student Affairs offers many resources and programs to promote alcohol and drug awareness, as well as individualized counselling and support for CNU students. Information about services offered can be found in the Student Services section of this handbook.

C. Animal Policy

Pets should not be brought on campus and may not be brought into University buildings.

Service animals (which include guide dogs, signal dogs, hearing dogs, etc.) individually trained to do work or perform tasks for the benefit of individuals with a disability are permitted to be on campus but must be on a leash or guide rail at all times.

D. Awards (Non-Academic)

During the academic year, students are notified in class, by email or a posting to the *CNUCHS News* bulletin board, of criteria, dates, nomination information, and deadlines of certain awards, scholarships, or honors. The Scholarships Subcommittee (of CHS Admissions Committee) coordinates selection of recipients of College of Health Sciences honors, scholarships and awards. The Office of Student Affairs coordinates an Awards and Scholarships Ceremony at the end of each academic year. Recipients and their friends and family are invited by formal invitation to attend this event to receive an official/public recognition.

E. Bicycles

Bicycles may not be brought into the classroom or buildings. It is recommended that bicycles be locked securely to prevent theft. Bicycles should be secured in designated areas or in bike lockers provided in designated areas. Bicycles should not be secured in areas that would interfere with pedestrian or vehicular traffic. It is also recommended that students keep information about the bicycle with their records in the event of theft, which would include: make, model, color and serial number.

F. Building Access

Student identification cards are programmed with an electronic key access code. The card provides access to the building as well as some of the interior classroom and other spaces designated for student use. The campus building hours are posted prior to each semester and the hours may be extended prior to exam dates. Student card entry is logged and entry information is monitored by the University. Professional behavior dictates respect of equipment, furnishings, and building access by all medical students. Any student who does not exhibit professional behavior in regards to building access, including destroying property, allowing unauthorized persons access to the building, or compromising building security, is subject to disciplinary procedures.

The CHS building in Rancho Cordova is accessible from 8:30 AM to 5:30 PM unless otherwise announced.

The University building in Elk Grove is accessible from 6:00 AM to 2:00 AM unless otherwise announced.

G. Cell Phones/Smart Phones/Pagers

Out of courtesy for others, all cell phones and smart phones must be **turned off or placed on mute** before entering any classroom, laboratory, and discussion session or academic/professional event unless instructed by the course coordinator or University/College Official.

Students are not to take telephone calls or text messages during academic/professional events. The student will receive a verbal warning for the first offense. The student may be removed from the setting for any subsequent occurrences. Substantial academic disruption may result in dismissal from the course and the possible loss of a full academic year.

If students expect to receive an emergency message during class, they should request permission of the faculty member before the start of the class session.

H. Commencement

Every student is required to attend commencement and wear traditional academic regalia consisting of cap, gown, and academic hood. Hoods of academics regalia are conferred upon the graduates at commencement by faculty. The hood is lined with the California Northstate University colors of cabernet (red) and gold, and is adorned with Kelly green, denoting Doctor of Medicine.

Any ornamentation must signify recognized College organizations and must be approved in advance of commencement by the Associate Dean of Student Affairs.

I. Computer/Technical Support

Every student must have a personal laptop and the ability to access the Internet and web-based resources when off-campus. The College provides computing and communications access to faculty, students and staff to support the mission of the College in teaching, research, learning and service. Students are notified of technology requirements prior to enrollment at the College. Students having difficulty accessing the student Learning Management System are provided with Technical Support on campus during regular school hours.

J. Copyright Compliance Policy

It is the policy of California Northstate University (CNU) to comply with copyright law. Copyright exists in any original work which exists or is fixed in any tangible medium of expression. Images displayable on computer screens, computer software, music, books, magazines, scientific and other journals, photographs and articles are some of the things subject to copyright. A copyright notice is not required.

Subject to exceptions contained in 17 U.S.C. §§ 107 and 108 (<http://www.copyright.gov/title17/92chap1.html>), it is a violation of copyright law to copy, distribute, display, exhibit or perform copyrighted works without the authority of the owner of the copyright. Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). In the file sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Content owners are able to track the sharing and downloading of their copyrighted files via the IP address of the file sharer or downloader. Upon proper notice of infringement from the copyright owner to as the Internet service provider in accordance with the Digital Millennium Copyright Act, CNU investigates, takes down any infringing site or material on the University's network, and blocks access to any infringing sites or material. CNU also investigates to identify the infringing user and takes appropriate action to address misuse in accordance with CNU policies.

1. Summary of Civil and Criminal Penalties for Violations of Federal Copyright Laws

The unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject the student to civil and criminal liabilities. Penalties for infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees.

Willful copyright infringement also can result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see and www.copyright.gov/help/faq.

2. Disciplinary Action for Violations

As set forth in the student honor code a violation of copyright law also constitutes a violation of University policy and the honor code. Students found guilty of such a violation can be subject to disciplinary action including suspension and dismissal from the University in addition to any civil and criminal penalties.

K. Disability Policy

California Northstate University does not discriminate on the basis of a disability and is committed to self-directed learning by offering qualified students an equal opportunity to attain a Bachelor of Science degree. The University will make every effort toward meeting reasonable requests for accommodations to students with disabilities according to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA).

1. Disability Services

Any student requiring disability assistance may apply for services through the CHS Office of Student Affairs. The Office is committed to promoting equal access to programs and facilities, thereby insuring that students with disabilities experience the opportunity to participate fully in all academic experiences. Specialized services and academic accommodations are provided to meet the individual needs of students with disabilities to help them achieve successful completion of their professional degree.

Students with disabilities, whether hidden or visible, who wish to seek special accommodations from the University/College must make a request to the Associate Dean of Student Affairs in writing. If the disability develops during the school year and accommodations are requested, the student must notify the Associate Dean or designee in writing as soon as possible. The Associate Dean serves as the advisor to CHS students with disabilities and as a liaison between students with disabilities and the faculty.

2. Eligibility for Services

The federal definition of "disability" encompasses a physical or mental impairment which substantially limits one or more major life activities such as walking, breathing, seeing, hearing, learning, working, and performing manual tasks.

3. Types of Disabilities

Some common types of disabilities include, but are not limited to, physical disabilities, learning disabilities, psychiatric disabilities, and attention deficit hyperactivity disorders (ADHD).

4. Students Responsibility

Students enrolled at CNUCHS are required to self-identify if they would like to request services on the basis of a disability. Students are required to meet with the Associate Dean of Student Affairs or designee for an initial intake and are required to provide appropriate documentation of the disability. Students must provide documentation, at the student's expense, of the disability before the provision of services is reviewed.

5. Documentation Guidelines

Both medical and functional elements of the disability must be explicitly documented. Documentation must be printed on appropriate letterhead and prepared by a qualified health care provider who has professional training and practice to diagnose and treat the impairment that led to the disability.

Documentation of the disability should include, but is not limited to:

- A diagnostic statement identifying the disability
- Date of the current diagnostic evaluation (must be within the past three years)
- Date of the original diagnosis
- A description of the diagnostic criteria used
- A description of the current functional impact of the disability
- Treatments and medications, assistive devices currently prescribed or in use
- A description of the expected progression or stability of the disability over time
- Specific recommendations for accommodations and an explanation of why each recommendation is needed
- Impact the disability has on a specific major life activities
- Credentials of the diagnosing professional

In addition to the above documentation, students are required to submit additional documentation based on the specific disability.

Students applying for services and accommodations on the basis of a learning disability should submit a comprehensive report of a psycho-educational assessment performed by a licensed psychologist. The assessment, usually performed in the junior or senior level of high school, should contain the following:

- A complete intellectual assessment with all subtests and standard scores reported
- A comprehensive academic achievement battery with subtests, standard scores, current levels of academic functioning in reading, mathematics, and oral and written language
- Short and long-term memory, sequential memory, auditory and visual processing, processing speed, executive functioning, and motor ability
- A clinical summary of the supported judgment of the health care provider conducting the assessment justifying the diagnosis and suggested accommodations that would be appropriate to strengthen the students relative learning deficits.

Students applying for services and accommodations on the basis of a psychiatric disability should submit a comprehensive report completed by a psychiatrist or licensed psychologist who has experience diagnosing and treating the student's condition.

The assessment should include the following:

- DSM-IV diagnosis
- Psychological test(s) and all scores used to support the diagnosis
- Medications needed, side effects affecting academic performance, and compliance with the therapeutic plan
- Any accommodation(s) that may jeopardize therapeutic interventions

Students applying for services and accommodations on the basis of ADD/ADHD should submit a comprehensive report of a psycho-educational assessment performed by a psychiatrist, licensed psychologist, and/or licensed medical doctor who has expertise in diagnosing and treating ADD/ADHD.

The assessment should include the following:

- DSM-IV diagnosis
- Description of supporting past and present symptoms
- Summary of assessment procedures
- Fluctuating symptoms and prognosis
- Medications needed, side effects affecting academic performance
- Recommendations for reasonable accommodations

6. Recommendations for Accommodations

The student's request for accommodations will be assessed by the Associate Dean of Student Affairs who will determine eligibility for available services and accommodations. Approval of the recommendations requested are based on the diagnostic report submitted by an appropriate health care provider rather than the student's request alone. Prior history of accommodations does not guarantee provisions of a similar accommodation.

Once registered, the Associate Dean for Student Affairs will work collaboratively with the student, and faculty to provide the best reasonable accommodations for the student to achieve academic success.

Accommodations are not retroactive and begin only after appropriate documentation is received and a reasonable time for accommodation development exists.

Accommodations include, but are not limited to: note takers, readers, large print materials, extended test/examination times, examination in distraction-free environment, modified examinations, help with ordering taped texts, help with ordering texts to speech texts for Kindle, etc.

L. Disorderly Assembly/Conduct Policy

No person shall participate in or organize any activity for the purpose of creating a disturbance that interferes with the operations of University or of the College of Health Sciences. No person shall use any

University- and/or College-owned or controlled building or property without authorization. Any conduct on the college campus or on affiliated sites that are disruptive or offensive is prohibited and may be grounds for dismissal from the College.

Disorderly conduct includes but is not limited to:

- Disrupting a class in progress
- Physically or verbally assaulting another person
- Discriminating, threatening, demeaning another person
- Dishonest behavior

Any violation of this policy will result in disciplinary action. In addition, appropriate legal action against the offending individual(s) or organization(s) may also be pursued.

M. Duplicate Diploma Procedure

The Office of the Registrar oversees the release of College Diplomas. A student may request a duplicate diploma by completing a Duplicate Diploma Request Form and submitting the form to the Office of the Registrar. The fee for a duplicate diploma is posted on the form and must be paid at the time it is submitted.

The student's degree must be awarded and posted to the Official Transcript before a diploma, or duplicate diploma, can be processed or ordered. The diploma will be sent from the third party that furnishes the diploma. The original request is kept in the student's file.

Diplomas are mailed first class to the address indicated on the Duplicate Diploma Request Form.

Transcripts and diplomas are not released if there is a financial hold. The College is not responsible for lost or returned diplomas.

N. Early Resolution and Formal Grievance (for Non-Academic Issues)

Early Resolution is recommended to resolve matter involving a person or office. When early resolution is not possible, the concerned student may file an official written grievance using the Student Complaint or Grievance Form as soon as possible after the occurrence. For grievances of non-academic in nature, students should direct their appeal to the Associate Dean of Student Affairs in order to initiate the process of formal grievance (the process is stated under Academic Policies).

O. E-Professionalism and Social Media Policy

California Northstate University requires all students to uphold the core principles of the Honor Code which includes E-Professionalism in the use of social media in addition to respect, honesty and integrity, legal and ethical behavior, and professionalism in all aspects. This policy establishes internet usage guidelines for University students to ensure that they are representing themselves and the University professionally on and off campus. Social Media includes social networking sites (e.g., Facebook, MySpace, Twitter, LinkedIn, etc.); blogs; video sharing sites (e.g., YouTube, Vine, etc.); and photo sharing sites (e.g., Flickr, Instagram, etc.).

1. Social Media

Students are to maintain a professional demeanor at all times over social media. Students must avoid posting or being tagged in text, photos, or videos that may be professionally compromising. Students should monitor their sites to seek removal of unprofessional public posts by others. Using social media for the following purposes is prohibited:

- To insult, threaten, defame, harass, disparage or bully another person or entity.
- To engage in copyright or trademark infringement, misappropriation of trade secrets, discrimination, or related actions, or for any other purpose that is illegal, against University policy, or not in the best interest of the University.

Furthermore, the use of social media during class time is unacceptable.

2. Confidential Information

Students are required to abide by the Health Insurance and Portability and Accountability Act (HIPAA) and related jurisprudence in treating patient information as confidential. Students are prohibited from:

- Discussing specific patients online, unless on secure healthcare-related networks, even if all identifying information is excluded.
- Posting pictures of patients online without the specific prior written permission of the patient (or legal guardian, in the case of a minor).
- Disclosing confidential University information including, but not limited to, student records, personal information of students or employees, and non-public strategies.

3. Representation of University Entities

Representing one's personal opinions as institutionally endorsed by the University or any of its entities is prohibited. Students should maintain the privacy of fellow student colleagues and University/College employees unless they have been given prior written permission to use the person's likeness or name. Students are not allowed to use the University/College logos unless they have received prior written permission from authorized University personnel. While students are encouraged to share information about their experiences at the University online, they should be transparent in regard to their relationship with the University/College and be truthful, accurate and complete in describing the University programs and services.

4. Violation of the Social Media and E-Professionalism Policy

Any violation of this policy may result in disciplinary action suspension and other actions up to or dismissal from the University. In addition, appropriate legal action against the offending individual(s) or organization(s) may also be pursued.

P. Exit Interviews

Exit interviews will be conducted during the last academic year. The University does not issue grades, grant degrees or furnish academic transcripts until all financial obligations have been met and all University property has been returned.

Q. Free Speech

The College supports the right of students to free speech, to engage in discourse and to listen to others, and to express views whether expressing approval or disapproval of ideas or issues. However, it is not appropriate and is unprofessional to be disruptive of the academic setting or clinical milieu when seeking to express an opinion. Unprofessional conduct is subject to disciplinary action.

R. Fundraising

Detailed information regarding fundraising for student organizations can be found in the College's *Student Organization Policy & Procedure Manual*. CNUCHS recognizes that fundraising is a vital component of a successful professional organization. Therefore, the College encourages students to seek entrepreneurial ideas for fundraising.

Students/organizations must first obtain permission from the Associate Dean of Student Affairs, to sell any items on campus.

Use of the University or College insignia is prohibited unless prior authorization for use is granted by the Associate Dean of Student Affairs, or Vice President of Operations. Use of the University or College insignia must comply with the Use Guide for the University or College insignia.

Students/organizations may not directly solicit funds from an outside company (such as pharmaceutical companies, medical employers, alumni). However, a funding request may be made through the Associate Dean of Student Affairs. A formal proposal, with the CNU advisor's signature, must be submitted with the request to the Associate Dean of Student Affairs, for review. Once the proposal is approved by the Associate Dean of Student Affairs, the student organization may forward the approved request to the potential sponsor(s).

S. Gambling

The College prohibits any form of gambling for money or stakes representing money on College property unless exempted by California state law.

T. Hazing Policy

Hazing or any form of hazing for any reason is not tolerated at CNUCHS and is grounds for dismissal from the University. Hazing is defined as any act that is likely to cause physical, emotional or social harm, fright or embarrassment to another person. Hazing includes any means of initiation or pre-initiation into a student organization that causes mental or physical hardship to the person seeking membership. Hazing includes but is not limited to: encouraging or requiring participation in drinking games, creation of excessive fatigue, wearing inappropriate public attire, and morally degrading or humiliating activities.

Any student who believes they have been hazed or believe that they may be accused of the same should contact the Associate Dean of Student Affairs.

U. Name Badges

Name badges are provided to all students during Orientation and must be worn on campus at all times.

Students must report any missing, lost, or stolen identification badges immediately. Additional names tags are provided at a replacement cost of \$25. 00 for the first loss and \$60. 00 for any second or subsequent loss. The replacement cost is waived if the badge is stolen and a copy of the police report is submitted.

V. Name Change and Procedure

A student may request an official name change for school documents and records by submitting the following information to the Office of the Registrar:

1. A Completed Request for **Official Name Change** Form (on the College's web site)
2. Government-issued photo ID showing new legal name
3. Acceptable proof of name change (marriage certificate or court order)
4. Current student identification card

Once the information has been verified and approved, all official school documentation is updated. The Registrar then forwards the name change to the following departments:

1. IT Department - The learning management system, new student identification badge, new email address
2. Library - All library resources
3. Student Records - Official Academic file, Student roster, academic advisor
4. Admissions - Admission file
5. Financial Aid Office

The official name change becomes effective at the end of the semester in which the change is approved.

W. Outside Work

Due to the intense nature of the academic curriculum, students are discouraged from engaging in outside employment except during official vacation time or leave of absence. Students may seek opportunities for part-time employment within the University such as tutorships, research assistantships with authorized faculty, etc., with approval of the Associate Dean of Student Affairs.

X. Parking

The College currently charges no fee for parking on campus.

Illegal Parking

Students must not park in spaces marked *Visitor* or *Faculty/Staff*. Parking designated as *Carpool* is reserved for vehicles that carpool with two or more persons. Students must comply with any signs regarding parking that have been posted. Vehicles that are illegally parked are towed at the owner's expense.

Y. Proof of Full-Time Enrollment

CNU's Office of the Registrar provides confirmation of full-time student enrollment status to financial institutions, organizations, or agencies at the student's request.

Students may request proof of full-time enrollment by completing a Proof of Full-Time Enrollment Form from the Office of the Registrar.

The student must complete the form and submit it to The Registrar. The Registrar completes a letter/form on official college letterhead indicating the enrollment status of the student and imprints the college seal on the form. The Office completes the request within five (5) business days.

A student may pick up the Proof of Full Time Enrollment or have it mailed to a Person or Organization.

Z. Security

The Vice President of Operations in consultation with the Rancho Cordova Police Department will provide an overview of campus security, emergency alert, and response procedures.

All students who have authorized access to CNU campuses are issued an electronic entry access card that permits certain entry. All access is tracked and monitored.

The Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC §1092(f)) is a federal law, originally known as the Campus Security Act. It requires that Universities and Colleges across the United States disclose information about crime on and around their campuses since 1990.

Annual Security Report

The following categories of crime statistics for the campus, certain non-campus properties, and certain public property areas which have been reported to local police and campus security authorities must be disclosed for the most recent four calendar years:

- No stats to report at this time

The CNU Annual Security Report data for crime information for the immediate area surrounding the campus can be found on our web site at <http://www.cnsu.edu>.

An overview of campus security, emergency alert, and response procedures will be provided at orientation. Additional safety and security information, tips, and alerts will be delivered to students through campus email throughout the year.

Meagan's Law

For a listing of registered sex offenders in the adjacent community and other pertinent information, please review the law enforcement database at <http://meganslaw.ca.gov>.

AA. Sexual Harassment and Sexual Assault Policy

The CNUCHS is committed to maintaining a positive learning, working and living environment. In pursuit of these goals, the college does not tolerate acts of sexual harassment or sexual assault or related retaliation against or by any employee or student.

Sexual harassment: consists of interaction between individuals of the same or opposite sex that is characterized by unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, living conditions and/or educational evaluation; (2) submission to or rejection of such conduct by an individual is used as the basis for tangible employment or educational decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive working or educational environment.

Hostile environment sexual harassment: (described in subpart (3) above) is unwelcome sexual conduct that is sufficiently severe or pervasive that it alters the conditions of education or employment and creates an environment that a reasonable person would find intimidating, hostile or offensive. The determination of whether an environment is "hostile" must be based on all of the circumstances. These circumstances could include the frequency of the conduct, its severity and whether it is threatening or humiliating.

Sexual Assault occurs when physical sexual activity is engaged without the consent of the other person or when the other person is unable to consent to the activity. The activity or conduct may include physical force, violence, threat, or intimidation, ignoring the objections of the other person, causing the other person's intoxication or incapacitation through the use of drugs or alcohol, or taking advantage of the other person's incapacitation (including voluntary intoxication).

Consent is clearly defined by a California law established in 2015. The "yes means yes" standard requires that both partners clearly state their willingness to participate through affirmative, conscious, and voluntary agreement at every stage.

Consent is informed. Consent is an affirmative, unambiguous, and conscious decision by each participant to engage in mutually agreed-upon sexual activity.

Consent is voluntary. It must be given without coercion, force, threats, or intimidation. Consent means positive cooperation in the act or expression of intent to engage in the act pursuant to an exercise of free will.

Consent is revocable. Consent to some form of sexual activity does not imply consent to other forms of sexual activity. Consent to sexual activity on one occasion is not consent to engage in sexual activity on another occasion. A current or previous dating or sexual relationship, by itself, is not sufficient to

constitute consent. Even in the context of a relationship, there must be mutual consent to engage in sexual activity. Consent must be ongoing throughout a sexual encounter and can be revoked at any time. Once consent is withdrawn, the sexual activity must stop immediately.

Consent cannot be given when a person is incapacitated. A person cannot consent if they are unconscious or coming in and out of consciousness. A person cannot consent if they are under the threat of violence, bodily injury or other forms of coercion. A person cannot consent if their understanding of the act is affected by a physical or mental impairment.

For purposes of this Policy, the age of consent is consistent with the statutory rape law pertaining to unlawful sex with a minor (under the age of 18), California Penal Code Section 261. 5.

Incapacitation is defined as the physical and/or mental inability to make informed, rational judgments. States of incapacitation include, but are not limited to, unconsciousness, sleep, and blackouts. Where alcohol, drugs or other medication are involved, incapacitation is defined with respect to how the alcohol or other drugs consumed affects a person's decision-making capacity, awareness of consequences, ability to make fully informed judgments, and inability to communicate. Being intoxicated by drugs, alcohol or other medication does not absolve one's responsibility to obtain consent. The factors to be considered when determining whether consent was given include whether the accused knew, or whether a reasonable person should have known, that the complainant was incapacitated.

No Retaliation: Retaliation is strictly prohibited against persons who in good faith report, complain of, or provide information in a mistreatment investigation or proceeding. Individuals who believe they are experiencing retaliation are strongly encouraged to contact the Associate Dean of Student Affairs. Alleged retaliation will be subject to investigation and may result in disciplinary action up to and including termination or expulsion.

1. Reporting Sexual Harassment or Sexual Assault

Students should report sexual harassment, sexual assault or any conduct that is disruptive to safety and emotional well-being to the Associate Dean of Student Affairs or the Title IX coordinator. The Title IX Coordinator for the University is ultimately responsible for handling any report of sexual harassment and sexual assault involving students:

CNU Title IX Coordinator: Cyndi Porter-Fraser, MBA

Email: cporter@cnsu.edu

Office Phone: 916-686-8668

If the situation is an emergency immediately call Rancho Cordova police by dialing 911. If at all possible report the incident immediately. The University administration will assist students in contacting authorities. In order to assist campus administrators or other authorities, the victim of an act of harassment or violence is strongly encouraged to preserve as much evidence as possible to support the complaint. Students may also report non-emergency incidents using the University/College official **Student Complaint Grievance Form**.

If you have any questions about sexual harassment or sexual assault or need to report any incident, please contact the Associate Dean of Student Affairs at 916-686-7614. If the situation is an emergency, please call the Rancho Cordova police by dialing 911. If at all possible try to report the incident immediately. Students may also discuss or report non-emergency incidents directly to the Associate Dean of Student Affairs or complete the College's official **Student Complaint /Grievance Form**. Once the **Student Complaint /Grievance Form** is completed, contact the Associate Dean of Student Affairs to review the complaint. Additional resources and assistance will be given if needed. ***Please note that if you give a university official specific names or identifying information, this constitutes an official report, and the University then decides how the situation will be handled.*** You can discuss the situation without providing specific names or details that would reveal identities of the persons involved.

You may also consider calling the WEAVE, the primary provider of crisis intervention service for survivors of domestic violence and sexual assault in Sacramento County.
24-hour Support & Information Line: 916-920-2952.

Who to Call When You Need Help

Office of Student Affairs: 916-686-7614

Rancho Cordova Police Department
2897 Kilgore Road, Rancho Cordova, CA 95670
Telephone: 916-362-5115
Emergency: 911 or 916-362-5111.

Contact the Office of Student Affairs or the Rancho Cordova Police Department to report on-campus criminal conduct, including sexual assault or other serious allegations of sexual harassment in which the complainant believes that their safety is threatened. Allegations of serious sexual harassment should be reported to the Rancho Cordova Police Department if they occur after hours or on weekends. Please also inform the Office of Student Affairs immediately after going to the police department.

2. Reporting Sexual Harassment, Sexual Assault, or Disruptive Conduct

If you need to report sexual harassment, sexual assault, or conduct that is disruptive or have questions, please contact the Office of Student Affairs or other campus administrator. If the situation is an emergency please call the Rancho Cordova Police by dialing 911. If at all possible, try to report the incident immediately to the Office of Student Affairs.

Students may also report non-emergency incidents using the University/College's official Student Complaint/Grievance Form. Once the Student Complaint /Grievance Form is completed, contact the Office of Student Affairs to review the complaint. Additional resources and assistance will be given.

To report off-campus criminal conduct, including sexual assault, or other serious allegations of sexual harassment in which the complainant believes that their safety is threatened contact the Rancho Cordova Police Department and also inform the Office of Student Affairs. Allegations of serious sexual harassment should also be reported to the local police department if they occur after hours or on weekends.

3. Lesbian, Gay, Bisexual & Transsexual (LGBT) Non- Discrimination Policy

The University/College has a no tolerance policy for any type of sexual harassment including harassment or discrimination of LGBT students. The policies and protection acts that focus on this non-discrimination stance include:

- Equal Protection Clause of the 14th Amendment: All students have a federal constitutional right to equal protection under the law. This means that schools have a duty to protect lesbian, gay, bisexual, and transgender (LGBT) students from harassment on an equal basis with all other students.
- Title IX of the Education Amendment Acts of 1972 prohibits discrimination based on sex in education programs and activities receiving federal financial assistance. Although Title IX does not prohibit discrimination on the basis of sexual orientation, sexual harassment directed at an LGBT student is prohibited by Title IX if it is sufficiently severe and pervasive. Title IX also prohibits gender-based harassment, including harassment on the basis of a student's failure to conform to stereotyped notions of masculinity and femininity. CNUCHS does not currently receive federal financial assistance but takes a proactive stance in the protection of all students. The Associate Dean of Student Affairs is the Title IX Coordinator for the University. Any violations of the Title IX Education Amendment Act should be reported to the Associate Dean of Student Affairs in a timely manner.
- 1st Amendment, Equal Protection & Due Process Clauses: A transgender student's right to dress in accordance with his or her gender identity may be protected under the First Amendment and the Equal Protection and Due Process Clauses of the U. S. Constitution. The First Amendment limits the right of school officials to censor a student's speech or expression. Students also have a protected liberty interest (under the Due Process Clause) in their personal appearance. In addition, a transgender student also has a right under the Equal Protection Clause to be treated similarly to other students of the same gender identity.

4. Conduct Disruptive to the University Community Policy (SAVE Act)

Students should immediately report any acts of violence, threatening behaviors or violations of the Code of Honor to the Office of Student Affairs, the Office of Academic Affairs, campus security, or another school official.

This policy defines disruptive conduct as:

Violent Behavior

Violent behavior encompasses a broad range of behaviors that may affect the campus or the workplace, may generate reasonable concerns for personal safety, or may result in physical injury. Violent behavior includes, but is not limited to, aggressive or frightening acts, intimidation, threats, harassing behavior, stalking/unwanted pursuit, physical attacks, domestic violence or property damage.

Intimidation

Intimidation is engaging in actions intended to frighten, coerce, or induce duress. These actions include, but are not limited to, stalking/unwanted pursuit.

Threats

A threat is an expression of intent to cause physical or mental harm. A threat may be direct, indirect, conditional or veiled. Any threat is presumed to constitute a statement of intent to complete the behavior consistent with the threat.

Physical Attack

Physical attack is unwanted physical contact such as hitting, kicking, pushing, shoving, biting, fighting or throwing objects or use of unauthorized weapon against another person.

Domestic violence is the use of abusive or violent behavior, including threats and intimidation, between people who have an ongoing or prior intimate or familial relationship, including individuals who are or have been married, living together, or dating.

BB. Smoking/Smokeless Tobacco

Smoking or using smokeless tobacco is prohibited on the campus.

CC. Stalking

This is behavior in which a student engages in conduct directed at another individual and makes a credible threat to place that person in reasonable fear for his or her personal safety, or the safety of his or her family. The College of Health Sciences forbids any form of stalking.

DD. Theft

Any attempted or actual theft of property of the University/College, of a member of the campus community or campus visitor, violates the campus honor code and state law and will be dealt with accordingly.

EE. Transcript Request

Official transcripts can be requested in writing. The **Request for Transcripts** form is available from the Office of the Registrar. A \$5.00 fee is required for each transcript requested. Requests are processed within five (5) business days. All delinquent financial obligations with the University must be cleared before transcripts are released.

The University may withhold official transcripts if the College has knowledge that the student has any default on loans or service obligations to the University.

FF. Vandalism

Any physical abuse, destruction or defacing of College property or to another's property or the diminishing of its material or aesthetic value is prohibited.

GG. Visitors

Visitors are allowed to visit a student in the common area of the building entrance. For further access, prior permission must be obtained through the Office of Student Affairs.

No visitors are allowed in the classroom or laboratory without prior authorization from the Office of Student Affairs and the faculty member conducting the lecture/laboratory exercise. No visitors are allowed in the gross anatomy laboratory unless authorized by the course instructor.

Visitors are prohibited from visiting clinical sites.

Students are responsible for any misconduct of their guest.

HH. Weapons Policy

California Northstate University prohibits the possession, display or use of any weapons of any description including air-powered weapons on campus. California Penal Code 626.9 and 626.10 specifically prohibit the possession of firearms, including pellet and BB guns, on College property, without specific written permission. Violators of this policy are considered a threat to the academic community and are subject to immediate dismissal from the College.

XVIII. STUDENT SERVICES

A. Alcohol & Drug Prevention Services

The Office of Student Affairs offers many resources and programs to promote alcohol and drug awareness, as well as individualized counselling and support for CNUCHS students.

Any student experiencing an alcohol or drug problem is encouraged to seek assistance to obtain help by contacting the Office of Student Affairs. The Associate Dean of Student Affairs is available for confidential consultation on a walk-in basis or by appointment. Confidentiality will not be violated unless authorized by the student or a threat to life occurs. The Associate Dean of Student Affairs will be able to provide the student with information, or to assist in making a referral to a local agency, treatment facility, or clinical professional. The Associate Dean of Student Affairs may be reached at (916) 686-7614. For any emergency please call 911.

Kaiser Student Health Insurance Members

Kaiser Permanente (Kaiser Student Health Insurance Members) Rancho Cordova 10725 International Drive, Rancho Cordova, CA 95670	916-631-3000
Kaiser Permanente (Kaiser Student Health Insurance Members) Folsom 2155 Iron Point Road, Folsom, CA 95630	916-817-5646
Kaiser Permanente (Kaiser Student Health Insurance Members) Sacramento	916-482-1132
Kaiser Permanente (Kaiser Student Health Insurance Members) Elk Grove	916-688-2106
Kaiser Chemical Dependency (Folsom)	916-817-5646
Kaiser Chemical Dependency (Sacramento)	916-482-1132
Kaiser Mental Health Center	916-631-3034
Kaiser Mental Health Center, after hours emergencies	916-973-5300
Kaiser Psychiatry (Sacramento)	916-525-6100

Local/Community Resources:

Alcoholics Anonymous (24 Hours)	916-454-1100
Alcoholics Anonymous (Office)	916-454-1771
Al-Anon	916-344-2971
Cocaine Anonymous Hotline	916-386-3545
Narcotics Anonymous (Sacramento)	1-800-600-4673

Primary Local Assessment and Treatment Facilities:

Bi-Valley Medical Clinic	
- Carmichael	916-974-8090
- Sacramento	916-649-6793
NAMI California: http://namica.org/	916-567-0163
NAMI Sacramento: http://namisacramento.org/	916-364-1642

Toll-Free Numbers:

Alcohol Abuse 24-Hour Assistance and Treatment	1-800-234-1253
Alcohol Abuse and Crisis Intervention	1-800-234-0246
Cocaine Abuse 24-Hour Assistance & Treatment	1-800-234-1253
Cocaine Abuse & Crisis Intervention	1-800-234-0246
Drug and Alcohol 24-Hour Information, Assistance, & Referrals	1. 800-662-4357
Hope Line (NCADD: https://www.ncadd.org/)	1-800-622-2255 24-hour affiliate referral
Talk One 2 One: http://www.studenttalkone2one.com/	1-800-756-3124 24/7 Confidential Support for Students

Websites:

College Drinking: Changing the Culture: <http://www.collegedrinkingprevention.gov/>

Alcoholics Anonymous: <http://www.aa.org/>

Narcotics Anonymous: <http://www.na.org/>

Drug Help: <http://www.drughelp.org/>

For additional assistance, students are encouraged to enlist the help and support of family and friends who would be supportive of their sobriety. Also, look in the yellow pages of local telephone directory or search the web under mental health, community services, social and human services, alcoholism, or drug abuse. You may be surprised to learn how many organizations there are that can help.

B. Career Planning and Counseling

The Office of Student Affairs coordinates career planning, in-class activities, and extracurricular workshops to assist students in identifying their strengths and areas for improvement for career development. The Director of Student Success and Career Services is available for one-on-one career advising.

The planned Career Service Center will provide various books and resources to help students in the process of seeking and selecting their career goals. Students will have the opportunity to polish writing resumes, develop interview skills, and prepare for career paths. CHS students will have the opportunity to interact with CNU medical and pharmacy students to gain insight on academics and student life. In the final year of study, students will be able to meet with regional employers and network at career fairs.

C. Housing

California Northstate University College of Health Sciences (CNUCHS) does not provide housing to students. There are apartment units students in the vicinity for rentals.

D. Information Technology

Students must display basic computer literacy skills in accessing the Internet and websites, using e-mail, and software programs including, but not limited to, Microsoft Word, Excel, and PowerPoint.

The Office of Information Technology provides an overview of their services and contact information if further training or assistance is needed. A brief session is given during orientation to familiarize new students with the learning management system the College uses for course information and with the University email system.

E. Library/Learning Resources

1. Library Facilities

The CNUCHS Learning Resource Center is available for students, faculty, and staff. This program includes an initial 5000 square feet of space devoted to the following resources:

- Library Facility and Collection
- Computer resources
- CNUCHS Electronic Library
- Classroom Resources
- Interlibrary Loan Program
- Career Resource Center

2. Facility

The library facility is a significant part of the CNUCHS Learning Resources Center. It houses the library collection and provides space for individual and group study.

The California Northstate University College of Health Sciences's Library and Learning Resource Center is managed and operated by a combination of a full-time health sciences librarian.

The librarian provides training and consultation to students and faculty on how to access effective information and efficiently use electronic resources. The librarian holds an academic appointment on the faculty and participates in all faculty functions and meetings.

The librarian works to update, maintain, and operate electronic systems in the resource center.

3. Library Resource Center Programs

The Library Resource Center (Elk Grove) provides both students and faculty with support as well as sufficient research references. The following programs are offered to educate students and faculty on the availability of resources and the process of their uses:

Electronic Learning Resources

The Resource Center maintains an Electronic Learning Resources System. Its purpose is to provide library and learning resources to students, faculty, and staff, and serve as an entry point for all users to meet their academic and research needs.

Library Computer System

A designated area of the learning resource center is dedicated as a computer lab. The computers in the lab are available to students, where they can access the electronic resources as well as electronic library materials. Additionally, the lab provides students with general PC software, access to the Internet, and the ability to print desired materials.

4. Library Collection

The library subscribes to approximately 1,000 scholarly electronic journals.

5. Interlibrary Loan Program

With the large number of colleges and universities in the Northern California and across the United States, CNUCHS is developing affiliation agreements with the libraries at other institutions in order to facilitate interlibrary loans. Please see the librarian for details.

F. Tutoring

Students experiencing difficulty in any class are urged to seek help and assistance from the course instructor, their academic advisor, or the Director of Student Success and Career Services before the problem becomes unmanageable. If academic problems arise (such as 1st warning status), tutoring services are available through the Office of Student Affairs (OSA). Students requiring this assistance must be referred by the course instructor or by their academic advisor. The OSA keeps a list of recommended tutors and can provide insight into selecting a suitable tutor. Tutors may be paid professional tutors or undergraduate teaching assistants earning credit for tutoring responsibilities.

XIX. STUDENT PROFESSIONAL ORGANIZATIONS

Students have the freedom to organize and join professional organizations that promote and advance the health science professions and further the goals of the College. The Associate Dean of Student Affairs and its staff provide guidance to students seeking to develop new professional organizations as well as re-registering of existing organizations at California Northstate University College of Health Sciences (CNUCHS).

All organizations must register with the Director of Student Life in order to be recognized by CNUCHS. A *Student Organization Policy & Procedure Manual* is available through the Director of Student Life that provides registration forms, policy, and suggestions for starting an organization.

A. Registration Procedures

Professional Student Organizations must meet the following requirements to attain registered status:

- Membership must be open to all students at CNUCHS regardless of race, color, ethnicity, national origin, age, gender, political affiliation, religion, creed, sexual orientation, veteran status, or disability.
- ALL student organization officers are required to attend a student organization leadership workshop at the beginning of the fall semester.
- The professional organization must not associate with any local, state or national organizations which require its members to support positions contrary to CNUCHS policies.
- A copy of the current constitution and bylaws that govern the professional organization must be on file with the Associate Dean of Student Affairs. If the professional organization is associated with any local, state or national organizations, a current copy of their constitution and bylaws must be on file with the Director of Student Life.
- The professional organization must have a faculty advisor.
- Student professional organizations must have a minimum of five (5) members, including two (2) officers.
- Student officers must be in good academic standing.
- Meeting dates and events should be reported to the Director of Student Life and placed on the professional affairs yearly calendar.

B. Student Organization Policy & Procedure Manual

All officially recognized student organizations at CNUCHS must abide by the policies and procedures set forth in the *Student Organization Policy & Procedure Manual*.

A copy is provided to the President and the group's advisor at the beginning of the fall semester. The Manual may also be found on the school's website under *Student Affairs*.

Student Officers and the group's advisor are responsible for submitting any forms or other required paperwork required by the policies and procedures outlined in the Manual.

1. Responsibilities

All registered student organizations must act within the context of College policies, the organization's bylaws, and conduct operations in a fiscally sound matter. It is the responsibility of each organization, its officers and members to abide by all policies and procedures in the *Student Organization Policy & Procedure Manual*.

2. Rights and Privileges

Professional student organizations may use the College facilities for meeting or events. Request for reservations of facilities must be made to the Director of Student Life, within seven (7) days of the scheduled meeting or event. Forms are located online. Completed forms should be returned to the Director of Student Life.

Recognized student organizations may use the College name, address, and insignia in organization correspondence and outreach. Use of the University or College insignia must comply with the Use Guide for the University or College insignia.

3. Current Student Organizations

American Medical Student Association (AMSA)

The American Medical Student Association (AMSA) is an organization that provides various educational resources, including systematic breakdowns of US healthcare constructs and contemporary thought on universal care applications. AMSA also encourages its members to speak up for their future patients through altruistic health care reforms on Capitol Hill. <http://www.amsa.org/AMSA/Homepage.aspx>.

XX. LOSS OF RECOGNITION: STUDENT ORGANIZATIONS

Any student organization may be instructed to cease and desist for not abiding by California Northstate University College of Health Sciences, local, state or national policies.

Any organization that has lost its recognition may not engage in any College event or activity nor use the college name, insignia or other College assets.

Student organizations alleged to have violated any College or organization policy will go before the Honor Council.

XXI. STUDENT COLLEGE COMMITTEES, COUNCILS, AND LEADERSHIP

Students have representation on a number of committees and councils at California Northstate University College of Health Sciences (CNUCHS) and are encouraged to develop leadership skills by serving on a College committee or council.

The Associate Dean of Student Affairs and its staff request nominations of students desiring to serve on CNUCHS committees or councils.

A. Student Body Council

Charge – The Student Body Council is the student government body of the College. The Student Body Council (SBC) establishes bylaws for governing its operations. The College’s Associate Dean of Student Affairs and an appointed faculty member serve as advisors to the SBC. Within their capacity as representatives of the student body, student government may fulfill a range of responsibilities, such as:

1. Class officers are dedicated to promoting class unity and school spirit through class-based programming.
2. Representing the interests and concerns of the student body and serving on college-wide committees.
3. Sponsoring college-wide programs (professional development, speakers, workshops, special celebrations, etc.).
4. Chartering and regulating student organizations.
5. Participating in hearings of the honor council.

B. Class Representatives

Each class elects leaders to serve as a student representative to the faculty and to facilitate in addressing student-related issues. Class leaders serve as part of the SBC.

C. Honor Council

The Honor Council hears alleged violations of the Code of Honor, and determines the validity of any allegation of academic dishonesty.

All alleged Code of Honor violations go before the Honor Council and may result in dismissal from the College. A representative from the Council introduces the Honor Code and Professional Conduct Code to the student body during new student orientation. Additionally, the Honors Council reviews the Code of Honor in collaboration with a faculty advisor biennially, and makes recommendations for changes to the Associate Dean of Student Affairs.

The Honor Council establishes bylaws and procedures for conducting hearings.

Students interested in serving on this council must be in good academic standing and display qualities of honesty, integrity, and maturity.