

CALIFORNIA NORTHSTATE  
UNIVERSITY



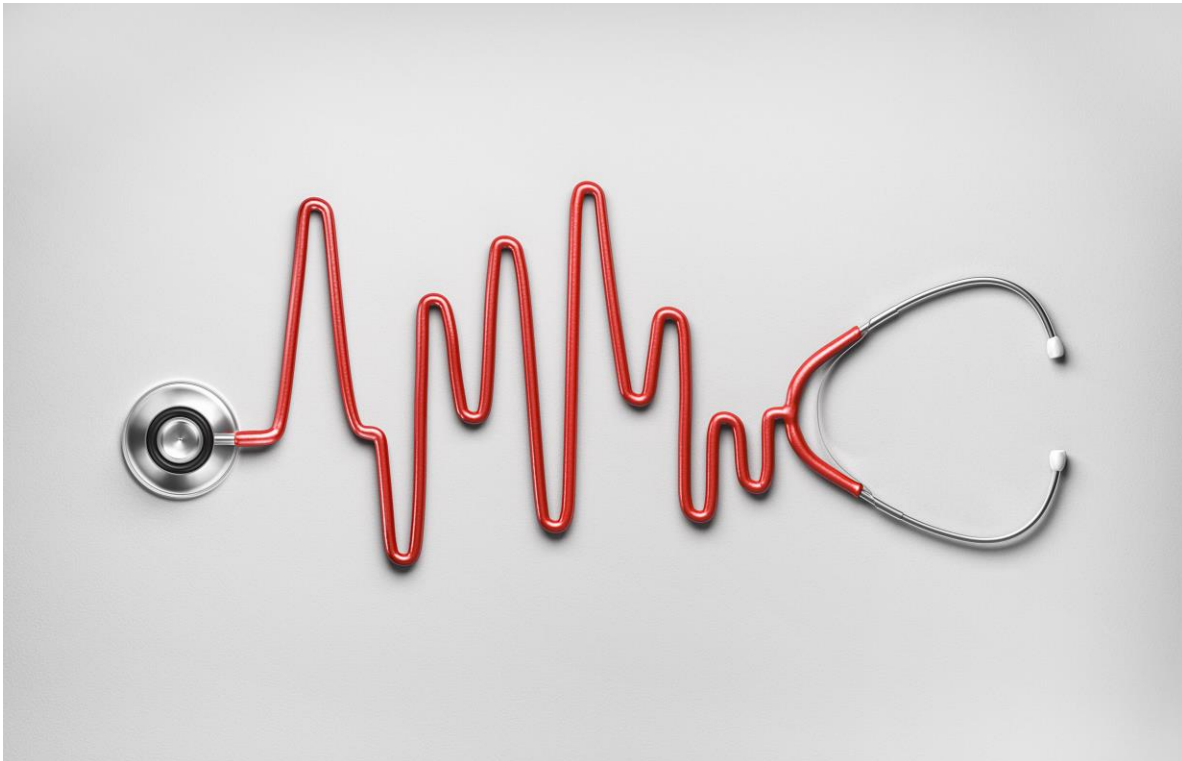
COLLEGE *of*  
HEALTH  
SCIENCES

[healthsciences.cnsu.edu](http://healthsciences.cnsu.edu)

## Student Handbook

**ACADEMIC YEAR**

**2024-2025**





# Student Handbook

**Academic Year**

**2024-2025**

California Northstate University

College of Health Sciences

[healthsciences.cnsu.edu](http://healthsciences.cnsu.edu)

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**Please Note:** *The information in this handbook serves as a resource for students in the California Northstate University College of Health Sciences and is subject to change. The CNU General Catalog contains the official policies of the university and college. Students should review the online CNU General Catalog for official and most up-to-date information.*

*Updated: August 5, 2024*



The College of Health Sciences (CHS) is part of the California Northstate University. This Handbook was revised August 5, 2024. The provisions of this Handbook reflect information as of the date of publication.

California Northstate University is accredited by the WASC Senior College and University Commission (WSCUC) - <https://www.wscuc.org/institutions/california-northstate-university>.

985 Atlantic Avenue, #100  
Alameda, CA 94501  
V.: (510) 748-9001

California Northstate University is a private institution. Approval to operate as a degree-granting college in California was obtained from the Bureau for Private Postsecondary Education (BPPE) – [www.bppe.ca.gov](http://www.bppe.ca.gov) - on April 15, 2017. Approval to operate means compliance with state standards as set forth in the California Education Code.

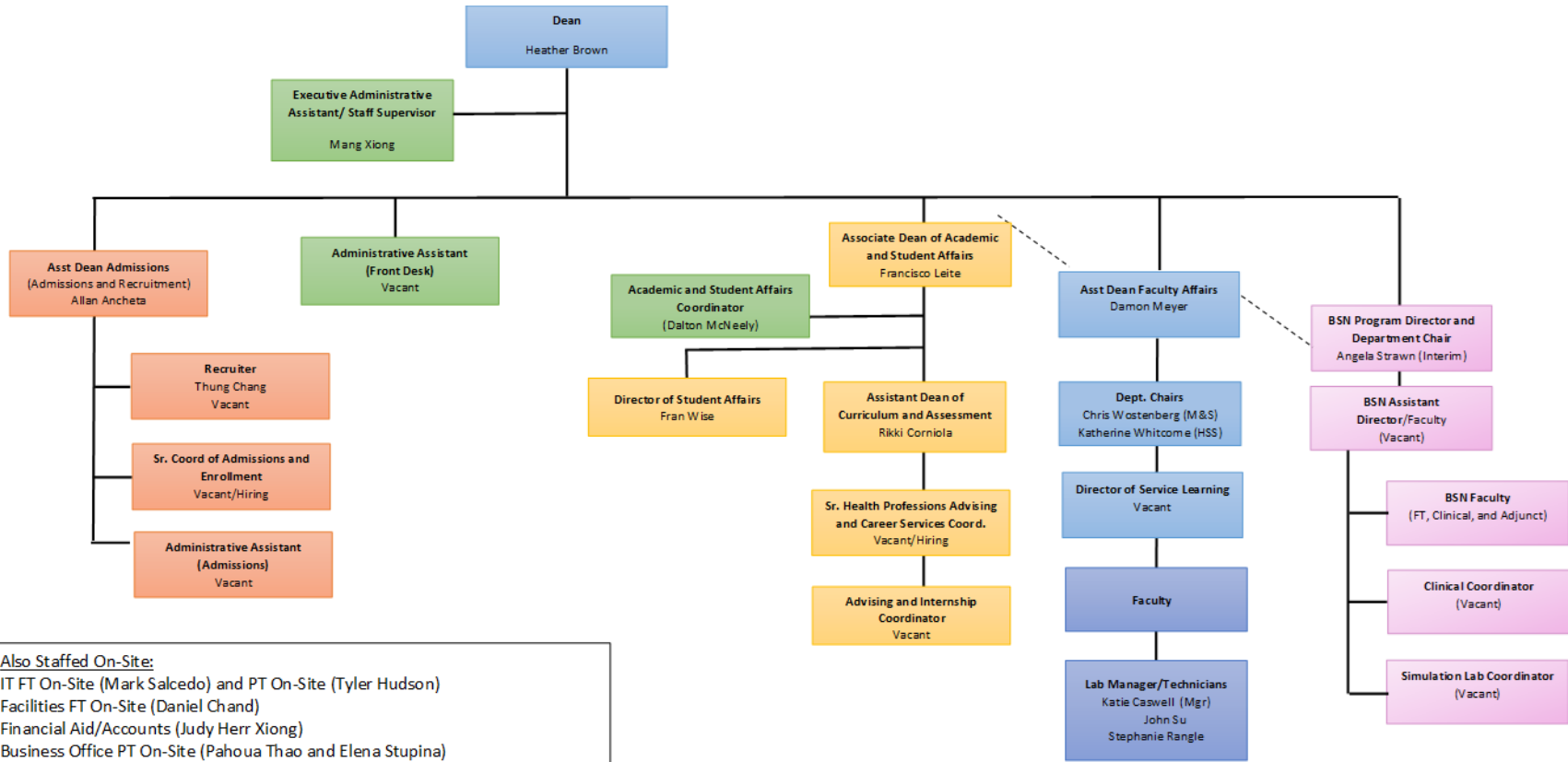
Bureau of Private Postsecondary Education  
2535 Capitol Oaks Drive, Suite 400  
Sacramento, CA 95833  
Toll free number: 888-370-7589

The CNU College of Health Sciences is actively working on earning full approval through state and professional approval bodies to launch the Bachelor of Science in Nursing (BSN) Program. The CNUCHS BSN Program has been granted approval from the regional accrediting body, WSCUC, and is currently working through the approval process with the Board of Registered Nursing (BRN). Section to be updated through the approval process.

- WSCUC **BSN Sub-change Approved**– 08/29/2023
- Feasibility Study **Accepted by the NEC** for the BRN – 08/31/2023
- Feasibility Study **Approved by BRN Education Licensing Committee** 10/05/2023
- Feasibility Study **Approved by the Full BRN** 11/15/2023
- Self Study **Accepted by the NEC** 02/29/2024
- **Site Visit Completed** by the NEC 03/06/2024
- Self Study **Accepted by the BRN Education Licensing Committee** 04/18/2024
- Self Study **Accepted by the Full BRN** 05/23/2024
- BSN addition to CNU acknowledged by BPPE 07/30/2024

Questions and concerns regarding accreditation status may be addressed to the BRN (1747 North Market Boulevard, Suite 150, Sacramento, CA 95834; Phone: 916-322-3350, email: [NEC.BRN@dca.ca.gov](mailto:NEC.BRN@dca.ca.gov) )

# CHS ORGANIZATIONAL CHART – 2024-2025



Also Staffed On-Site:  
 IT FT On-Site (Mark Salcedo) and PT On-Site (Tyler Hudson)  
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 Financial Aid/Accounts (Judy Herr Xiong)  
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 Registrar PT On-Site (Jennifer Bailey)  
 Library Services FT On-Site (Sadie Davenport)

## List of Acronyms

AP	Advanced Placement
BCPM	Biology, Chemistry, Physics and Math courses
BPPE	Bureau of Private Postsecondary Education
BRN	Board of Registered Nursing
BSHS	Bachelor of Science in Health Sciences
BSN	Bachelor of Science in Nursing
CDM	College of Dental Medicine
CHS	College of Health Sciences
CHSPE	California High School Proficiency Examination certificate
CNU	California Northstate University
CNUCHS	California Northstate University College of Health Sciences
COM	College of Medicine (CNU)
COP	College of Pharmacy (CNU)
COPsy	College of Psychology (CNU)
GED	General Education Development certificate
GPA	Grade Point Average
HS	High School
IB	International Baccalaureate
IELTS	International English Language Testing System
LCME	Liaison Commission on Medical Education
LMS	Learning Management System
LPN	Licensed Practical Nurse
LVN	Licensed Vocational Nurse (title used for LPN in California and Texas)
PHP	Pre-Health Professions Pathway
PHPB	Pre-Health Post-Baccalaureate coursework
RN	Registered Nurse
TEAS	Test of Essential Academic Skills
TOEFL	Test of English as a Foreign Language
WASC	Western Association of Schools and Colleges
WSCUC	WASC Senior College and University Commission

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## About the Student Handbook

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The CHS Student Handbook is more than a policy manual. It is meant to be a comprehensive resource for students during their academic journey at CHS. In addition to university and college policies, the student handbook covers general standards of conduct that guide us to collaboratively work alongside each other to be able to continuously build a strong, ethical, and just community of learners. In addition, the Handbook includes several topics related to our daily lives on campus and beyond.

The Handbook also defines the institution's expectations for the students' academic, professional, and community lives, which is aligned with CHS' institutional and programmatic learning outcomes. Every CHS student is encouraged and expected to read, understand, and bear with all guidelines, policies, and provisions outlined in the Handbook.

Students enrolled during the 2024-2025 academic year are subject to policies and procedures described in the Handbook. Please be advised that the College, congruent with the University's regulations and all legal provisions, reserves the right to change any provision, offering, requirement, or fee at any time within the student's enrollment period.

The Handbook is not a contract nor an offer to enter into a contract. It is updated on an annual basis, and every effort is made to ensure the accuracy of the information provided in this document at the time of its update. Notwithstanding, all information described herein is subject to change or eliminated at any time without notice or published amendment to this Handbook. For more detailed and updated information, please visit our website at [healthsciences.cnsu.edu](https://healthsciences.cnsu.edu).

## A Message from the Dean

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Welcome to California Northstate University College of Health Sciences (CNUCHS)! We are a dedicated team, passionate about having an impact in the world, and educating the next generation of health care innovators.

CNUCHS is a highly selective undergraduate college that aims to develop students as exemplary contributors to the health care field and the world around them. Our faculty are driven to effect positive change in health science education while simultaneously benefiting local and global communities. Our College of Health Sciences challenges the best and brightest minds to learn the science and art of medicine, pharmacy, psychology, biotechnology, nursing, and much more through innovation, engagement, and holistic educational experiences.

Our approach to education is unique. To meet the needs of our students and the communities they will ultimately serve, we have developed an innovative approach to health science education that transcends disciplinary boundaries, encourages students to take control of their learning, and emphasizes student-centered design and independence. We actively involve students in our own research and scholarly projects to encourage their engagement in professional life, and to foster the creativity they will need to become innovators in their professions. Our students leave CNUCHS with a firm understanding of healthcare delivery systems: from the nuances of human needs, to the mathematics and science underlying state-of-the-art health technologies.

Through meaningful partnerships with regional community, education, and healthcare leaders, as well as CNU College of Medicine, College of Pharmacy, College of Dental Medicine, College of Psychology, and College of Graduate Studies, our students receive exceptional training and development as leaders. We continually develop transformative educational experiences with collaborators around the nation and the globe to ensure our students possess the requisite knowledge and skills to succeed anywhere.

I invite you to follow our growth and innovation in the health sciences through our student run online newspaper: [www.chssideline.com](http://www.chssideline.com) or through social media:



Feel free to reach out with any questions: [heather.brown@cnsu.edu](mailto:heather.brown@cnsu.edu)

Hope to see you around the halls!

A handwritten signature in black ink, appearing to read 'H.M. Brown', with a long horizontal flourish extending to the right.

Heather M. Brown, Ph.D.  
Dean, College of Health Sciences



# Part 1

## General Information

### Student Handbook

Academic Year 2024-2025

## **I. HISTORY OF THE UNIVERSITY AND THE COLLEGE OF HEALTH SCIENCES**

California Northstate University (CNU) is a novel institution dedicated to educating, developing, and training individuals to provide competent, patient-centered care. The University was developed after the successful launch of the College of Pharmacy. The founders of the College of Pharmacy built a progressive program that includes active learning, direct patient experiences, and research.

As a result of several recent publications and studies that indicated the need for an increase in the number of primary care physicians trained in California, senior operations staff at the College of Pharmacy began discussions for a new medical school in the greater Sacramento area early in the spring of 2010. With recent federal health care initiatives in combination with the needs of the aging baby-boomer population, primary care physicians are seeing ever-increasing patient loads. It was also recognized that as a result of the financial crisis facing California, the State has been unable to increase the number of medical students trained within the State. CNU College of Medicine (CNUCOM) will directly help the primary care physician shortage in California.

It is the goal of the University to create life-long learners who are trained to serve the community as leaders in health care science, education, and research. With this goal in mind, senior University officials have developed a strategic plan that addresses education, partnership, and scholarship.

Much of the preliminary design of the structure of the College of Medicine and its curriculum was in place by June/July 2011. As part of this process, community leaders in medicine within the Sacramento Valley were engaged in a series of meetings to plan the outlines and address the key issues to be covered within the medical school curriculum. This core group established broad outlines of the curriculum and structure of the College of Medicine and also served as members of the Institutional Self-Study Task Force. They were visionaries who demanded that this new school stress areas of training frequently ignored or understated by many medical schools. Many members brought 20-30 years of experience in direct medical practice in the highly competitive Sacramento region to provide insight on how to best train future physicians. They noted that our nation is poised to institute new schemes for providing universal health care to its citizens, and at the same time, provide care that is high quality, cost-effective, and evidence based.

Given disparities in access to healthcare services in the U.S. and the entry of more patients into the healthcare system with the Affordable Care Act, there is a widely recognized need for more healthcare workers and biomedical professionals. Likewise, strong local demand for undergraduate education in the health sciences by California high school graduates necessitates the creation of additional programs in this area. These factors have combined to support the creation of a third college at CNU that will educate students qualified for admission to post-baccalaureate schools seeking to pursue health sciences careers. Thus, the creation of the College of Health Sciences' Bachelor of Science degree programs aligns with CNU's mission, purpose and strategic intent, "To advance the science and art of healthcare."

## II. COLLEGE OF HEALTH SCIENCES PERSONNEL

### Administration

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**Heather Brown, PhD**

Dean of College of Health Sciences

**Rikki Corniola, PhD**

Assistant Dean of Curriculum and Assessment

Associate Professor of Biomedical Sciences

**Damon Meyer, PhD**

Associate Professor of Molecular Genetics

Assistant Dean of Faculty Affairs and Pedagogy

**Alan Ancheta, PhD**

Assistant Dean of Admissions

### STAFF (Alphabetical Order – Last Name)

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**Katie Caswell**

Laboratory Manager

**John Su**

Lab. Technician & Science Outreach Coordinator

**Tiffany Ferguson**

Senior coordinator for Admissions & Enrollment

**Elena Stupina**

Financial Aid Administrator

**Dalton McNeely**

Academic Affairs and Student Life Coordinator

**Frances Wise, PhD, MA**

Director of Student Affairs

**Robyn Nelson, PhD, MS, RN, PHN**

Nursing Department Chair & Program Director

**Mang Xiong**

Executive Assistant to the Dean

**Stephanie Rangel**

Laboratory technician, chemistry

---

## FACULTY (Alphabetical Order - Last Name)

---

<b>Reem Al Olabi, PhD</b> Assistant Professor of Biology and Biotechnology	<b>Emily Mills Ko, PhD</b> Assist. Prof. of Biotechnology & Neurology
<b>Faik Bouhrik, MS</b> Lecturer of Physics	<b>Marguerite Phillips, MA</b> Lecturer of Comm., Leadership & Stud Success
<b>Jill Dahlman, PhD</b> Assistant Professor of English	<b>Gloria Poveda, MA, PhD</b> Assistant Professor of Service-Learning
<b>Rosemary Effiong, PhD</b> Associate Professor of Chemistry	<b>Mehul Rangwala, MBA</b> Adjunct Faculty, Economics
<b>Erin Freed, PhD</b> Assistant Professor of Psychology & Sociology	<b>Ravi Ranjan, PhD</b> Assistant Professor of Anatomy and Physiology
<b>Machelle Gavron, MS</b> Lecturer of Chemistry	<b>Elizabeth Ryder-Baxmeyer, MA, MFA</b> Lecturer of English and Music
<b>Parisa Jazbi, PhD</b> Assistant Professor of Microbiology	<b>Nicholas Valley, PhD</b> Associate Professor of Chemistry
<b>Peter Katz, PhD</b> Assistant Professor of Humanities	<b>Katherine Whitcome, PhD</b> Associate Professor of Biological Anthropology Department Chair for Humanities and Social Sciences
<b>Kristopher (Kit) Keane, PhD</b> Assistant Professor of Physiology	<b>Frances Wise, MA, PhD</b> Director of Student Affairs Faculty for Student Success
<b>Tereza Kramer, PhD</b> Assistant Professor of Service Learning	<b>Christopher Wostenberg, PhD</b> Associate Professor of Chemistry Department Chair for Math and Science
<b>Elizabeth Lozano, MS, PhD</b> Lecturer of Psychology and Sociology	



### III. MISSION, VISION, AND VALUES

**MISSION STATEMENT:** To advance the science and art of healthcare through education, service, research, personal wellness, and social accountability.

**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 healthcare career. Quality education for students pursuing careers in healthcare professions begins with rigorous study of core sciences. The program of education must further empower students to apply quantitative methods and critical thinking. 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.

### IV. 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.

### V. ACADEMIC OFFERINGS

CNUCHS currently offers two degree granting programs: a Bachelor of Sciences in Health Sciences (BSHS) with four different concentrations, and a Bachelor of Sciences in Nursing (BSN). The BSHS degree program offers a Pathway (Pre-Health Professions Pathway – PHP) for highly qualified students, while the BSN degree program offers two additional admissions options, besides the standard admission route: the Military to BSN and the LVN/LPN options.

In addition, CNUCHS offers a Post Baccalaureate curriculum (Pre-Health Post-Baccalaureate – PHPB) for people wishing to pursue graduate studies in the health professions. The PHPB curriculum is not a program and does not grant a degree or a certificate.

For detailed information on admissions criteria for each degree program and the PHPB curriculum, please consult the Academic Catalog.

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**BACHELOR OF SCIENCE IN  
HEALTH SCIENCES  
(BSHS):**

You can complete the BSHS within 3 or 4 years, with four different concentrations or without a concentration:

- a) Human Biology – a solid foundation designed to meet the entrance requirements for most health and biological professions programs.
  - b) Biopsychology – also a solid foundation to admission in most health and biological professions programs with the addition of a suite of human psychology courses for those who are more interested in the area of human behavior.
  - c) Health Sciences Administration – tailored to those who wish to work in the administrative side of health care delivery, including a solid basis on human biology.
  - d) Biotechnology – This concentration is appropriate for students interested in the latest advances in technologies that contribute to understanding the molecular nature of living organisms. Coursework is designed to support content expertise and hands-on lab skills development in areas necessary for the biotechnology industry. Key courses including Advanced Cell and Molecular Biology, Bioinformatics, and Ethical Concerns in Biotechnology are just some of the options students choose from. Students that choose this concentration are prepared to pursue careers in the biotechnology industries, academic research laboratories, postgraduate work in molecular biology or biochemistry, or professional health programs.
- 

**BACHELOR OF SCIENCE IN  
NURSING (BSN)**

The Bachelor of Science in Nursing (BSN) is a 3-year program for prelicensure nursing education which results in a Bachelor of Science Degree in Nursing. The CNUCHS BSN program offers three additional admission pathways:

- a) Military Personnel: CNUCHS offers persons with applicable military education and experience who wish to become a Registered Nurse an option to have credit evaluated and applied toward completion of prelicensure nursing education, that includes the use of challenge examinations.
  - b) LVN to BSN Option: CNUCHS provides applicants with a qualified LPN/LVN license an opportunity to earn up to 7 credits in the BSN program through proficiency testing.
  - c) LPNs/LVN 30-Unit Option: CNUCHS provides applicants with a qualified LPN/LVN license an opportunity for an LPN/-LVN 30-unit Non-degree option.
- 

**PRE-HEALTH POST-  
BACCALAUREATE  
COURSEWORK (PHPB):**

The PHPB coursework is geared towards students who have already earned a baccalaureate degree. It comprises a minimum of 27 and a maximum of 46 credits in advanced undergraduate coursework in the health sciences field. PHPB also offers prerequisite courses for those students who are changing careers and need to complete prerequisite courses to apply for the professional school of their choice. PHPB course plans provide a comprehensive educational experience that includes, besides the advanced coursework, test preparation for medical and dental schools.

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## VI. UNDERSTANDING OUR EDUCATIONAL EXPECTATIONS

As a CNU student, we expect you to be continuously engaged and deeply committed to:

- Developing **critical thinking** skills, represented by the capacity to exercise reasoned judgment to assess technical information; analyze, evaluate, and infer consequences in order to prepare yourself to make well-informed decisions using evidence-based approaches to solve problems.
- Advancing your **oral and written communication** abilities to write coherent, supported, and logically-structured prose as well as listening and speaking effectively in formal communication with proper etiquette.
- Developing a high level of **information literacy** as a way to identify and search relevant libraries of information and databases and be able to synthesize information from primary and secondary sources using appropriate reference citations.
- Improving your **quantitative reasoning** capabilities translated into the ability to use mathematics and statistics to make decisions and solve problems.
- Using **professionalism** in your daily actions, abiding by all accepted ethical and moral principles in your interactions with others, which includes but is not limited to respect, empathy, diplomacy, and cultural sensitivity.

In addition, CHS expects BSHS students to successfully achieve the following **Program Learning Outcomes (PLOs)**:

- Demonstrate **knowledge of the core sciences and mathematics**, necessary to successfully understand and become a competent health science professional.
- Demonstrate an understanding of how the **arts and humanities** enhance health, well-being, and healthcare practice and delivery.
- Demonstrate **critical and systemic thinking** essential to the field of healthcare.
- Demonstrate the capacity to **professionally interact** with others in all contexts and circumstances, including when dealing with conflict situations.
- Act with **social accountability** and demonstrate a commitment to **community service**.

BSN students are expected to successfully achieve the following Program Learning Outcomes (PLOs):

- **PLO 1: Knowledge of Nursing Practice.** Apply foundational knowledge from the natural, behavioral, and social sciences to inform critical thinking and clinical reasoning within the discipline and practice of nursing.
- **PLO 2: Person-centered Care.** Demonstrate person-centered care that is ethically-driven, and considers justice, equity, diversity, and inclusivity of individuals, families, and populations, especially the underserved.
- **PLO 3: Population Health.** Integrate knowledge of health promotion, health prevention, health policy, and population health that applies advocacy strategies, collaborative activities, and healthcare to aggregate populations.
- **PLO 4: Scholarship for Nursing Practice/Discipline.** Analyze and apply knowledge from nursing research and evidence-based practice to improve patient outcomes.
- **PLO 5: Quality and Safety.** Apply knowledge of healthcare systems and principles of quality improvement to promote safety, optimize care, and reduce costs.

- **PLO 6: Interprofessional Partnerships.** Engage with the healthcare team across professions in activities to improve quality of care and patient outcomes.
- **PLO 7: Informatics and Healthcare Technologies.** Apply healthcare technology, information literacy, and knowledge of healthcare systems to improve patient and healthcare outcomes.
- **PLO 8: Personal, Professional, and Leadership Development.** Integrate personal, professional, and leadership development activities to foster reflection and promote accountability, life-long learning, resilience, and professional identity formation.

Besides the above expectations, each individual course has its own Course Learning Outcomes (CLOs), which are included in all course syllabuses.

## VII. BACHELOR OF SCIENCE IN HEALTH SCIENCES (BSHS) DEGREE

The Bachelor of Science in Health Sciences (BSHS) is one of two degrees CNUCHS currently offers. A first-time college student can earn the BSHS degree in three or four years with four different concentrations, or without a concentration. PHP pathways students follow the same four- or three-year curriculum plan since they must graduate from CHS with the BSHS degree. During the admissions process, CNUCHS may offer highly qualified students who want to pursue professional careers in health sciences with CNU professional and graduate schools, admission into the Pre-Health Professions Pathway (PHP).

The PHP is not a separate program. It is a structured roadmap within the BSHS degree program that is offered based on certain admissions benchmarks. Students who are offered admission into the PHP must comply with very strict progression benchmarks to earn an interview at CNU graduate or professional schools of their choice.

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

**Cognitive Ability and Intellectual Depth** is best achieved by thoughtful study of the relevant body of knowledge under the guidance of an instructor who is an expert in the field and is well prepared to mentor students. Learning is known to emerge reliably from the interplay of thoughtful reading, attendance of inspiring lectures, case studies and practice problems, classroom discussion, laboratory experiments, and assessment. Ultimately, every student must commit to personal engagement in the learning process using methods that work best for the individual. 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. 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.

**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

a diverse poll of patients or medical consumers. 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, 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 the territory of being a health science professional. People need to live in healthy communities in order to sustain their own 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.

## 1. PROGRESSION AND DEGREE REQUIREMENTS FOR THE BSHS DEGREE

Once admitted into the Bachelor of Science of Health Sciences program, the student needs to meet certain criteria each semester and each academic year to successfully progress towards the degree. It is critically important that the student takes the responsibility to monitor their progress towards the degree to avoid surprises and to keep on top of their academic performance. **Box 1** offers a simple, frequently asked questions format to provide information as a starting point. Additional and more detailed information can be found in the school catalog or directly with our academic advisors.

### Box 1. Progression Requirements Towards the BSHS Degree

- 1) *Is there a time limit for me to complete the program and earn my BSHS degree?*  
The program is designed to be completed in **three or four years** for first-time college students without transferring college credits. Worst case scenario, you must complete all degree requirements within **six academic years** from the date of the first day you began the program.
- 2) *If I take a leave of absence, does it count towards the maximum of six academic years for me to complete my BSHS degree?*  
All leave of absence periods are included in the maximum time frame allowed to complete the program (6 years). Taking a leave of absence of one year, for example, does NOT extend the maximum the maximum time frame for you to complete the program to 7 years.
- 3) *Is there a limit on the number of credits I can take while pursuing my BSHS degree?*  
You can take up to 20 credits per semester but may not exceed 188 total credit hours taken at CNUCHS.
- 4) *How about my grades?*  
You must pass all courses required toward degree conferral with a **minimum letter grade of C**.
- 5) *What happens if I get a letter grade of D, F, W, or WF in a required course?*

You are expected to repeat the course in which you have earned a letter grade of D or F the next time it is offered and seats are available. There are certain courses (all courses with ID BIOL, CHEM, MATH, NURS, and PHYS) that cannot be taken outside of CNUCHS in case you have to re-take them.

6) *What if I earn a grade of Incomplete (I)?*

If the course in which the Incomplete was earned is prerequisite to a course in the next term you may not be able to enroll in the next course, which can delay your program completion. Moreover, be aware that you have to remove the "I" grade within **21 days after the day final grades are entered**. Please refer to our

7) *What is the GPA requirement?*

You must maintain a minimum **GPA of 2.0 every term to avoid being placed on academic warning, academic probation** or been dismissed from CNUCHS on academic grounds.

All of the following requirements must be met in order to be awarded a diploma of Bachelor of Science in Health Sciences from California Northstate University:

1. A **minimum of 120 credit hours**. A maximum of 60 credit hour units from officially transmitted AP/IB courses and/or officially transferred from another institution of higher education with a grade point average 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 C-, D or F are not counted toward the degree requirement for graduation.
2. 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 CNUCHS.
3. Satisfaction of the General Education course requirements common to all concentrations (please refer to the University Catalog for the GE requirements).
4. Students who complete all the recommended courses specific to a health science concentration area curriculum, such as Human Biology, Biopsychology, Biotechnology, 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, Biotechnology, or Health Science Administration)." Students who do not complete all of 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.
5. At least two years of study equivalent to four semesters, or **60 credit hours of course work must be completed** at California Northstate University College of Health Sciences.
6. Students are expected to **complete** the Bachelor of Science in Health Sciences degree **no later than six years**, after the date of admission to the program.

### Progression Requirements for the PHP Pathway

Our PHP pathway offer first-time college students and transfer students a route to earn priority interviews with our CNU professional programs in Dental Medicine (DMD), Medicine (MD), Pharmacy (PharmD), Psychology (PsyD), Master in Pharmaceutical Sciences (MPS) and Masters in Healthcare

Administration (MHA) when completing their Bachelor Degree in Health Sciences at CNUCHS, *if certain specific criteria are met*. **PHP does not imply guaranteed admission in any CNU professional or graduate school.** By working closely with CHS academic advisors, students are able to successfully complete all of the required criteria and academic course prerequisites while at CNUCHS. PHP pathway lead to the Bachelor of Science in Health Sciences (BSHS) degree and as such follow all the progression and graduation requirements outlined above. In addition, PHP students must comply with the progression requirements outlined in table 1 below.

**Table 1. Minimum Progression Criteria for PHP Students – Academic Year 2024-2025**

	DMD	MD	PharmD	PsyD	MPS	MHA
CHS cumulative GPA	3.3	3.5	3.0	3.2	3.0	2.5
CHS BCP GPA	3.1	N/A	N/A	N/A	N/A	N/A
DAT / MCAT / GMAT/GRE <sup>(1)</sup>	19	510	N/A	N/A	N/A	500/320
Prof. Activity per year <sup>(2)</sup>	1	1	1	1	n/a	n/a
Submit verified application	ADEA	AMCAS	PharmCAS	PSYCAS	PharmGrad	HAMPCAS
Supplemental Application	Reqd.	Reqd.	Reqd.	Reqd.	Reqd.	Reqd.
Annual Workshops <sup>(3)</sup>	Reqd.	Reqd.	Reqd.	Reqd.	Reqd.	Reqd.

<sup>(1)</sup> DAT for Dental; MCAT for Medical; GMAT/GRE for MHA

<sup>(2)</sup> Annual professional activity in the respective College (Dental Medicine, Medicine, Pharmacy, or Psychology).

<sup>(3)</sup> Participation in all annual pathway preparation workshops while attending CNUCHS.

**Important:**

- 1) Interviews are conducted by the respective professional school. CHS does not participate in the interview processes and/or admissions decisions.
  - 2) The latest MCAT accepted by CNUCOM for the Fall 2025 progression will be January 2025.
  - 3) All students must be in good academic and conduct standing each semester at CNUCHS.
  - 4) Students must maintain full-time enrollment status (12 units) each semester at CNUCHS.
- Please refer to the school catalog for detailed information.

***All students planning to gain admission to a CNU professional or graduate school must pass the professional or graduate school interview. CNUCHS offers several interview preparation opportunities throughout the academic year through the Office of Student Affairs.***

**VIII. BACHELOR OF SCIENCE IN NURSING (BSN) DEGREE**

CNUCHS’s Bachelor of Science in Nursing is a three-year, year-round entry program (Summer, Fall, and Spring entry) with a curriculum that incorporates a solid foundation in natural, behavioral, social, and nursing sciences. CHS’s general education coursework provides a solid basis for the Bachelor of Science in Nursing (BSN) major requirements. All BSN graduates from CHS must complete the service-learning curriculum and a capstone project. The Program Learning Outcomes (PLOs) are designed to align to the AACN Essentials: Core Competencies for Professional Nursing Education (2021); the Quality and Safety in Nursing Education (QSEN) competencies; and the American Nurses Association (ANA) Scope and Standards of Practice (2021). The BSN curriculum is aligned with the Board of Registered Nursing (BRN) requirements for required content for licensure. CNUCHS BSN is approved by the California Board of

Registered Nursing (BRN) and as such, the curriculum complies with all required content areas. The curriculum comprises of 127 semester-credits, 21 clinical credits, and 1,008 clinical hours. Learning and instructional outcomes are focused on delivering safe, therapeutic, effective, patient-centered care; practicing evidence-based practice; working as part of interdisciplinary teams; focusing on quality improvement; and using information technology. Instructional content includes, but is not limited to, the following: critical thinking, personal hygiene, patient protection and safety, pain management, human sexuality, client abuse, cultural diversity, nutrition (including therapeutic aspects), pharmacology, patient advocacy, legal, social, and ethical aspects of nursing, and nursing leadership and management.

## **1. PROGRESSION AND GRADUATION REQUIREMENTS FOR THE BSN**

### **Technical Standards for Admission and Progression**

The Bachelor of Science Nursing degree adheres to these regulations and has the following technical standards for admission and progression:

CNUCHS values inclusivity. We celebrate the diversity of embodiments and acknowledge the adaptations that we all implement to navigate our world in different ways. To that end, we encourage potential applicants and students who identify as having a disability to see the following technical standards as examples of how to navigate the physicality of nursing.

In the process of learning to ensure the best possible patient care, BSN students will engage in a range of diverse and complex practices specific to the various constituencies and settings that nurses serve. While students may aim to practice in a particular subset of nursing, they will learn and demonstrate competence across the full curriculum. The examples offered do not encompass the entirety of what students may be required to perform. To uphold the ethical commitments of nursing, and CNU's commitment to patient care, students will need to the following capabilities or their equivalent:

### **Behavioral and Emotional/Social Standards**

Applicants and BSN students must be able to engage with patients in stressful situations in complex, heightened environments. They will need to:

- utilize appropriate and competent judgement in clinical decision-making.
- demonstrate behavior appropriate to their specific situations.
- cope with stress in healthy ways within their support systems.
- establish responsive, professional, and effective relationships with patients even and especially under stressful conditions.
- respect differences in ethnicity, social and economic positions, cultural practices, religious and political preferences, gender and sexuality, and physical and cognitive abilities.

### **Interpersonal Communication Standards**

Applicants and BSN students must be able to interact with patients, colleagues and other professionals in the care team, and navigate those various relationships. This includes clear articulation of their own ideas, feelings, and boundaries, and engaged understanding of others' ideas, feelings, and boundaries in the context of patient-centered care. They will need to be able to:

- maintain healthy and mature relationships with patients, other students, faculty, staff, and all other professionals in a team.



- communicate effectively through speaking and writing, using appropriate technologies as necessary.
- convey and exchange information clearly and efficiently (example: taking patient health history; explanation of treatment to patients; communicating between healthcare professionals).
- receive critique and feedback respectfully and integrate it appropriately into their practice.

### **Observation Standards**

Applicants and BSN students must be able to assess and evaluate patient responses and perform care interventions safely and accurately using a variety of instruments. Using reasonable adaptations as necessary, students will need the following acuity:

- Sufficient use of **visual, auditory, and olfactory** senses in combination to perform their duties (examples: perform a physical examination; note patient distress; attend to visual or auditory alerts from instruments).
- Ability to perform physical inspections using instruments as necessary (examples: palpation, auscultation, percussion).

### **Motor/Physical Standards**

Applicants and BSN students must be able to manipulate a variety of instruments, aid patients in movement, and navigate busy environments. They will need to:

- navigate clinical settings and environments.
- continue to provide care in physically strenuous situations (examples: aiding in an operating room; assisting in labor and delivery; moving patients' bodies).
- achieve competence in gross and fine-motor abilities to provide therapeutic nursing interventions according to safety standards (examples: placing a catheter; drawing blood; moving a patient on/to a bed; administering medication).

### **Progression Criteria and Graduation Requirements**

1. BSN students must maintain a cumulative GPA of at least 2.7 per semester/term for satisfactory academic progression.
2. BSN students must successfully complete all clinical and pre-professional practice requirements before moving into clinical classes/activities, such as background checks, drug screenings, immunizations, and any other tests or required activities mandated by laws and regulations, as well as by the college.
3. If a BSN student takes a Leave of Absence longer than one semester starting in Term 6 in the program or later, the student will need to demonstrate retention of clinical skills by assessment with faculty before being allowed to re-enroll.
4. BSN students must comply with all clinical course requirements and protocols as indicated in the course syllabus and college policies.
5. Clinical course evaluation is based on a pass/no pass basis. The clinical course must be initially taken concurrently with its lecture companion course.
6. Behavior that jeopardizes patient safety is grounds for immediate removal from clinical environments and/or dismissal from the program. A student dismissed from a clinical placement for

unsafe practice will not be eligible for readmission to the program until the review and appeal process has been completed.

7. A student who receives an Early Academic Alert notice must comply with all provisions indicated in the academic recovery agreement.
8. A student who fails more than one NURS-coded course will be dismissed from the program.
9. Students who withdraw from a NURS-coded course due to pending failure will be marked WF (CHS 3106 Grading Convention Policy) and their grade will be considered as one of the two failures before final dismissal from the program. Re-entry, if allowed, will depend on seat availability. Progression in the program will be contingent upon successful completion of the course in which the WF grade was received.

The diploma of Bachelor of Science in Nursing will be awarded to a student who has met all the following graduation requirements:

1. A minimum of 127 semester credit hours. A minimum of 89 credit hours must be taken in residence at CNUCHS as defined below. Credit hours from courses with a grade of D, F, NP, AU, W or WF are not counted toward the degree requirements for graduation.
2. Must have completed all related natural science prerequisite coursework. Anatomy, physiology, and microbiology courses must be completed with a laboratory component.
3. Must have completed 6 credit hours in communication skills and 4 credit hours in service-learning coursework.
4. All service-learning, nursing-specific courses (NURS), and upper division BSN degree required courses must be completed at CNUCHS.
5. An overall cumulative grade point average of 2.7 or higher as calculated by the average of all course credit units and grade points for courses taken at CNUCHS.
6. Have completed the required clinical hours, as defined by the Board of Registered Nursing (BRN), while at CNUCHS in the five following areas: geriatrics, medical-surgical, mental health/psychiatric nursing, obstetrics, and pediatrics.
7. Students must have taken at least one hour of implicit bias training.
8. Students must complete all requirements of the BSN curriculum plan.
9. Four weeks prior to the established graduation date, CNU will provide the BRN with a roster of student names expected to complete coursework. The student will be eligible to take the National Council Licensure Examination (NCLEX) after the date the student successfully completes the required coursework.
10. Students must comply with all nursing technical standards as defined by the BRN.
11. Must complete all CNU clearance and exit requirements.

## IX. PRE-HEALTH POST-BACCALAUREATE COURSEWORK (PHPB)

The Pre-Health Post-Baccalaureate (PHPB) coursework is designed to those who needs to complete coursework prerequisites and enhance their academic credentials and application portfolio aiming for a professional degree in the health professions. It is a comprehensive one or two year educational experience offered in our collaborative and supportive environment with significant career development counseling as well as intercultural awareness and communication.

Students will complete a minimum of 27 and a maximum of 46 credit hours of advanced undergraduate coursework in the biological, chemical, physical and social sciences over the course of one or two years. Students can also enroll in elective courses to engage in a community learning project or serve as a standardized patient in role-play mode with medical and pharmacy students as supervised by medical school faculty. Students who do not meet the admissions requirements for the PHPB or who wish to improve their GPA by taking individual courses, may enroll in our undergraduate program as non-degree seeking students.

In order to be eligible for admission to the PHPB coursework, students **must have earned a bachelor's degree** from a U.S. regionally accredited institution or a non-U.S. equivalent institution (foreign credentials evaluation is required) before registering in the coursework. It is designed for students who have already completed a bachelor's degree and are interested in dental, medical, pharmacy, psychology school, or other healthcare-related programs.

CNUCHS may offer PHPB students' admission into two different pathways, based on certain benchmarks at admissions (please refer to the school catalog): the Full PHPB pathway and the Limited PHPB pathway. The Full PHPB Pathway allows for the student to earn an interview with CNU Colleges of Medicine, Dental Medicine, Psychology, Pharmacy, and Graduate Studies, if all progression benchmarks are met. The Limited PHPB Pathway allows for the student to earn an interview with CNU Colleges of Pharmacy and Graduate Studies, if all progression benchmarks are met. For detailed information, please consult the school catalog.

### 1. PROGRESSION REQUIREMENTS FOR THE PHPB AND PHPB PATHWAYS

PHPB students offered the Full- or Limited-PHPB pathways must comply with all specific benchmarks outlined below to earn an interview with CNU professional and graduate schools, and summarized in Table 2:

- Comply with all progression requirements as outlined in the school catalog for the PHPB Coursework.
- Successfully complete all the prerequisite coursework for the schools of their choice.
- Maintain a cumulative GPA while at CNUCHS according to table 2.
- Maintain full-time enrollment status (12+ credits) each term while at CNUCHS.
- Submit a complete and verified application to the colleges of their choice, using the specific portal for each college (e.g. ADEA – Dental; AMCAS – Medicine; PharmCAS – Pharmacy; PSYCAS – Psychology;

PharmGrad – Master of Pharmaceutical Sciences; HAMPCAS – Master of Healthcare Administration) by the deadline set by each college.

- Submit a completed supplemental application (CDM, COM, COP, and Master of Pharmaceutical Sciences) as required, by the deadline set by each college.
- Reach the minimum scores in the entrance exams as depicted in table 2.
- Satisfy all professional schools technical standards, as published on CNU website.
- Attend all CNUCHS Annual Summer Pathway preparation workshops while attending CNUCHS.
- Participate in at least one professional or academic activity per year with the graduate or professional schools of their choice while at CNUCHS.
- Satisfy all other admission requirements established by the graduate or professional schools of their choice.

**Table 2. Summary of Selected Progression Requirements for PHPB Students**

CNU College	Reqd. CHS GPA	Entrance Exam	Min. Score
CDM (College of Dental Medicine)	3.30	DAT Academic Average	19
		DAT Percetual Ability	19
		CASPer Exam	N/A
COM (College of Medicine)	3.50	MCAT	510
COP (College of Pharmacy)	3.00	N/A	N/A
PSY (College of Psychology)	3.20	N/A	N/A
GRAD (Master of Pharm Sci.)	3.00	N/A	N/A
GRAD (Master of Healthcare Administration)	2.50	GMAT, or	500
		GRE	320

## X. TRANSIENT STUDENTS TAKING EXTRAMURAL COURSES

CHS 3131 Taking Pre-approved Extramural Courses for Academic Remediation and Graduation Policy regulates the transfer of credits for transient students. A degree-seeking student enrolled in the College of Health Sciences is not permitted to take or re-take for-credit courses at another institution (a.k.a. transient student) to be applied toward the CNUCHS degree, unless previously and formally authorized by the Office of Academic and Student Affairs.

CNUCHS does not authorize certain core sciences courses to be taken or re-taken outside of CNUCHS (Extramural). Such courses are the courses with IDs BIOL, CHEM, MATH, NURS, and PHYS. Other courses may be approved to be taken or re-taken outside of CNUCHS, as long as they are previously approved by the Office of Academic and Student Affairs. Such authorization must be granted prior to enrolling in transient coursework.

When applying for extramural course authorization, students must fill in the “Transient Student Credit Approval Request” form, available at the CANVAS Academic and Student Affairs page, and submit it to the Office of Academic and Student Affairs. A course syllabus must be attached to the form. Course catalog description or course outline do not satisfy the requirement. Only courses from a regionally accredited institution will be considered. Please note:

- The approval process for transient coursework by the Office of Academic and Student Affairs may take up to 10 business days, and the decision is final.
- Enrollment status (i.e. full-time/part-time) is determined by CNUCHS credits attempted only.
- CNUCHS adopts the semester-credit system. A quarter-system credit authorized to be transferred as transient coursework will be converted considering 1 quarter-system credit equals to 2/3 of a semester credit.
- Approved transient coursework that satisfies CNUCHS degree requirements may not satisfy professional or graduate school prerequisites and/or licensure requirements. The student bears the responsibility to make sure a transient course is not a limiting factor for applying to professional and graduate schools and/or to meet licensure requirements.

**Note: if a student fails a course, the student is required to re-take the course at CHS the next time the course is offered.**

## XI. IMMUNIZATION AND HEALTH REQUIREMENTS

### IMMUNIZATION 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 immunization by the first day of class. **BSHS students must upload proof of immunizations through myRecordTracker.com (MRT), while BSN students must upload proof of immunizations through ClinicalWallet (CW).** Immunization records **must be submitted in English and have student’s name on the immunization record.** All detailed immunization requirements are available at the CANVAS Academic and Student Affairs page. Table 3 depicts the list of required immunizations all registered students must upload into MRT/CW:

#### Box 2. CNUCHS Immunization Requirements – Academic Year 2024-2025

REQUIRED IMMUNIZATIONS	DOCUMENTATION REQUIREMENTS
<b>Measles, Mumps, and Rubella (MMR)</b>	Documentation of <b>ONE</b> of the following: <ul style="list-style-type: none"> <li>▪ 2 Vaccination dates</li> <li>▪ Positive titer showing immunity (if the titer is negative or equivocal, student must repeat the series AND provide documentation of the 2<sup>nd</sup> titer.</li> </ul>
<b>Varicella (Chickenpox)</b>	Documentation of <b>ONE</b> of the following: <ul style="list-style-type: none"> <li>▪ 2 Vaccination dates</li> <li>▪ Positive titer showing immunity (if the titer is negative or equivocal, student must repeat the series AND provide documentation of the 2<sup>nd</sup> titer.</li> </ul>
<b>Tetanus, Diphtheria, and Pertussis (T-DAP)</b>	Proof of booster from within the past 10 years.

	Upon receiving the booster, set expiration date 10 years from the date of your T-DAP.
<b>Hepatitis B</b>	Proof of all three vaccinations AND Positive Titer showing immunity.
<b>Tuberculosis</b>	Proof of a 2-step TB Skin Test or negative TB QuantiFERON Gold Test (blood test).
<b>Meningococcal</b>	Proof of Meningococcal vaccination.
<b>COVID-19</b>	<ul style="list-style-type: none"> <li>▪ If Pfizer, 2 vaccines dates</li> <li>▪ If Moderna, 2 vaccines dates</li> <li>▪ OR, CNU Waiver for Vaccine Refusal.</li> </ul>

### **HEALTH INSURANCE REQUIREMENTS**

All CNUCHS students are required to maintain health insurance while enrolled at the college and must provide health insurance evidence of coverage. Evidence must be from a current provider or MediCal to include dates of coverage. **Health insurance cards are NOT acceptable.** The expiration date should be the final date of coverage or July 31<sup>st</sup> of the following year, whichever comes first. Students MUST upload their proof of health insurance coverage into MyRecordTracker (MRT) for BSHS or PHPB students and Clinical Wallet (CW) for BSN students, no later than the first day of class. The Office of Student Affairs manages MRT and CW at the college level and is able to help students with any difficulties uploading their health insurance and immunization documentation.

Please note:

**If a student fails to meet the requirement of providing evidence of health insurance coverage by the deadline set by CNU, the student will be automatically enrolled in the CNU Student Health Plan. ONCE ENROLLED, THE ENROLLMENT FEE IS NOT REFUNDABLE.**

To help students meet the health insurance requirement, CNU offers a student health plan through United Healthcare. The policy allows full-time students and their dependents to have continuous health coverage throughout the year. Students who have other current health insurance and have uploaded proof of insurance into My Record Tracker or Clinical Wallet, may opt out of the United Healthcare plan by completing an online waiver at [United Healthcare Student Resources](#) page. Submitting a waiver must be done annually, before the annual deadline, and is only valid for the current academic year. Students who do not submit an approved waiver before the annual deadline will automatically be charged for the yearly insurance premium. There are no refunds or cancellations after the deadline. Please contact CNUCHS Office of Student Affairs if you need more information.

***Failure to comply with all immunization and health insurance requirements will result in losing access to CANVAS and a hold placed on a student's account preventing registration for upcoming terms until the student provides sufficient proof the requirements have been completed.***

## XII. STUDENT WELLNESS

CNUCHS recognizes the importance of ensuring that students adjust to the challenges and demands of academic life. 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 always available to listen and help, whether students need academic, relationship, or other types of resources.

The CNUCHS Office of Student Affairs will assist students to find individual counseling if they have issues and concerns of a personal nature. This office will be able to assist students in determining the type of support or resource that they should access. Besides the students' family's insurance coverage for behavioral health, CNU provides virtual counseling services through [Timelycare.com/cnsu](https://www.timelycare.com/cnsu) or in person counseling at the Community Counseling and Psychological Services at the College of Psychology in Building 2920 on the Rancho Cordova Campus.

The following resources are available in the Greater Sacramento Area:

- Sacramento County Phone (8am-5pm): 961-875-1055
- After hours: 888-881-4881
- Sacramento Suicide Prevention (24 hours): 916-368-3111

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. Students 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 a student shows signs of distress.

### **Medical Emergencies**

For life-threatening emergencies, call 911. For all other emergencies contact the CHS Office of Academic and Student Affairs at (916) 686-8378 or (916) 686-7418.

## 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." Below are some important highlights of FERPA.

- 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 that 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: [FERPA Policy](#).

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

**STUDENT RECORDS: DIRECTORY INFORMATION, DISCLOSURE AND ACCESS**

CNUCHS reserves 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 photographs. These information are considered public information and may be disclosed by the University or College without prior written consent. However, CNUCHS 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 Office 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.

#### **XIV. 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.

#### **XV. ORIENTATION AND REGISTRATION**

**Orientation is mandatory for all new students.** Students unable to attend the scheduled orientation due to illness or emergency must notify the Office of Academic and Student Affairs of the absence. The student is required to complete a make-up orientation as soon as is 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. This includes all required immunizations uploaded into My Record Tracker/ClinicalWallet, the completion of the Title IX Canvas assignments, and any other institutional requirements. New first year students are pre-registered by the college following their curriculum plan. Registration adjustments are conducted during the orientation day. If a student does not have all registration holds cleared, they will have to complete late registration, and the college cannot guarantee seat availability.

All orientation and necessary registration information are available in the "CHS New Student Information" CANVAS page available to all new 2024-2025 students. Registration for continuing students is online through the CAMS Student Portal (except for first year students), according to a registration calendar specific for each term. Registration adjustments for continuing students are possible during the add/drop period (please refer to the 'CHS 3127 Course Add/Drop and Withdrawal Policy'). All critical dates and deadlines are summarized on Part 2 of this Handbook.



# Part 2

## Life on Campus and Beyond



**XVI. CRITICAL CALENDARS AND DEADLINES**

**ACADEMIC CALENDAR 2024-2025**

**SUMMER 2024**

<b>Summer Term: 05/06/2024 – 08/22/2024</b>			
<b>Event</b>	<b>Start Date</b>	<b>End Date</b>	<b>Day</b>
Orientation (New Students)	05/02/2024	05/03/2024	Thursday & Friday
Academic Session Begins	05/06/2024		Monday
Mandatory Student Townhall	05/10/2024		Friday
Course Add/Drop Deadline	05/17/2024		Friday
Course Withdraw Deadline	07/12/2024		Friday
Last Day of Instruction	08/16/2024		Friday
Final Exams	08/19/2024	08/22/2024	Monday – Thursday
Final Grades Due	08/26/2024		Monday
Last Day for Grade Appeal	09/02/2024		Monday

**FALL 2024**

<b>Fall Semester: 09/03/2024 – 12/19/2024</b>			
<b>Event</b>	<b>Start Date</b>	<b>End Date</b>	<b>Day</b>
Orientation (New Students)	08/29/2024	08/30/2024	Thursday & Friday
Academic Session Begins	09/03/2024		Tuesday
Mandatory Student Townhall	09/06/2024		Friday
Course Add/Drop Deadline	09/13/2024		Friday
Course Withdraw Deadline	11/08/2024		Friday
Last Day of Instruction	12/13/2024		Friday
Final Exams	12/16/2024	12/19/2024	Monday - Thursday
Final Grades Due	12/23/2024		Monday
Last Day for Grade Appeal	12/30/2024		Monday

**SPRING 2025**

<b>Spring Semester: 01/08/2025 – 04/24/2025</b>			
<b>Event</b>	<b>Start Date</b>	<b>End Date</b>	<b>Day</b>
Orientation (New Students)	01/06/2025	01/07/2025	Monday & Tuesday
Academic Session Begins	01/08/2025		Wednesday
Mandatory Student Townhall	01/13/2025		Monday
Course Add/Drop Deadline	01/17/2025		Friday
Course Withdraw Deadline	03/14/2025		Friday
Res. Day / Serv-Learn Showcase	04/17/2025		Thursday
Last Day of Instruction	04/18/2025		Friday
Final Exams	04/21/2025	04/24/2025	Monday – Thursday
Final Grades Due	04/28/2025		Monday
Last Day for Grade Appeal	05/05/2025		Monday
Graduation Clearance Day	05/01/2025		Thursday
Graduation Ceremony	05/17/2025		Saturday

**UNIVERSITY HOLIDAYS**

<b>Holiday</b>	<b>Date</b>
Juneteenth	06/19/2024
Independence Day	07/04/2024
Labor Day	09/02/2024
Thanksgiving	11/28 - 11/29/2024

<b>Holiday</b>	<b>Date</b>
Martin Luther King Day	01/20/2025
President’s Day	02/17/2025
Memorial Day	05/26/2025

### ONLINE REGISTRATION CALENDAR – 2024/2025

Student Group	Summer 2024	Fall 2024	Spring 2025
Senior, PMPB and Non-degree Seeker	April 17 to April 19, 2024	August 15 to August 20, 2024	December 16 to December 20, 2024
Junior	April 18 to April 19, 2024	August 17 to August 20, 2024	December 18 to December 20, 2024
Sophomore	April 19, 2024	August 18 to August 20, 2024	December 19 to December 20, 2024
Freshmen*	No online registration	No online registration	No online registration

\*Incoming freshmen will be administratively pre-registered by CHS Academic Advising in conjunction to the Registrar according to the curriculum plans.

### SELECTED CRITICAL DEADLINES FOR STUDENTS – 2024/2025

Critical Event	Summer 2024	Fall 2024	Spring 2025
Course Add and Drop Period	May 6 to 17, 2024	September 3 to 13, 2024	January 08 to 17, 2025
Course Withdraw (last day)	July 12, 2024	November 8, 2024	March 14, 2025
Final Grade Appeal Deadline	September 02, 2024	December 30, 2024	May 05, 2025

*Please note that this calendar is not exhaustive and does not cover all academic, student affairs and financial deadlines. Please consult all sections of this Student Handbook, the College Catalog, and contact our faculty and staff for further information on other deadlines.*

### CLASSIFICATION OF STUDENT STATUS

Classification	Number of Credits
Freshmen	Less than 30
Sophomore	30 to 59 credits completed
Junior	60 to 89 credits completed
Senior	90+ credits completed
Non-degree Seeking	N/A
PHPB	N/A
Transfer	25+ credits completed

## XVII. PROFESSIONALISM AND ETIQUETTE

Professionalism and etiquette are intertwined in our daily lives. *Etiquette* means rules of conduct, accepted behavior, and decorum, guided by courtesy and formalities. We include in this section some of the most common situations we face, but the topics are not “all-inclusive.”

As a CHS student, you are expected to act responsibly (in accordance with the CHS 3801 Academic Integrity and Good Conduct Policy) and you should also expect to be held accountable for your behavior in accordance with the same policy and our Code of Honor. You will find the full policy and the Code of Honor in the next section of this handbook.

Please be advised that inappropriate communication using unprofessional, aggressive, threatening and/or improper language with your colleagues, staff, faculty, and administrators may result in disciplinary action against you and may also compromise your college standing, pathway status, your ability to progress to professional schools and/or graduate from CHS.

### FACULTY AVAILABILITY TO STUDENTS

CHS is proud of fostering an environment that promotes one-to-one engagement between faculty and students. This is, in fact, part of our very identity as a college – a firm commitment to personalized and individualized attention that leads to a better educational experience. Faculty, staff, and administrators of the college make availability to students a priority. For this availability to be both maximized and optimized, we all need to strictly follow some protocols:

1. **Office Hours and Appointments** – Your professors have specifically set aside times for office hours. Such hours are posted on the COURSE SYLLABUS AND OFFICE DOORS. Office hours are dedicated times for you to drop in with questions or concerns. **Please, be strictly observant of your professor’s office hours.** If for some reason you are unable to see your professor during his/her office hours, **OR** if you have a more complex issue to discuss (over 15 minutes), please do not simply show up; **speak with or send your professor an email in advance to schedule an appointment.** If you have an appointment with your professor, **please attend the meeting and be punctual.** If you cannot attend the meeting, please notify your professor immediately. This behavior shows respect for your professor’s and your own time. Need to cancel an appointment? Send an email!



2. **Hallways** – Noise and unnecessary traffic in the hallways can be very distracting to faculty and staff. If you are looking for your professor during office hours and he/she is unavailable for any reason, please do not dawdle in the hallway; wait comfortably seated in the lobby. Let’s be straightforward here: **never loiter in the hallway** if you are waiting for your professor or for any other reason.



3. **Faculty Mailboxes** – If you just need to leave papers for your professors, you can use their mailboxes located at the front desk in **Building 2910**. The front desk assistant will help you leave the papers at the right mailbox. Alternatively, you can leave the paper under the faculty’s office door if the front desk assistant is unavailable. It is recommended you email your professors to let them know you dropped something off in their mailbox.



## **TERMS OF ADDRESS**

It is important to adopt appropriate terms of address when communicating with faculty, staff, and/or administrators. Using a proper term of address is both a professional protocol and a sign of respect. If the faculty, staff, or administrator has a doctorate degree, always use *Doctor* (or *Dr.*) when addressing him or her. Other acceptable terms of address are “*Professor*,” “*Mr./Mrs./Ms.*” Do not use informal terms of address when professionally addressing faculty, staff, and administrators (e.g. “*John*,” “*Hi, Folks*,” “*Hey, Dude*,” etc.). There are certainly times when less formality is appropriate. Learning to identify such circumstances is an art that will serve you well in the university and your professional career.

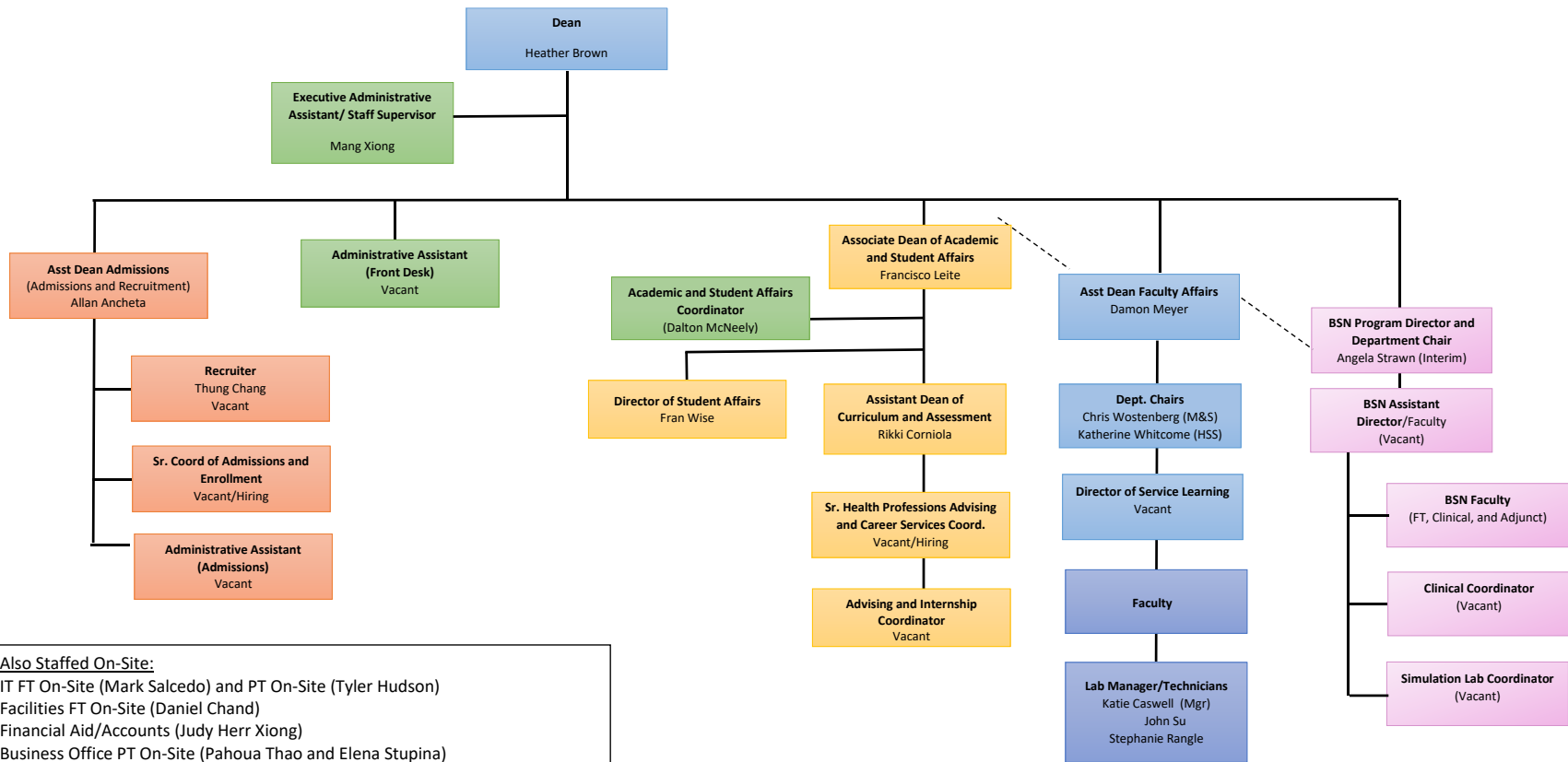
## **LINES OF COMMUNICATION**

Effective lines of communication are essential for the smooth functioning of any organization. These channels serve as pathways through which information flows, connecting individuals to help facilitate problem solving. CHS students are tasked with developing their communication skills inside and outside of the classroom. Whether it is verbal, written, or non-verbal communication, following established clear lines of communication ensures that all communication is conveyed accurately and that everyone involved has a similar understanding. Thus, it is important for all members of the CHS community to follow the lines of communication set up within the College. Please refer to the CHS Organizational Chart (next page) which serves as a blueprint for lines of communication. For any College-related issue that may arise, please start with your professors and/or Faculty Advisors for assistance. Following the lines of effective communication enables swift resolutions to issues and problems that may arise. CHS organizational chart is an indispensable tool for building effective communication skills and reinforces professional etiquette on campus.

## **LETTERS OF RECOMMENDATION**

Letters of Recommendation are required for all applications to healthcare professional schools. Requesting a letter of recommendation from a CHS faculty requires that you build a relationship with your professors long before you even need to make such a request. These relationships must be built with your professors, and especially with your Faculty Advisor. Building relationships with your professors requires that you show sincere interest in their classes, attend their office hours, and conduct yourself in a professional manner. Relationship building requires that you are proactive in arranging to meet with your Faculty Advisor at least 3 times each semester. Relationship building requires that you make the effort to greet your professors and briefly chat with them when encountering them on campus. Keep in mind that requesting a Letter of Recommendation is not a right; it is a privilege. The faculty, after having worked with you as a student and/or advisee, will be happy to provide you with letters of recommendation reflective of their honest perceptions of you. It is expected that you will follow rules that will make this process a pleasant and smooth one for both you and the person providing you with the letter of recommendation. Please follow the tips outlined below when asking for a letter of recommendation:

# CHS ORGANIZATIONAL CHART – 2024-2025



**Also Staffed On-Site:**  
 IT FT On-Site (Mark Salcedo) and PT On-Site (Tyler Hudson)  
 Facilities FT On-Site (Daniel Chand)  
 Financial Aid/Accounts (Judy Herr Xiong)  
 Business Office PT On-Site (Pahoua Thao and Elena Stupina)  
 Registrar PT On-Site (Jennifer Bailey)  
 Library Services FT On-Site (Sadie Davenport)



- **Give the writers enough time** to reflect upon their experiences with you so they can write a considered, valuable recommendation. Do not push. Notify the writers at least 30 to 60 days in advance of when you will need the letter—more time is always better.
- Be courteous, respectful, polite, and humble. It is always **better to ask in-person** and then follow-up with a phone call or by email. Avoid requesting a Letter of Recommendation through email. Asking in-person permits you the opportunity to detail any letter requirements and your own expectations.
- **Provide the faculty with all necessary information** and requirements for each specific letter of recommendation. The more information you provide, including particular interactions you have had with the professor (in class, in lab, on projects, etc.) the better. Also, provide faculty with your personal statement and CV.
- If a professor is unable to write a letter, you thank them and remain polite. **Never demand or plead for a letter.** Doing so is unprofessional and shows you are not ready for graduate education.
- Do not forget to **thank the person who wrote you a recommendation letter.** A nice message, a thank you card, or a quick visit to say, “thank you” makes all the difference. Thank them again after you receive confirmation from the application service that their letter was submitted.

## **E-MAIL ETIQUETTE**

The first basic rule: **always use your CNSU email account** to communicate with faculty, staff, administrators, and classmates on all CHS-related matters. It is also very important that you **check your CNSU email frequently (at least twice a day)**. **Box 4** covers the basic guidelines for you to be professional and formal when communicating through email with faculty, staff, administrators, and colleagues.

### **Box 3. E-mails: What to Do and What Not to Do**

Do	Do Not
Respond to all emails as quickly as possible, preferably within 24 hours, Monday through Friday.	Take more than 48 hours to respond to an email. If you do not have an answer, let the sender know as soon as possible.
Create a clear, concise subject line. It should reflect the main message from the email text. Be focused. Be concise. Be specific.	Write long and/or vague subject lines. (It increases the chances to be filtered by spam detectors).
Make sure you are using the proper form of address (e.g., “Dear Professor Smith,” “Hi Dr. Jones,” “Hello Ms. Anderson”).	Use overly informal greetings when corresponding to faculty, staff, and administrators (e.g., “Yo, John,” “Hey, dude”).
Always use an appropriate closing, such as “Thank you,” “Sincerely,” “Best regards,” “Best wishes,” etc. Be sure to include your name after the closing.	Finish any email without an appropriate closing expression, and avoid informal closings such as “See ya,” “Later,” etc.
Use proper English and proofread the message (for grammar, tone, and meaning) before sending it out.	Use shortcuts to real words, emoticons, jargon, text, or slang.

Take time to develop a considered, suitable message for your email. Demonstrate to the reader that you are composed and respectful, no matter the circumstances.	“Email angry”—give yourself time to reflect on how best to craft an appropriate response that avoids phrases with negative connotations.
Be cautious with the “reply all” button. Copy others only on a need-to-know basis.	Hit the “reply all” button for mass emails: only include necessary recipients to original or response messages.
Keep your messages short and precise. Write directly and to the point.	Write overly long, prosaic emails; they are invitations for not reading.
Reply to all emails that require a response.	Ignore or leave an email without an answer.
Follow conventional writing standards regarding case. Capitalize only what is required, including acronyms.	Use unnecessary CAPITAL LETTERS. They correspond to yelling at your recipients.

### **CLASSROOM AND LABORATORY ETIQUETTE**

There are two important words when thinking about classroom and laboratory etiquette (and beyond): **respect and courtesy**. Respect means showing deference, politeness, and civility to yourself, your professors, laboratory technicians, staff, administrators, visitors and fellow colleagues. Courtesy is expressed in many different ways, from the simple (and important) “good morning,” “good afternoon,” “excuse me,” “please,” “thank you” to more elaborate actions such as giving preference to others when possible, avoiding parallel conversations in classroom and laboratories, lowering voice tone in public areas, etc. There are some basic etiquette protocols to be followed in classrooms, laboratories and beyond:

- Be on time for class and laboratories. It is a sign of respect.
- Do not use your cell phone to navigate in social networks or anything that is not related to the class work. Make sure your cell phone is on mute.
- Use of phones, laptops, and hand-held devices in class is a privilege, and some instructors may not allow them at all.
- Use of phones, laptops, and hand-held devices in the laboratory is prohibited.
- Do not engage in side conversations while in classroom or the laboratory. If it is absolutely necessary, keep it short and use the lowest possible voice tone. Be courteous; do not disturb others.
- Be respectful in how you address your professor, laboratory technician, and fellow students. Use the appropriate term of address.
- Be sensitive, respectful, and courteous to your class and laboratory mates. Absolutely no bullying.
- Do not engage in an argument. Conflicts should be resolved in a private, professional, and polite way. Always.

### **PROFESSIONALISM AND SOCIAL MEDIA GUIDELINES**

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, Twitter,

LinkedIn, etc.), blogs, video-sharing sites (e.g., YouTube, Vine, etc.), and photo-sharing sites (e.g., Flickr, WhatsApp, Instagram, etc.).

### **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.

### **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.
- For detailed information, please refer to CHS Policy 3305 Confidentiality and Protection of Privacy in section XVIII.

### **Violation of the Social Media and E-Professionalism Policy**

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

### **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 online information about their experiences at the University, 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.

### **CELL/MOBILE PHONES AND OTHER COMMUNICATION DEVICES**

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

Students should not take telephone calls or text messages during any 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.

### **ADDITIONAL PROFESSIONALISM AND ETIQUETTE TOPICS**

- Please be respectful of university equipment and resources; always clean any equipment you have used – the same equipment will be used by others.
- The same applies to floors. Please put trash in the proper receptacle. Do not leave paper or other materials sitting on the floor.
- CHS understands when young people fall in love. However, University premises are neither the place nor the time to show intense public displays of affection.
- There are areas designed as “quiet areas” (e.g. study areas). Please be respectful and courteous: if you are in a group study activity, use the lowest possible voice tone.
- Do not leave personal belongings unattended or as a placeholder/seat saver in common areas.

## **XVIII. CLINICAL AND LABORATORY POLICIES**

### **1. DRESS CODE**

Personal appearance is expected to be professional and must conform to the dress code and appropriate dress standards as outlined in CHS 3302 Clinical and Laboratory Dress Code Policy. Students on clinical assignments must properly wear the designated clinical uniform in campus activities when required, and in all off campus clinical assignments. A clinical uniform consists of a tunic and pants as designated by CNUCHS. No uniform other than the officially adopted CNUCHS uniform is considered compliant for attending clinical activities on and off campus. Appropriate clinical dress clothing for psych/mental health and public health settings may vary from the usual clinical uniform apparel, with some sites having guidelines for street clothing. Students on clinical assignments must also wear ID badges above the waist, visible to the public, while in clinical work.

Students in the laboratory must always wear appropriate personal protective equipment (PPE) that includes appropriate clothing and other protective devices that vary per laboratory as indicated below in this catalog.

Students who fail to fully comply with all dress code mandates will be dismissed from that clinical or laboratory work session, which would not count as an excused absence in any case.

#### **Clinical Setting Dress Code Standards**

- a) Uniforms must be freshly laundered and unwrinkled and must not be worn two days in a row without laundering.
- b) Shoes must be clean and comfortable, and must fully enclose the foot and heel, and must be slip and fluid resistant. No sandals, flip flops, open-toed shoes, or fabric shoes (cloth or other absorbent material) are allowed.
- c) Crew socks, anklet/athletic socks must be worn with uniform pants.

- d) Fingernails must be maintained in such a way that the tips of the nails do not extend past the ends of their fingers. Artificial nails/wraps/acrylic overlays or gel and/or gel polish are not permitted in clinical settings.
- e) No jewelry is allowed in clinical settings, except for:
  - i. Rings – one ring is allowed as long as it does not pose a threat to the patients’ skin integrity. Please note that a wedding set constitutes one ring. Rings may be worn around the neck on a simple chain if kept under the uniform.
  - ii. Earrings – Preferred not to wear, but one pair of inconspicuous pierced earrings is accepted. Hoops, gauges, or dangling-off-the-earlobe earrings are not allowed.
  - iii. Other piercings – Small nose jewelry studs no larger than two (2) millimeters in diameter or clear studs are permitted. Piercings not located in the ear (except small nose studs) must be removed or covered with clothing while working. Nose rings, eyebrow rings, tongue rings, lip rings, or rings attached to other visible body parts (except ears) by piercing are prohibited.
- f) Hair must be clean and contained away from the face. Long hair must be confined (tie back or put in a bun). Hair should be in a naturally occurring color (i.e. no purple, pink, blue, green, etc.).
- g) Facial hair must be clean and neat. Long beards must be appropriately covered per safety/clinical guidelines.
- h) Good personal hygiene is required. When using deodorant, use only a non-fragrance deodorant. Perfume or cologne is not allowed in the clinical setting. The absence of the odor of cigarette smoking is expected.
- i) Hand to mouth activity in a patient area and nurses’ station is a serious breach of the Occupational Safety and Health Administration (OSHA) regulations. Among such activities, it is strictly prohibited: chewing gum, sucking on lozenges, eating food, drinking fluids, applying lipstick or lip balm, etc.
- j) Cell phones and other communication devices must never be in the student’s possession during a clinical setting.
- k) Other PPE may be required by the instructor, clinical supervisor, or preceptor, such as gloves, face masks, goggles, bouffant caps, disposable shoe covers, etc. Students are required to comply with all PPE requirements as requested by the course instructor, clinical supervisor, or preceptor.
- l) Visible undershirts must be either white or black. Undergarments are not to be exposed through the uniform.
- m) Tattoos must be covered per clinical site guidelines.
  - n) To be completely outfitted for clinical assignments, the student is expected to bring and maintain the following equipment: stethoscope, watch with second hand, pen light, bandage scissors, black ink pen, and hemostat forceps.

**Laboratory Dress Code Standards**

- a) All people in a laboratory room must wear closed laboratory coats that fully cover their torso and arms.
- b) Shoes must fully enclose the foot and heel and must be slip and chemical resistant. No sandals, flip flops, open-toed shoes, or fabric shoes (cloth or other absorbent material) are allowed.
- c) All people in a laboratory room must wear pants or skirts that fully cover their legs. No shorts, short skirts, short dresses, or capris allowed.
- d) Artificial nails/wraps/acrylic overlays or gel and/or gel polish are not permitted in laboratory rooms.
- e) All people when entering a laboratory room must remove dangling jewelry such as earrings, necklaces, and bracelets.
- f) Hair must be contained away from the face. Long hair must be confined (tie back or put in a bun).
- g) Chewing gum, sucking on lozenges, eating food, drinking fluids, and applying lipstick or lip balm is strictly prohibited in laboratory rooms.

- h) Electronic devices must remain in a personal bag in a designated area; the use of cell phones or any other electronic devices not related to the laboratory is expressly prohibited.
- i) Specific PPEs may be required by the instructor or laboratory manager/supervisor depending on the laboratory and its content. It may include but is not limited to gloves, face masks, goggles, bouffant caps, etc. Students are required to comply with all PPE requirements as requested by the course instructor, clinical supervisor, or preceptor.

## **2. SAFE PRACTICE**

CHS 3303 Safe Clinical and Laboratory Practice Policy governs the topic. The following rules must be strictly followed by all personnel, including students, when attending a laboratory or clinical activity:

- a) Proper personal protective equipment (PPE) and appropriate apparel must be worn while in the laboratory or clinical setting.
- b) Electronic devices must remain in a personal bag in a designated area; the use of cell phones or any other electronic devices not related to the laboratory or clinical activity is expressly prohibited.
- c) Personal bags must be placed in designated areas, away from laboratory benches and clinical work areas.
- d) Accidents must be immediately reported (burn, cut, spills, broken glass, etc.) to the instructor or clinical supervisor, regardless of how minor the accident seems. All accidents are to be recorded in writing by either the instructor or clinical supervisor.
- e) Chemical waste, biological waste, sharps, and broken glass must be placed in specifically designated containers.
- f) Any rashes or open wounds must be covered with a bandage before commencing laboratory or clinical activities.
- g) Personal work areas and sinks must be cleaned, using the specific cleaning chemical approved for the laboratory or clinical setting, before leaving the room at the end of each laboratory/clinical period.
- h) Hands must be thoroughly washed at the start of a shift, after restroom visit, and before leaving the laboratory or clinical area.
- i) Food or beverages of any sort, including water, must never be brought into the laboratory or clinical area.

### **Laboratory and Clinical Training**

1. Prior to engaging in clinical and laboratory work, students, staff, instructor, or supervisor must complete a CNUCHS-approved general laboratory safety-training course designed to cover the basic rules and procedures to follow when conducting laboratory and/or clinical work to maintain a safe environment.
2. All instructors, technicians, and managers are CITI trained and receive a certificate of completion in handling and disposing hazardous wastes and laboratory accidents.
3. The training mentioned in item 1 above must also cover the procedures to follow in case of an accident or emergency. Students are required to renew the general laboratory safety training at least every year while faculty and staff are required to renew general laboratory safety training at least every three years.
4. As a supplement to the general laboratory safety training as indicated in item 2 above, laboratory course-specific training led by the course instructor or supervisor must be completed at the start of the semester/term where the following must be covered if applicable:

- a. Specific Personal Protective Equipment (PPE) that is required for the laboratory or clinical course (clothing, safety goggles, safety glasses, gloves, etc.) in order to protect against injury or infection.
- b. Location of the sharps waste container, glass waste container, biological waste disposal, chemical waste disposal, eye wash station, safety shower, fire blanket, fire extinguisher, laboratory safety information, safety data sheets, chemical and biological spill kits.
- c. Response to chemical, biological, and/or fire accidents.
- d. Emergency evacuation routes.
- e. Reporting of laboratory incidents.

### **Laboratory Emergency Response**

1. Chemical or Biological spill: The standard operating procedure (SOP) for each type of spill (chemical or biological) is located in the laboratory safety binder in each laboratory and must be followed. Students and personnel who are not trained to clean up chemical or biological spills should leave the room and may return once the spill has been contained and properly cleaned up, and the instructor/supervisor has given permission. If a chemical or biological spill occurs on the skin or PPE of an individual, then the exposure procedure within the safety data sheet should be followed for the given chemical or biological agent.
2. Electrical or Chemical fire: All personnel should evacuate the building by following their designated evacuation route. Only a person who is trained to use a fire extinguisher may attempt to use one, as per established fire safety guidelines.

### **Laboratory Incident Reporting**

All Laboratory incidents requiring emergency response must be reported using the Incident Report Form. Both the assigned instructor/supervisor(s) in addition to the student(s) directly involved in the incident must complete and submit an Incident Report Form, along with appropriate supporting documentation and/or images, to the CHS Safety & Security committee. In addition, the Dean must be notified of all incidents requiring an emergency response. If the incident caused injury or property damage then Incident Report documentation must be submitted within 3 hours of the occurrence of the incident, otherwise the Incident Report documents must be submitted within 3 days. Laboratory incidents that do not require emergency response or result in injury/property damage must be documented and submitted at the end of each semester to the CHS Safety & Security committee for review. Instructors or supervisors are encouraged to identify potential hazards, and work with their immediate supervisor in the laboratory courses they teach to minimize potential incidents before they occur. Any identified hazards must also be reported to the CHS Safety & Security committee for review even if they have already been addressed internally.

### **3. PROTECTION OF CLINICAL CONFIDENTIALITY AND PRIVACY**

CHS 3305 Protection of Clinical Confidentiality and Privacy governs all HIPAA requirements in clinical settings.

1. Confidentiality of Patient Information:
  - a. No one is allowed to access confidential patient information unless that individual (faculty, preceptors, students) is performing, providing, or under training to provide care for a patient. To protect the information

- b. Confidential information includes, but is not limited to, medical records, personal identifiers, health history, treatment plans, evaluation charts or reports, grades, and any other information obtained during clinical, laboratory, lecture, experiential learning courses, or any other academic activity.
- c. All protected (e.g. HIPAA) information obtained or accessed by students, faculty, staff, or preceptors during clinical, laboratory, lecture, experiential learning, or any other academic activity, must be treated as confidential.

2. Protection of Privacy and Security Measures:

- a. Access to patient protected information is restricted to the course of providing care in service to the patient.
- b. Patient case presentation during clinical rounds shall be conducted in the patient's room or restricted area for patient information protection and privacy.
- c. No individual (student, faculty, or preceptor) shall be allowed to copy or duplicate by any technological means or remove from the patient care setting protected patient information.
- d. Access portal to protected patient information must be logged off at the end of the permissible use.
- e. Adequate security measures must be in place to safeguard protected information, including but not limited to patient information, from unauthorized access, theft, or disclosure. This includes the protection of electronic records with passwords and encryption to prevent unauthorized access.

3. Training:

- a. No individual shall be allowed access to HIPAA information without completing HIPAA training and with a retained record of successful completion of such HIPAA training.

4. Reporting Violations:

Any suspected or actual breaches of confidentiality or privacy must be reported immediately to the compliance officer in charge of such clinical practice setting. Patient's subject to unauthorized disclosure of HIPAA information must be informed of such unauthorized disclosure within 60 calendar days of the discovery of the breach. Failure to protect HIPAA information, and failure to comply with HIPAA policy shall be subject to personnel action including and up to termination of employment, dismissal from education program, and notification to governmental agencies as required by law.



## **XIX. ACADEMIC INTEGRITY AND GOOD CONDUCT POLICY**

### **CODE OF HONOR**

The college's Code of Honor aligns with the Academic Integrity and Good Conduct Policy by emphasizing core principles all college community members are expected to exemplify: Respect, Honesty and Integrity, Professionalism, and Legal and Ethical Behavior.

#### **Respect**

CNUCHS is dedicated to the pursuit of education, scholarly activity, research, and service in an open, honest and responsible manner. We extend respect to all persons and disavow none. We promote goodwill within our diverse population and uphold the autonomy, dignity, and moral integrity of all. We respect the abilities, customs, beliefs, values, and opinions of others. We exemplify respect within and beyond the college. The college curriculum provides a variety of lectures and seminars on student success and leadership featuring professional standards of personal ethics and emphasizes how to model respectful behavior and exemplify good conduct.

Respect for diversity is our lighthouse. We celebrate differences, we listen without judgment, learn with wonder, and grow with understanding. We do not accept discrimination of any type, including but not limited against race, religion, sexual orientation, physical disabilities, national origin, and social and economic backgrounds. In fact, we believe that by respecting our differences we discover our richest treasures. Breaches in respect, including respect for diversity are subject to disciplinary action.

#### **Honesty and Integrity**

CNUCHS is committed to teaching, scholarly activity, and professional growth in a community-based learning environment, as the basis to maintain a thriving and ethical community. Academic and personal honesty and integrity are required in all aspects of education, scholarly activity, research, and service. Members are to be truthful in their personal, academic and professional relationships. Individual work must result from individual effort. Work assigned to a team, whether students, staff or faculty, requires both individual contribution and collaborative effort inclusive of all team members. Examinations, projects, in-class and laboratory work, and off-campus assignments and activities, whether individual or team-based, are to be accomplished with honesty and integrity. Cheating, plagiarism, commercial purchase of term paper assignments, and other forms of academic dishonesty are prohibited. Upholding confidentiality and anonymity when required are one hallmark aspect of honesty and integrity expected from any future healthcare professional. Breaches of honesty and integrity are subject to disciplinary action.

#### **Professionalism**

CNUCHS abides by high standards of professionalism in learning, teaching, scholarly activity, research, clinical and laboratory activities, and service. In educating students, the college cultivates professional virtues and provides opportunities for professional development. All members of the college community are required to meet expectations for participation and timeliness, seek and accept feedback and constructive instruction, admit to and assume responsibility for mistakes, be mindful of demeanor, language, and appearance, and be accountable to all individuals in the college, our partner

organizations, clinical sites, and the broader community. Students, staff, preceptors, clinical supervisors, and faculty serve as positive role models by striving for excellence in the performance of their duties, while protecting the health and autonomy of classmates, colleagues, patients, and clients, and in serving individual, community, and societal needs. Good judgment, accuracy and honesty are expected in all social media communications, and members should take care to do no harm to themselves, others and the college. College members should strive to communicate respectfully with each other and maintain correspondence that is informative, clear, polite and reasonably succinct. Civility and respect should prevail in the classroom and beyond. Breaches in academic professionalism, a core competency of the college, are subject to disciplinary action.

### **Legal Standards and Ethical Behavior**

The college is dedicated to behavior that follows legal and ethical standards in learning, teaching, scholarly activity, clinical and laboratory activities, research, and service. The commitment extends to following all federal, state, and local laws and regulations, and professional practice standards. Members of the college community are expected to develop and maintain a culture of consideration for the codes of ethics, values, and moral convictions of those who could be affected by our decisions and actions. Whenever appropriate, members should seek advice and counsel to make the best decision and determine the appropriate course of action on behalf of those who depend on them to do so. Members of the college community must be particularly attentive to all social media activities that may cause harm to others. Acts in violation of the legal standards and ethical behavior principle are subject to disciplinary actions.

#### **1. ACADEMIC INTEGRITY AND GOOD CONDUCT**

CNUCHS students must follow the provisions of CHS 3701 Academic Integrity and Good Conduct Policy. Each student is personally responsible and accountable for maintaining the culture and environment of honesty, integrity, legal and ethical behavior, professionalism and respect, both within and beyond the College campus.

Therefore, students are expected to:

- 1) Know the Code of Honor and its standards of behavior.
- 2) Uphold the Code of Honor in daily life whether on-campus or off-campus.
- 3) Promote the Code of Honor through a culture and environment of respect, honesty, integrity, legal and ethical behavior, and professionalism.
- 4) Report potential violations of Academic Integrity and/or Good Conduct to the Office of Academic and Student Affairs using the Incident of Misconduct Form.
- 5) When unsure of the process, seek advice from the Office of Academic and Student Affairs.
- 6) Cooperate with investigations of Academic Integrity and Good Conduct violations.

#### **Violation of Academic Integrity**

Attempts to be dishonest or deceptive in the performance of academic work whether face-to-face or online, in or out of the classroom, laboratory, clinical site, or community partner site, alterations of academic records, alterations of official data on paper or electronic documents, or unauthorized collaboration with another student are violations of academic integrity. Knowingly allowing others to

represent one's work as their own is as serious an offense as submitting another's work as one's own. They include but are not limited to:

- a) Cheating on Assignments or Exams. Any attempt by a student to alter her/his performance on an assignment or examination in violation of specific rules set by the professor/proctor administering the exam. Examples include, but are not limited to:
  - I. Communicating answers with another person during an exam.
  - II. Preprogramming a device to contain answers or other unauthorized information for exams.
  - III. Use of unauthorized materials, prepared answers, written notes, or concealed information during an exam.
  - IV. Sharing answers unless specifically authorized by course instructor.
  - V. Tampering with an exam after it has been graded and returning it in an attempt to earn more credit.
  - VI. Violating any requirements set forth in CHS 3103 Exam Taking Policy and/or in the course syllabus.
  
- b) Plagiarism. Taking someone's work and presenting it as your own, with no proper attribution. This includes your own previous work (self-plagiarism). Examples include, but are not limited to:
  - I. Buying, stealing or borrowing a paper or portions of a paper.
  - II. Hiring another person to write a paper.
  - III. Claiming authorship of written material not so authored.
  - IV. Lack of attribution of cited material.
  - V. Using a source too closely when paraphrasing.
  - VI. Changing key words or phrases but retaining essential content of the source.
  - VII. Including citations to non-existent or inaccurate information about sources.
  - VIII. Reusing large portions of a work produced in one class for submission in another class without prior approval.
  - IX. Including proper citation but the paper includes almost no original work.
  - X. Citing sources that do not exist.
  - XI. Purposefully misinterpreting a source or citing a source out of context.
  - XII. Claiming personal credit for research performed by others.
  - XIII. Claiming participation on a team project while not participating on the project.
  - XIV. Representing AI (Artificial Intelligence) work as your own. Artificial Intelligence cannot replace the student's own thinking, research, or writing. Use of AI tools, when approved by the course instructor, must be attributed and cited as any other source would be, following the style manual approved by the instructor.
  
- c) Additional Actions of Academic Misconduct include, but are not limited to:
  - I. Furnishing false information in the context of an academic assignment.
  - II. Theft or destruction of academic materials, including research data, owned by CNUCHS or a member of the CNUCHS community. Publishing of research data without the faculty mentor's approval is considered theft of academic materials.
  - III. Contamination of laboratory samples or altering indicators during a practical exam, such as moving a pin in a dissection specimen for an anatomy course.
  - IV. Selling, distributing, website posting, or publishing course lecture notes, handouts, readers, recordings, or other information provided by an instructor, or using them for any commercial purpose without the express permission of the instructor.
  - V. Failure to identify one's role in an academic incident.
  - VI. Fabrication or alteration of information or data and presenting it as legitimate.

- VII. Providing false or misleading information to an instructor or any other College official.
- VIII. Forgery of an instructor's signature on a letter of recommendation or any other document.
- IX. Violation of course rules as indicated in the course syllabus.

### **Violation of Good Conduct**

Personal misconduct involves behaviors that disrespect the rights and dignity of others both within and outside of the College community. Professional misconduct includes disrespectful and discourteous interactions with colleagues, faculty, staff, and members of the broader community outside the College such as community partners, patients, and personnel at clinical sites. The list is not exhaustive as there are many additional forms.

- 1) **Harassment**: Conduct that is sufficiently severe, pervasive or persistent to create a hostile environment that interferes with or diminishes the ability of an individual to participate in or benefit from activities in the College.
- 2) **Bullying**: Intentional and repeated aggressive behavior that causes another person who is in a disadvantaged situation either emotionally, mentally, or physically that results in injury, harm, or discomfort. Bullying may take different forms such as physical, verbal, emotional, or social.
- 3) **Cyberbullying**: A specific type of bullying that represents a willful and repeated taunting, threatening, harassing, or intimidation inflicted through the medium of electronic text, images, videos, or social media posts. It includes propagating false or unauthorized information about other people.
- 4) **Sexual misconduct**: Sexual discrimination, sexual harassment, sexual assault, interpersonal violence and stalking.
- 5) **Harmful behavior**: Action that threatens the health and/or safety of another person.
- 6) **Hate crime**: Prejudice motivated action in which one targets another person or person's property motivated by a bias against a race, religion, disability, sexual orientation, ethnicity, gender or gender identity.
- 7) **Stalking**: A course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others.
- 8) **Disruptive conduct**: Inappropriate actions that have the potential to interfere with or disrupt student learning, research, administration or other authorized activity. Attempt to violate any College rule.
- 9) **Theft and/or property damage**: Actions that damage, defaces, destroys, tampers with or takes without authorization property of the college or property of another person.
- 10) **Firearms, dangerous materials and prohibited items**: Possession, use or display of any firearm, dangerous material, and/or prohibited items that could be used as a weapon.
- 11) **Drugs and alcohol**: Possession or use of prohibited or recreational substances on college grounds, including but not limited to cigarettes, e-cigarettes, and vapes.

### **Additional actions of personal and professional misconduct:**

- 1) Defamation: the action of damaging the good reputation of another person, group, or entity through false information. The defamation can be heard by another person via spoken word (slander) and/or seen by another person such as in writing, print, and/or art (libel).
- 2) Intentional false accusation of misconduct, forgery, alteration, or misuse of any College document, record, or identification.
- 3) Providing a college official with any information known to be false.
- 4) Assuming another person's identity or role through deception or without proper authorization. Communicating or acting under the guise, name, identification, e-mail address, signature, or other indications of another person or group without proper authorization or authority.

- 5) Knowingly initiating, transmitting, filing, or circulating a false report or warning concerning an impending bombing, fire, or other emergency or catastrophe; or transmitting such a report to an official or an official agency.
- 6) Unauthorized release or use of any university access codes for computer systems, duplicating systems, and other university equipment.
- 7) Actions that endanger one's self, others in the university community, or the academic process.
- 8) Unauthorized entry, use, or occupancy of college facilities.
- 9) Violating any rules of safety and dress code in laboratory and clinical settings as specified in CHS 3302 Clinical and Laboratory Dress Code and CHS 3303 Safe Clinical and Laboratory Practice.
- 10) Any behavior that violates federal, state or local laws, of any University/College or formal affiliate policy or rule.
- 11) Any act that represents discrimination against race, religion, sexual orientation, disability status, and social and economic backgrounds directed to any member of the college community, community partners, clinical site personnel, both within and outside campus, by any means.
- 12) Any act that represents a breach of confidentiality and violation of FERPA, HIPAA, or any other federal, state, or local laws and regulations.

### **Action on Suspected Violations**

- a) Cases of undisputed academic misconduct by first-time offenders. If the student admits to academic misconduct and has not been found guilty of previous violations, the faculty member may sanction the student by means of a course related penalty. The faculty member will enter into a written agreement with the student outlining the option given to agree to a course penalty. This written agreement is formalized using the Faculty Report of Academic Integrity Incident form and submitted to the Office of Academic and Student Affairs as a Faculty Disposition matter (matter has been resolved by the faculty). The accused student is not compelled to sign such an agreement and may instead choose to have the case moved to the Office of Academic and Student Affairs. Depending on the seriousness of the matter, the faculty may report directly to the Office of Academic and Student Affairs to be resolved by the Academic Integrity and Good Conduct Committee.
- b) Cases of disputed academic misconduct or repeat offenders. If the student disputes the alleged misconduct, the case moves to the Office of Academic and Student Affairs. If the Office of Academic and Student Affairs determines that the violation likely did not occur, the process ends without further reporting. If the Office of Student Affairs determines that the violation may have occurred, the charge and supporting evidence move to the Academic Integrity and Good Conduct Committee to review evidence. In all cases involving possible repeat offenders, the OASA will send the case and supporting documents to the Academic Integrity and Good Conduct Committee. In the event of disputed cases, the faculty member will refrain from applying any course related penalty until the case is resolved.

### **Possible Disciplinary Actions for Violation of the Academic Integrity and Good Conduct Policy**

Actions include but are not limited to:

- 1) Written warning or censure to be kept in the student academic records at the college level.
- 2) Loss of assignment credit.
- 3) Special assignments such as attending a workshop, writing a paper, etc.
- 4) Disciplinary probation for a term, with a permanent or temporary record on transcript.
- 5) Suspension from classes for a semester.
- 6) Delayed graduation.
- 7) Restriction from University and/or College activities or functions.

- 8) Restitution to repair or compensate for loss or damages.
- 9) Holds on transcripts.
- 10) Notation on transcript of academic dishonesty or violation of good conduct, on a permanent or temporary basis.
- 11) Dismissal from the College

### **Non-Retaliation**

The college 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 or termination of enrollment.

### **Maintenance of Disciplinary Records**

If a student is found in violation of Academic Integrity and Good Conduct as indicated in this policy, her/his file is converted to an academic disciplinary record retained by the Office of Academic and Student Affairs and noted in the student's academic record at the college level. The information in the file may be retained for statistical or record keeping purposes for up to 5 years, or as required by the law and university regulations.

## **XX. EXAM TAKING**

CHS 3103 Exam Taking Policy governs all exam taking guidelines and criteria. CNUCHS has very strict rules for students taking exams in didactic, laboratory, experiential learning, and clinical courses. We define exam as any formal proctored assessment devoted to measuring learning that students are required to complete throughout a course as indicated in the course syllabus.

All students who take exams at CNUCHS are subjected to comply with all regulations below and any additional rules and procedures set by the course instructor in the course syllabus.

1. All final exams in any course, including hybrid and online courses offered by CNUCHS, must be proctored in-person. Other exams may be administered using different delivery strategies, such as online, take-home, group, etc.
2. When taking an in-person exam, students must leave backpacks, purses, and any other bags in front of the room, in a dedicated area designated by the course instructor.
3. When taking an exam, students are strictly forbidden to have smartwatches, handheld devices, and cell phones with them. Students cannot use these devices to perform calculations during the exam. Instructors may allow the use of a calculator. All electronic devices must be turned off. It is recommended that such devices must be put inside of the student's bag kept in the area indicated in item 2 above.
4. Non-compliance with what is determined in items 2 and 3 above is considered a serious policy breach and subjects the student to be prevented from taking the exam and removed from the exam room without a chance to re-take the exam.
5. Faculty must define in the course syllabus which materials students can have in their possession during the exam (such as pens, pencils, erasers, notebooks, notes, books, calculators, etc.).
6. Faculty are responsible for proctoring exams and ensuring compliance with exam procedures stated in the syllabi and in CHS 3103 Exam Taking Policy. At any sign of undue communication between students, either visual, written or verbal, faculty are expected to promptly intervene and take action

that may include removing the student(s) from the exam room. Faculty are encouraged to have clear rules and consequences for cheating in their syllabi.

7. Faculty may assign random seating to students in the exam room and students are required to comply with the seat assignment in all circumstances.
8. Punctuality is essential. At the faculty's discretion, a student may be able to start the exam after the start time, as long as no student has finished taking the exam and left the exam room. Please note that when a student arrives late and is allowed into the exam room, they will not be granted extra time to finish the exam.
9. Any student who is suspected of cheating will face the consequences set forth in CHS 3701 Academic Integrity and Good Conduct Policy and are subjected to all penalties included in the course syllabus.
10. If a student is granted an excused absence for any exam, the exam re-take must occur within two (2) business days after the approval date of the excused absence.
11. All grades from exams must be released to the student within 10 calendar days from the exam date.

## **XXI. ATTENDANCE, EXCUSED ABSENCE, LEAVE OF ABSENCE, GRADING, AND CREDIT HOUR**

### **ATTENDANCE, EXCUSED ABSENCE, AND LEAVE OF ABSENCE**

Regular attendance fosters engagement and enhances academic success, while habitual lack of attendance may put students at academic disadvantage. CHS 3102 Attendance Policy governs expectations, rules, and attendance requirements for all CNUCHS students.

While all students are expected and highly encouraged to attend all curricular and mandatory co-curricular activities, the following rules apply:

- For laboratory, clinical, and experiential learning courses/activities, students **cannot have more than three (3) absences per term, excused or unexcused, sequentially or not**, due to the nature of the activity. A fourth absence will automatically flag the student for absenteeism and the student will be administratively withdrawn from the course/activity with a "W" or "WF" recorded in the transcript (CHS 3106 Grading Convention Policy) and required to repeat the course/activity next time it is offered, and seats are available.
- Attendance in online synchronous activity **requires the student to have the camera active during the time of the activity**, to be considered present.
- Students must follow all attendance requirements included in the course syllabus for all courses, (e.g. attendance requirements, penalties, attendance incentive measures, tardiness, etc.).
- Attendance criteria for the Bachelor of Science in Nursing are stated in NURS coded course syllabi, following all Board of Registered Nursing's regulations.
- Students who have five or more consecutive unexcused absences will be subjected to the provisions set forth on CHS 3702 Leave of Absence Policy.

CHS 3705 Excused Absence Policy regulates the criteria and procedures for students to request an excused absence. All excused absence requests must be sent through email to the Office of Student Affairs at [chs.studentaffairs@cnsu.edu](mailto:chs.studentaffairs@cnsu.edu). Students requesting an excused absence must fill in the "Request for Excused Absence Form" available at the CANVAS Academic and Student Affairs page (handwriting not allowed) and send attached to the email with all supporting documentation.

CNUCHS may grant an excused absence only under the following circumstances:

- 1) Illness or Hospitalization: Includes office visits for medical or dental appointments, admission into a hospital or emergency room, or physician or legally verified quarantine. In order for the absence to be granted, proper supporting documentation must be provided. Acceptable documentation for illness or hospitalization includes:
  - a) Medical and dentist office visit notes. In order to be accepted, such notes must indicate date and time of the visit, date the note was issued, be signed by the professional and include their full name and license number. Proof of scheduling an appointment or appointment reminder notes are not accepted. **NOTE:** CNUCHS considers a conflict of interest a medical and/or dentist note issued by the student's parents or siblings, and as such does not accept as a valid documentation for excused absences.
  - b) Hospital or emergency room admittance document, issued in the hospital's official letterhead and signed by an authorized hospital official, identified by their registration number.
  - c) Official medical or state document attesting the quarantine recommendation with the period covered by the quarantine.
- 2) Death of an immediate family member: CNUCHS defines an immediate family member as the student's parent, grandparent, legal guardian, spouse or life partner, child, sibling, as well as step- and in-laws of the same relationship.
- 3) Jury Duty and Court Subpoena: A student who is required and selected to participate in any jury duty, and/or required to appear in court as a witness, victim of a crime, or other court-required appearance has an excused absence. Supporting court documents such as the jury summons or note from the appropriate jury commissioner or clerk of the court, as proof of attendance, is required for the excused absence to be granted.
- 4) Professional School Entrance Exams or Interviews: Exams such as MCAT, DAT or other required exam for admission in professional schools are considered circumstances in which application for excused absences are allowed. In such cases, only the exam day is counted towards the excused absence and one additional day if the exam site is distant more than 200 miles from CNUCHS campus. Proof of registration for the exam or official confirmation of interview must be presented.
- 5) Religious Holidays: CNUCHS may recognize selected religious holidays for the purpose of excused absences. Such holidays may include, but are not limited to, Eid-Al-Fitr, Eid-Al- Adha, Diwali, Holi, Good Friday, Chanukah, and Passover.
- 6) Personal Emergency: Under this category, students can request an excused absence in cases of fire at home, flooding, natural disasters, traffic accidents, being victim of a crime or domestic violence, and a life-threatening situation. Students must provide supporting documentation that includes, but is not limited to, police reports, insurance claims, or hospital summary.

Please be aware of the following rules pertained to excused absences:

1. Excused absences are not counted against any attendance requirements and do not relieve students from their responsibilities for completing any course work, assignments, or assessments/evaluations assigned or due during their absence.
2. The College Dean may grant excused absences for special reasons, not included in this policy, as long as the request is supported by documentation and represents an event in which the student



presence was mandatory. Family reunions, birthdays, weddings, vacations, and other private/family celebrations are not justifiable excused absence in any circumstances.

3. All documents requesting an excused absence must be provided, whenever possible, by the day of the absence. When this is not possible, supporting documents must be provided no longer than five (5) business days after the absence event. If documentation is not supplied within this timeframe, the student waives the right to request an excused absence. Documents are accepted in hard copies or pdf format; no pictures or jpeg documents are accepted.
4. An excused absence must be requested by the student through an official "Request for Excused Absence" form as indicated above, that must be sent with supporting documentation, to the Office of Student Affairs through email (chs.studentaffairs@cnsu.edu) or hand delivered directly at the Office of Student Affairs.
5. Once the Office of Student Affairs receives and evaluates the students request for an excused absence, the student will be notified of the approval or denial of the request via CNSU email within two (2) business days. The Office of Student Affairs will notify the faculty of approved excused absences via CNSU email.
6. Faculty should not grant any make-up or extend deadlines for assignments without a notice from the Office of Student Affairs that an excused absence was officially granted.
7. To avoid chronic absenteeism, a maximum of 4 excused absence events from lecture/didactic courses may be granted to a student per semester/term, if it does not exceed twenty percent (20%) of the total number of instructional hours. An event is considered a single (1) completed and approved excused absence form. An excused absence event cannot be granted for a period equal to or greater than 5 consecutive business days. For extended periods of absence, student should consider a leave of absence.
8. Experiential/laboratory courses require students to be present and actively engaged to meet the learning objectives. As such, students who have 4 or more absences (excused or unexcused) in experiential/laboratory courses will be administratively withdrawn from the experiential/laboratory course, with a "W" recorded in the transcript and required to repeat the course.
9. Faculty should make all necessary efforts to provide students with a way to effectively learn the missed course content and make-up all assignments, tests, and exams, within ten (10) business days of the excused absence event at the faculty's discretion. The Office of Student Affairs will provide support when needed. End of the term make-ups cannot exceed fourteen days after the final exam date.

CHS 3702 Leave of Absence Policy regulates the criteria for CNUCHS students to request a leave of absence.

A Leave of Absence (LOA) is defined as an absence of longer than five consecutive academic days from college enrollment but may not exceed one academic year. CNUCHS grants an approved LOA to students for properly documented maternity, military, family, personal or medical reasons. Non-attendance in courses does not constitute notification of intent to apply for LOA status.

A student requesting a Leave of Absence (LOA) should fill out a "Leave of Absence Form" (available at the CANVAS Academic and Student Affairs page) after discussing their decision with a CNUCHS health professions advisor. The Leave of Absence form must be signed by the student and approved by the Office of Academic and Student Affairs, the Business Office, and Financial Aid representatives before it is forwarded to the Office of the Registrar for official notation on the transcript.

A LOA may have progression timing consequences. Students are advised to meet with a CNUCHS health professions advisor to create an academic plan supporting the LOA request. Before a student considers a LOA, they should consult with the Financial Aid Office, in order to make an informed decision to apply for a LOA. A student returning from a Leave of Absence may need to reapply for financial aid. Any student taking a LOA who does not return at the end of the excused absence is subject to dismissal and may trigger repayment of student loans.

The student must return his or her student ID badge to IT or the Office of Student Affairs at the time of signing the LOA form. CNSU email will remain active during the term of LOA.

The LOA may not exceed more than one academic year in length. Students with leave extending beyond one year must reapply for admissions consideration.

The student is required to complete the **Notice of Intent to Return Form** or the **College Withdrawal Form** at least 30-days prior to their return date. If the student fails to submit either form, the student will be notified by the Office of Academic and Student Affairs prior to the return date requesting the student to submit one of the above-mentioned forms or be administratively withdrawn. If a student does not respond to the notification, they will be administratively withdrawn from the college effective one day after the LOA return date.

## **GRADING**

CHS 3106 Grading Convention Policy sets all criteria for grading at all CHS courses.

All lectures, laboratory, and experiential courses follow the same grading convention. All grades are assigned by the teaching faculty according to the letter grade convention included in Table 5.

**Table 3. Grade Convention**

**Students admitted before summer 2022**

Grade	Definition	Score %
A+	Outstanding	97 – 100%
A	Excellent	90 – 96%
B+	Commendable	87 – 89%
B	Good	80 – 86%
C+	Satisfactory	77 – 79%
C	Pass	70 – 76%
D	Unsatisfactory	60 – 69%
F	Fail	< 60%

**Students admitted summer 2022 and beyond**

Grade	Definition	Score %
A+	Outstanding	97 – 100%
A	Excellent	94 – 96%
A-	Very Good	90 – 93%
B+	Commendable	87 – 89%
B	Good	84 – 86%
B-	Fair	80 – 83%
C+	Satisfactory	75 – 79%
C	Pass	70 – 74%
D	Unsatisfactory	60 – 69%
F	Fail	<60%

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” form for the course to the Office of Academic and Student Affairs. 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 calendar 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 Dean of Academic and Student 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 and indicates the student was passing the class at the time of withdrawal. A course grade of “WF” is to be placed on the transcript in lieu of an “A – F” letter grade and indicates the student was failing the course at the time of withdrawal. All course withdrawals must be formally initiated and executed as described according to guidelines of the CHS 3313 Course Add/Drop and Withdraw Policy.

A course grade of “P” is to be placed on the transcript in lieu of an “A-F” letter grade in cases where the course is approved as a P/NP course, is not required for degree completion, and the student earns 70% or higher in the course. CHS 3106 Grading Convention Policy regulates all matters related to grading.

### **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. Only courses with letter grades are calculated into the GPA (not I, W, X, P, N/P):

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

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 CNU GPA calculation.

### **CREDIT HOUR**

According to CHS 3117 Credit Hour Policy, one credit hour is the amount of work that represents one hour of direct instructional activities per week (“in-class” time), plus a reasonable approximation of a minimum of two and a maximum of three hours of preparation/homework (outside-class” time) per week over a 15-week term.

For didactic/lecture courses, one credit hours is equivalent to one hour lecture with two-minute recess per week for a duration of 15 weeks. For laboratory and experiential learning courses, one credit hour is assigned per three 55-minute hours each week of student time spent in this activity. For clinical courses/activities, one credit hour is assigned for each 48 hours spent in clinical activities over the course of 16 weeks.

CNUCHS adopts the semester-based criteria (15-week of instruction) for assigning credit hours. Any credit transferred from an institution who adopts the quarter system will be converted considering 1 quarter-system credit equals to 2/3 (0.66) of a semester credit.

### **Validation of experience and prior knowledge for military and LVN students**

The CNUCHS BSN program has a process for the admission of LVNs to complete the curriculum necessary to qualify to take the National Council Licensure Exam (NCLEX-RN®) for RN licensure.

Additionally, the program has processes for admitted LVN and military students that are interested in pursuing the BSN to challenge and test for proficiency to validate prior experience and knowledge, compliant with CCR1430 and BPC2786.1.

The College of Health Sciences has additional policies that govern the transferability of Advanced Placement, International Baccalaureate, and previously earned college credit. All of these policies are found in the College Catalog and CHS 3201 Admissions policy.

## **XXII. GRADE APPEAL AND GRADE CHANGE**

Grade appeal is regulated by CHS 3120 Course Grade Appeal Policy, while CHS 3121 Course Grade Change Policy regulates grade changes.

### **a) Course Grade Appeal:**

Students are permitted to appeal a final course grade only if:

- the assigned course grade is inaccurate based on calculation error by the course instructor(s), or;
- the assigned grade was calculated based on unpublished criteria, not indicated in the course syllabus, or;
- the assigned grade was based on procedures inconsistent with specific course, college, or university policies.

To appeal from a final grade, students must fill out a “Course Grade Appeal Form” (available at the CANVAS Academic and Student Affairs page) and follow strictly the process below:

- i. Student must communicate with faculty regarding the grade appeal within five (5) business days from the day final grades are posted, as per the academic calendar. Communication must be through email, with the Course Grade Appeal Form attached. Faculty has up to five (5) business days to respond to the student from the day they received the grade appeal.
- ii. If not satisfied, student may appeal to the Department Chair within five (5) business days from the receipt of the faculty response. Faculty response and the original Course Grade Appeal Form must be submitted to the Department Chair. The Department Chair has up to five (5) business days to respond to the student from the day the grade appeal is received.
- iii. If not satisfied, student may appeal to the Dean of Academic and Student Affairs within five (5) business days from the receipt of the Department Chair response. Department Chair and faculty responses, and the original Course Grade Appeal Form must be submitted to the Associate Dean. The Dean has up to ten (10) business days to respond to the student from the day the grade appeal is received.
- iv. If still not satisfied, student may appeal to the Dean of the College within five (5) business days from the receipt of the Dean of Academic and Student Affairs response. Dean of Academic and Student Affairs, Department Chair, and faculty responses, as well as the original Course Grade Appeal Form must be submitted to the Dean of Academic and Student Affairs. The Dean has up to five (5) business days to respond to the student from the day the grade appeal is received. Dean’s decision is final.

Students filing a grade appeal must provide all the following information attached to the Course Grade Appeal Form:

- A description of their attempt at resolution of the grade dispute with all instances as applicable (Faculty, Department Chair, Associate Dean of Academic and Student Affairs).
- Evidence of graded assignments and any other relevant materials that support the dispute.

Decisions on grade appeals, at all levels, are based on evidence, not on feelings. Please be professional and do not include any personal statements that are negative or disrespectful.

**b) Course Grade Change:**

Course grade changes are permissible only 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.

To change a student’s final grade, the faculty member must complete and sign a CNU Grade Change Form with an explanation of the circumstances for the change and submit it to the Office of Academic and Student Affairs. The request will be reviewed in accordance with the policy statement outlined above and either approved or denied. If approved, the completed form will be sent by the Office of Academic and Student Affairs directly to the Office of the Registrar for processing.

Please note that there are no other permissible reasons other than the enumerated above to change a grade.

**XXIII. COURSE REPEAT AND COURSE REMEDIATION**

Please refer to CHS 3127 Course Failure Remediation Policy, and CHS 3129 Course Repeat Policy to find detailed information on the topics. Students may only repeat a course in which they have received a grade of D, F, or WF. CNUCHS does not allow a student to repeat a previously passed course with a grade of “C” or better under the premise of improving the course grade.

BSHS students may repeat a course up to two times while BSN students may repeat a course only once. If a BSHS student wants to repeat a course for the second time, they need to petition to the Office of Academic and Student Affairs with documentation supporting an extenuating circumstance that may have caused the student to fail the course for the second time. If the second repeat is granted, the Office of Academic and Student Affairs will authorize the registration for a second course repeat. Please note that there is no exception for allowing a student to repeat a course a third time.

There is a maximum of 24 credits any student may repeat throughout their tenure at CNUCHS. If a student fails a course after having taken the 24 credit allowance, the student will be blocked from progressing towards the degree at CNUCHS.

Failed (D, F grades) and withdrawn failed (WF grade) courses with course IDs MATH, BIOL, CHEM, NURS, and PHYS may be repeated only at CNUCHS and must be taken the next time it is offered and seats are available. Courses other than the ones mentioned in this paragraph require authorization from the Office of Academic and Student Affairs to be taken outside CNUCHS (CHS 3131 Taking Pre-Approved Extramural Courses and Academic Remediation and Graduation Policy); such courses, when authorized, may satisfy degree requirements, but the CNUCHS course grade and GPA remain unchanged.

Once a student repeats a previously failed course at CNUCHS, the original grade is replaced with the new course grade and the GPA is recalculated. Failed course notation remains in the transcript and is marked as “Repeated” (R).

### **Course Remediation**

Any letter grade less than a “C” is a failing grade and must be remediated or repeated in order to earn credit for required graduation units. Credit hours from courses with a grade of NP, D, F, or WF are not counted as credit hours toward graduation.

Remediation of “D” grades, and only “D” grades, up to a “C” grade may be offered to students who have complied with all expectations, conditions, and requirements outlined in the “Academic Recovery Plan” established between the student and the faculty member as a result of the “Early Academic Alert” as indicated below. There are two types of remediation offered by the college:

- **Just-in-time remediation** - comprises the processes that happen throughout the term and include students who are identified in potential danger of failing a course (below “C”). In just-in-time-remediation, student and instructor work together on an academic recovery plan that offers a possibility of learning improvement on the course.
- **End-of-the-term remediation** – refers to the process in which students who were involved in just-in-time remediation, complied with all requirements set forth in the academic recovery plan and still end the term with a grade of D, participate in remediation activities after final grades are entered, according to the rules and criteria set forth in this policy. If a student was performing as “C” and ended up with a D as a final grade, the student may be eligible for end-of-the-term remediation, at the discretion of the course instructor.

Just-in-time remediation starts with the student been notified that they are in potential danger of failing a course. Such notification usually happens at the 5<sup>th</sup> and 8<sup>th</sup> week of instruction on each term and is issued by the Office of Curriculum and Assessment via CNSU email.

Notified students must contact the corresponding faculty member for the course and set up a meeting to create a formal academic recovery plan. The student will report regularly to the course instructor and as needed, to the faculty advisor according to the academic recovery plan. The student must comply with all provisions established in the academic recovery plan; If the student does not follow the plan built with their instructor, that student is not eligible for end-of-term remediation.

#### **a) Early Academic Alert**

CNUCHS has implemented an early academic alert system to bring awareness to students who are underperforming and may be at risk of failing a course. The system, managed by the Office of Curriculum and Assessment, collects data on course performance at two different points on each term and notifies each individual student who is identified as being at risk. The objective is to diagnose and provide appropriate support/intervention to help students to be academically successful. The early academic alert is at the core of just-in-time remediation.

Once a student receives the academic alert email, student must contact the course instructor and, if needed, the faculty advisor, to set up an “Academic Alert and Recovery Plan” form (available at the CANVAS Academic and Student Affairs page) outlining all necessary actions and support for the student to remediate their academic performance in the course. Students are highly encouraged to seek support from the Office of Student Affairs to help them throughout the recovery plan.

As mentioned before, student must comply with all recommendations in the academic recovery plan to be eligible for the end-of-the-term remediation.

#### **XXIV. ACADEMIC STANDING AND FORMAL WARNING**

CHS 3126 Academic Standing and Formal Warning Policy defines the criteria and procedures for monitoring academic standing, warning students of academic performance, and determining the dismissal of students on academic performance.

Students who fall below a 2.00 term GPA is subjected to formal academic warning or academic probation, as detailed below:

Academic Warning: A term GPA (Summer, Fall, or Spring) of less than 2.00 will result in a record of “Academic Warning” placed on the official transcript.

Academic Probation: After receiving an “Academic Warning”, if during a subsequent term (Summer, Fall, or Spring), sequentially or not, a student earns a term GPA of 2.00 or less, a record of “Academic Probation” will be placed in the official transcript.

#### **DISMISSAL FROM THE COLLEGE ON ACADEMIC GROUNDS**

After being placed on academic warning and subsequent academic probation, a student who incurs in a third term (Summer, Fall, or Spring), sequentially or not, with a term GPA of less than 2.00, will be dismissed from the university on academic grounds. An “Academic Dismissal” note will be placed permanently on the student transcript. Academic dismissal represents a separation from the university and termination of enrollment for academic reasons.

#### **XXV. COURSE ENROLLMENT**

The Registrar acting in conjunction with the Office of Academic and Student Affairs at CHS is responsible for managing course registration for incoming freshmen, non-degree seekers, transfer students, PHPB students, and continuing students.

Registration is online through the student portal, except for freshmen. All freshmen will be pre-registered by the Office of Curriculum and Assessment, in conjunction to the Office of the Registrar, according to the curriculum plan. BSN students will be pre-registered every term, following the curriculum plan. All other BSHS students’ categories as above will have the opportunity to register themselves online according to the online registration calendar included on page 25 of this handbook.

There are certain courses that are not open for online registration and require approval from faculty and from the Office of Academic and Student Affairs with proper paperwork. Those courses are COLL 220 Service-Learning Practicum, COLL 490a Peer-Assistant Learning, COLL 490b Research Experience, COLL 490c Student Services Assistant, and MEDS 410 a and b Standardized Patient Clinical Experience. Registration forms for those courses can be found at the “CHS Academic and Student Affairs” CANVAS page.

Students with business, financial, or any other registration holds on their accounts will not be registered until the hold has been cleared. To be able to register for courses, students must be in compliance with all immunizations and health insurance requirements as indicated in this catalog. If not able to register during the registration period, students must submit a “Course Add/Drop Form” during the add/drop period as specified in the academic calendar. Form can be found at the “CHS Academic and Student Affairs” CANVAS page. Students who are not able to register for courses during the regular registration and during the add/drop periods cannot attend classes on that term. Please note that all students with business, financial, immunization, health insurance, or other registration holds on their account will lose access to the course management system (CANVAS) until the hold is removed.

Student Standing Classification (Freshman, Sophomore, Junior, Senior) is defined as the number of credit hours completed at the time of registration. Priority is given to more senior standing for registration.

**1. Student Classifications**

<b>Classification</b>	<b>Number of Credits</b>
Freshmen	Less than 30
Sophomore	30 to 59 credits completed
Junior	60 to 89 credits completed
Senior	90+ credits completed
Non-degree Seeking	N/A
PHPB	N/A
Transfer	25+ credits completed

Incoming first-time college students are automatically enrolled by the college in an appropriate schedule of courses according to their curriculum plan. Transfer students are offered assistance by academic advising in course selection and registration. Continuing students must follow their curriculum plan and meet with an academic advisor for any questions on academic progression related to course enrollment.

**LIMITATIONS TO REGISTRATION**

Course Registration at CNUCHS is regulated by CHS 3703 Student Standing Classification and Course Registration Policy. In addition to the limitations indicated above, students must be mindful of the following restrictions:

- A minimum of 12 credit hours is required to be considered a full-time student.
- A maximum of 20 credit hours is allowed per full 15-week term. During condensed summer session (10 weeks or less), when offered, a maximum of 10 credit hours is allowed.
- When registering for any COLL 490 courses (a, b, or c) students must follow the maximum credit hours allowance as indicated in the table below:

<b>COLL 490 (a, b, c) # of credit hours</b>	<b>Max. credit hours allowance for other courses</b>
No Credit	17 Credit hours
1 Credit hour	17 Credit hours
2 Credit hours	16 Credit hours
3 Credit hours	15 Credit hours



- When registering online, students must follow their curriculum plan to ensure proper course sequence and compliance with all degree requirements. Students are highly encouraged to see an academic advisor to discuss their registration each term.

**Course enrollment is not guaranteed if the student deviates from the curriculum plan.**

## **XXVI. UNIVERSITY POLICIES**

### **COPYRIGHT COMPLIANCE POLICY**

It is the policy of California Northstate University (CNU) to comply with copyright law. Copyright exists in any original work that 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.

#### **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 can also 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: [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq).

### **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.

## **DISABILITY POLICY**

**Please refer to the School Catalog for a full description of the disabilities services we offer. NOTE: what is in the School Catalog supersedes what is in this Handbook.**

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).

### **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 ensuring 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 Office of Student Affairs in writing. If the disability develops during the school year and accommodation is requested, the student must notify the Director of Student Affairs in writing as soon as possible. The Director of Student Affairs serves as a liaison between students with disabilities and the faculty.

### **Eligibility for Services**

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

### **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).

### **Student’s 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 Director of Student Affairs 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.

### **Documentation Guidelines**

Both medical and functional elements of 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 activity
- 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

### **Recommendations for Accommodations**

The student's request for accommodations will be assessed by the Director 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 Director of 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: extended test/examination times, examination in distraction-free environment, and help with ordering texts to speech texts for Kindle, etc.

### **SEXUAL HARASSMENT AND SEXUAL ASSAULT POLICY**

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 such 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.

### **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 Director of Student Affairs and 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: Melissa Sheldon**

- Email: [Melissa.Sheldon@cnsu.edu](mailto:Melissa.Sheldon@cnsu.edu)
- Office Phone: (916) 378-3574

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 form.

### **Student Complaint and Grievance**

It is the intent of the college for individuals with a complaint to address concerns at the most appropriate level based on interactive problem resolution and communication. However, under certain circumstances, the person with the complaint or concern may self-determine to file a complaint form. The college will treat all persons who file complaints and grievances with fairness, impartiality, timeliness, confidentiality, and will follow the due processes as set forth in CHS 3704 Student Complaint and Grievance Policy. It is expected from all students filing a complaint or grievance to strictly follow the principles of honesty, civility, and truthfulness throughout the entire process.

#### **1. Definition and Types of Complaints and Grievances**

##### **a. Types of Complaints and Grievances:**

- i. Academic matters (excluding grade disputes and appeals included in CHS 3120 Course Grade Appeal Policy).
- ii. Misconduct related to students, faculty, staff, and college administration.
- iii. Discrimination, harassment, and/or aggression from students, faculty, staff, and college administration (verbal, written, and/or physical).

#### **2. Confidentiality and Limited Disclosure of Information**

In the course of investigation or resolution of a complaint, any individual involved with the process of resolution is considered to have access to private information as needed. Any individual so authorized in the process of resolution is bound by confidentiality of the information received by whatever legal authority controls.

A student who wants to file a complaint or a grievance against any member of the college community must fill out and submit the "Complaint and Grievance Form" online via the CNUCHS website, providing all necessary and required information. The submitted form will be routed to the appropriate college

office.

- a. The administration official will convene an investigation team of 3 people which will examine the complaint or grievance and provide a written report with a recommended resolution to the administration official within 30 business days. The administration official will provide the person who filed the grievance with the notice of case adjudication within 10 business days after receiving the written report from the investigation team.

Students filing a grievance must provide a detailed account of the issue and specific evidence supporting the allegation. When appropriate, the student may suggest a possible approach to resolution.

Any information about sanctions is protected by full confidentiality, and any administrative or disciplinary sanctions applied to a faculty, staff, or student will not be disclosed to student(s) filing complaints/grievances.

All documents related to student complaints and/or grievances are filed in the Office of the Dean.

3. Students wishing to file an anonymous complaint with the University may do so at the following location: [CNU Anonymous Report](#)

### **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 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 where the complainant believes that their safety is threatened, contact the Rancho Cordova Police Department and 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.

### **LESBIAN, GAY, BISEXUAL & TRANSSEXUAL (LGBT) NON-DISCRIMINATION POLICY**

The University/College has a zero-tolerance policy for any type of sexual harassment including harassment or discrimination of LGBTQIA+ 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, transgender (LGBTQIA+) 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 LGBTQIA+ 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.

- **Ms. Melissa Sheldon is the Title IX Coordinator** for the University. Any violations of the Title IX Education Amendment Act should be reported to Ms. Sheldon at 916-378-3574 or [melissa.sheldon@cnsu.edu](mailto:melissa.sheldon@cnsu.edu) 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.

### **ALCOHOL-CHEMICAL DEPENDENCE/IMPAIRMENT**

CHS 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 when 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.



### **Alcohol & Drug Prevention Services**

The Office of Academic and 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.

### **Tobacco and Marijuana**

Tobacco and marijuana use, including chewing products, cigars, cigarettes, and vaping, are not permitted on campus at any time. Although tobacco and marijuana are legal substances in the State of California, they pose major health risks and their use is not permitted on campus.

### **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 or laboratory section 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.

### **POLICY ON ANIMALS**

**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. College administration should be advised, in advance, of service animals entering classrooms and labs.

### **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 with respect to building access, including destroying property, allowing unauthorized persons access to the building, or compromising building security, is subject to disciplinary procedures.

The CHS buildings in Rancho Cordova are accessible from 7:30 AM to 9:00 PM unless otherwise announced. The University building in Elk Grove is accessible from 6:00 AM to 2:00 AM unless otherwise announced.

### **COMMENCEMENT**

Every student is **expected** to attend commencement and wear traditional academic regalia consisting of cap, gown, academic stole, and any additional ornamentation recognized by the College.

### **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 (LMS), student portal, or any other IT-related problem should email IT directly at [help@cnsuedu.on.spiceworks.com](mailto:help@cnsuedu.on.spiceworks.com).

### **EARLY RESOLUTION AND FORMAL GRIEVANCE (FOR NON-ACADEMIC ISSUES)**

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

### **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.

### **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 it 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.

### **FUNDRAISING**

CNUCHS recognizes that fundraising is a vital component of a successful professional organization. Therefore, the College encourages students to seek entrepreneurial ideas for fundraising. Prior to fundraising, students/organizations must first obtain permission from the Dean of Academic and 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 Dean of Academic and Student Affairs, or the Dean of the College. 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 Dean of Student Affairs. A formal proposal, with the CNU advisor's signature, must be submitted with the request to the Dean of Academic and Student Affairs for review. Once the proposal is approved by the Dean of Academic and Student Affairs, the student organization may forward the approved request to the potential sponsor(s).

### **GAMBLING**

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

### **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 that they have been hazed or believe that they may be accused of the same should contact the Dean of Academic and Student Affairs.

### **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 name 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.

### **PARKING**

The College currently charges no fee for parking on campus. Students are issued a parking pass that must be displayed when cars are parked on campus. **Students must not park in spaces marked Visitor or Faculty/Staff.** Students must park in designated student parking areas. Students must comply with any posted parking signs. Vehicles that are illegally parked are towed at the owner's expense.

## **XXVII. SECURITY AND RELATED ISSUES**

The Facilities Manager, 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 entry under certain conditions. **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 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>.

## **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 Academic and Student Affairs, campus security, or another school official. This policy defines disruptive conduct as follows:

### **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 or psychological 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 and Domestic Violence**

Physical attack is unwanted physical contact such as hitting, kicking, pushing, shoving, biting, fighting or throwing objects or use of unauthorized weapon(s) 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 who have been married, living together, or dating.

### **Stalking**

This is behavior whereby a student engages in subversive or overt 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.

### **THEFT AND VANDALISM**

Any attempted or actual theft of property from 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.

Vandalism, defined as any physical abuse, destruction or defacing of College property or to another's property or the diminishing of its material or aesthetic value is strictly prohibited.

### **SMOKING/SMOKELESS TOBACCO**

Smoking or using smokeless tobacco is prohibited on the campus. This includes e-cigarettes (i.e., vaping).

### **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 prohibits 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.

## **XXVIII. OFFICE OF THE REGISTRAR**

The Registrar retains information regarding official enrollment, registration, and academic information for students and alumni. Downloadable request forms related to academic transcripts, enrollment/degree verifications, contact and personal information changes, grade changes, duplicate diploma requests, FERPA release authorization, emergency contact updates, leave of absences, and college withdrawals are available from the Office of the Registrar website.

Students are strongly encouraged to become familiar with the Office of the Registrar website:

Office of the Registrar  
9700 West Taron Drive  
Elk Gove, CA 95757  
(P) 916-686-7400  
Email: [CNRegistrar@cnsu.edu](mailto:CNRegistrar@cnsu.edu)  
Website: <http://www.cnsu.edu/office-of-the-registrar/>

The main office is located on the second floor of the Elk Grove campus. A Registrar Office staff member is available on the Rancho Cordova campus (Room 10-136) on specific days during the week during

normal business hours. Please contact the Office for specific availability dates or to make an appointment.

## **STUDENT RECORDS**

The academic transcript is a permanent student record maintained by the Office of the Registrar. Other student records as prescribed by California Code of Regulations 71920 are maintained by the institution for a minimum of five years from completion of or withdrawal from the CNU academic program. For assistance in accessing a record, please contact the Office of the Registrar or the department responsible for maintaining the record. Access to student records are governed by the Family Education Rights and Privacy Act of 1974 (FERPA). Please see the [Directory Information and Access to Student Records](#) section of this handbook or contact the Registrar for more information.

## **CAMS STUDENT PORTAL**

Some records can be reviewed and updated online through the CAMS Student Portal.

The Portal allows the student to:

- Update contact information.
- View official grades, print unofficial transcripts, and review course narratives.
- Register for classes.
- View course schedules.
- Track submitted documents.

To access the Student Portal, go to: <http://www.cnsu.edu/office-of-the-registrar/student-portal> using Internet Explorer, Firefox, Mozilla, or Safari. You must allow pop-ups in your browser. Using the Chrome browser can cause the Portal to display incorrectly.

Students access the Student Portal with unique credentials provided by the CNU IT department prior to matriculation to the college. If you do not know your password, you can reset your password from the log-in screen. If you do not know your username, contact [help@cnsuedu.on.spiceworks.com](mailto:help@cnsuedu.on.spiceworks.com) and IT staff will assist you.

A PDF users guide is available on the website. Technical issues related to CAMS Student Portal should be directed to [help@cnsuedu.on.spiceworks.com](mailto:help@cnsuedu.on.spiceworks.com).

Please note that the Student Portal is different than and is not related to CANVAS, the LMS used by CNU. Students use Canvas to participate in courses, and the final grades displayed are not official. Please direct questions regarding CANVAS to CNU IT department.

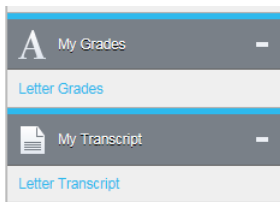
## **VIEWING LETTER GRADES IN THE STUDENT PORTAL**

Log into the Student Portal using either Internet Explorer or Firefox/Mozilla. Please do not use Google Chrome as your browser; be certain to enable pop-ups within your browser.

1. Log into the correct term/semester (e.g. CHS FA 2020, CHS SP 2021, etc.)
  - a. If you need to change semesters once logged in, click *Change* next to the current term in the upper left-hand corner under your name.

Current term: COM M1 FA 18 [\(Change\)](#)

2. You will work in these two areas to access your grades:



- a. **Letter Grades:** Under *My Grades*>click *Letter Grades*>*Grade Type = Final Grades*. Your final grades will be displayed for the term/semester you have selected.
- b. View your unofficial transcript without narratives: Go to *My Transcript*> click *Letter Transcript*.
  - i. For a printer-friendly version of your unofficial transcript click the printer icon in the top left corner of the transcript page. Printer icon:



### **CHANGES OR CORRECTIONS TO PERSONAL INFORMATION**

Students are responsible for immediately reporting any change in their personal information (e.g. name, address, telephone number, etc.) to the Office of the Registrar. CNU will not be held responsible for any mail sent to the wrong address due to an incorrect address on file. The postage cost for remailing may be at the expense of the student.

Corrections to date of birth, social security number, and sex/gender require submission of the *Change of Personal Information* form and supporting legal documentation to the Office of the Registrar.

The request form is available at <http://www.cnsu.edu/office-of-the-registrar/registrar-services>.

### **LEGAL NAME CHANGE REQUEST**

Official CNU records and academic transcripts must reflect the student's name as it appears on a government-issued photo identification, such as a driver's license or U.S. Passport. The student's legal name is established during the matriculation onboarding process performed by the Admissions Office.

#### **Legal Name Change Process**

**Incoming students:** Please contact the CHS Admissions Office regarding name changes and corrections. It is recommended that students make any known changes/corrections prior to matriculation.

**Current students:** To change your official name for school documents and records, submit the following documents to the Office of the Registrar:

1. A completed *Change of Personal Information* request form the Office of the Registrar's Service and Forms webpage, <http://www.cnsu.edu/office-of-the-registrar/registrar-services>;
2. Government-issued photo ID showing new legal name;
3. Acceptable proof (marriage certificate or court order) of name change. Not required for name corrections.
4. Current student identification card

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

1. Business Office
2. Experiential Education
3. Financial Aid Office
4. Library - All library resources

5. OSAA
6. IT Department – The LMS (CANVAS), new student identification badge, new email address.
7. Student Records - Official Academic file and official class rosters.

Please allow one to two business weeks for changes to appear throughout University systems.

### **CHANGE OF ADDRESS**

Update your address, phone number and email through the **Student Portal**.

Former students must submit the request form to update their contact information. The request form is available on the Office of the Registrar's website and in the forms display near the Registrar's Office.

Submitted forms typically take five to seven business days to process. Updates submitted through the Student Portal are reflected immediately but may take five to-seven business days to be reflected in all University systems. This change will not update your W-9. To update the address on your W-9, you must submit a new W-9 to the Business Office.

### **ENROLLMENT AND DEGREE VERIFICATIONS**

The Office of the Registrar provides confirmation of student enrollment status to financial institutions, organizations, or agencies as permitted by FERPA or in writing at the student's request. Students may request proof of enrollment or degree by completing an *Enrollment, Degree, & Good Standing Verification Request* form located on the Office of the Registrar's web page.

The student must complete the form and submit it to the Registrar. Complete requests are typically processed within five business days. Verification letters are printed on official letterhead, include the Registrar's signature and the University seal. Requests are typically processed within five business days. Longer processing times may occur during the beginning and end of semesters.

Information about verifications and the request form are available at: <https://www.cnsu.edu/office-of-the-registrar/enrollment-degree-verification-request>.

### **TRANSCRIPT REQUESTS**

A student's academic transcript is a permanent record and reflects courses attempted and completed at CNU, the final grade received for each course, courses in progress, term and cumulative GPAs, term honors (e.g. Dean's List, etc.), applied transfer credit, CNU degrees earned, the graduation and conferral date, and any degree honors earned.

Students and former students may order an **official transcript** through the Office of the Registrar by:

1. CNU Transcript Request Form
  - The Transcript Request form is available on the Office of the Registrar website and in the display case outside of the Registrar's Office. The ordering fee is posted on the order form and payment is due at the time of order submission.
  - Complete requests are typically processed within five business days and are provided in a sealed envelope.
  - A transcript request form and payment must accompany all order requests.
2. Order Online: [www.parchment.com](http://www.parchment.com).



- Official transcripts may be ordered through Parchment’s online record ordering service. A credit card is required, and additional service fees are applicable. Students requesting an emailed official transcript must place their order through Parchment’s online record ordering service and pay all applicable service fees.

**Unofficial transcripts** can be viewed and printed online through the Student Portal or ordered free-of-charge using the Transcript Request form.

All delinquent financial and business obligations with the University must be cleared before transcripts are released. The University will withhold official transcripts if the University has knowledge that the student has any default on loans or service obligations.

Ordering instructions and request forms are available at: <https://www.cnsu.edu/office-of-the-registrar/registrar-request-a-transcript>.

### **APPLICATION FOR GRADUATION**

Students applying for graduation must meet all stated graduation requirements detailed in CHS 3124 Graduation Requirements for the Bachelor of Science Degree in Health Sciences or CHS 3125 for the Bachelor of Science in Nursing, as well as all financial requirements prior to submitting the Petition to Graduate. Students who have completed all of the requirements to graduate are required to submit the Petition to Graduate through Academic Advising for processing prior to the graduation application deadline (see deadlines below). Degree conferral is subjected to coursework verification, The Petition to Graduate form is available on the Office of the Registrar web page ([https://www.cnsu.edu/registrar/PDFs/CNU\\_Petition\\_to\\_Graduate.pdf](https://www.cnsu.edu/registrar/PDFs/CNU_Petition_to_Graduate.pdf)).

#### **Application Deadline for conferment of degree is as follows:**

<b>Graduation Application Deadline</b>	<b>Filing Deadline</b>
<b>Spring</b>	<b>March 1</b>
<b>Summer</b>	<b>July 15</b>
<b>Fall</b>	<b>October 1</b>

### **DIPLOMAS**

The Office of the Registrar oversees the release of CNU diplomas. The student’s degree must be awarded and posted to the official transcript before a diploma can be provided. Diplomas will include any applicable CNU degree honors (cum laude, magna cum laude, and summa cum laude).

Students must complete and submit the Graduation Clearance Form before their diploma will be mailed. The Clearance Form verifies that the student has no outstanding balances or University requirements. A diploma will not be provided until all student account requirements are met.

Diplomas are typically mailed via US Postal Service first class mail to the permanent address listed on the Petition to Graduate approximately six to eight weeks following graduation/degree conferral for students who have met all clearance requirements. CNU uses a third-party vendor to print and mail all diplomas. CNU is not responsible for lost, stolen, damaged, or returned diplomas.

Diplomas returned to the school as undeliverable will be held for five (5) years. Repeat shipping is at the cost of the student.

### **Duplicate Diplomas**

A student may request a duplicate diploma that has been lost or damaged by submitting the Duplicate Diploma Request Form with all applicable fees to the Office of the Registrar. The fee for a duplicate diploma is posted on the form and must be paid at the time of the request. When possible, the original diploma must be returned to the Office of Registrar. The request for a duplicate diploma is kept in the student's file.

Diplomas will be mailed via US Postal Service first class to the address indicated on the Duplicate Diploma Request Form. Diplomas and official transcripts will not be released if there is a financial hold. CNU is not responsible for lost, stolen, or returned diplomas.

In the event that your diploma is lost or stolen and degree verification is needed, please submit the Enrollment and Degree Verification Request form found here: <https://www.cnsu.edu/office-of-the-registrar/enrollment-degree-verification-request>.

### **COURSE REGISTRATION: DEADLINES**

Registration is conducted by the Registrar prior to the start of each semester/term for new and continuing students. Students with business, financial, or other registration holds on their account will not be registered until the Registrar is notified that the hold has been cleared. Students who are non-compliant with institutional requirements, including but not limited to health insurance and/or immunization documentation, or who have a registration hold on their student account at the time of registration are required to satisfy the deficient requirement and may also be required to submit the Course Add/Drop form by the end of the Add/Drop period to register or make schedule changes. A student should not be attending any class for which he or she is not registered. Course registration can be viewed through the Student Portal.

Please note: the Student Portal (CAMS), not CANVAS, is your official registration source of information.

Instructions for registration are sent via email to the student's CNU email. Students are encouraged to review their semester registrations through the CAMS Student Portal (not CANVAS) on a regular basis to ensure accuracy. At minimum, students should check their Portal at the beginning of the semester, after any requested course/rotation changes, and shortly before the end of the course and/or semester.

Faculty sponsored courses (COLL 490 a, b, c) and experiential courses that require community placement (such as COLL 220 and COLL 430) follow a different registration process and are not open for online registration. Please note that freshmen students are not allowed to register online; they must work with our academic advising team to be registered. The Registration Calendar for the 2024-2025 Academic Year is available on the next page as well as on page 25 of this handbook.

**Table 4. Critical Dates – Academic Year 2024-2025**

**ONLINE REGISTRATION CALENDAR – 2024/2025**

Student Group	Summer 2024	Fall 2024	Spring 2025
Senior, PMPB and Non-degree Seeker	April 17 to April 19, 2024	August 15 to August 20, 2024	December 16 to December 20, 2024
Junior	April 18 to April 19, 2024	August 17 to August 20, 2024	December 18 to December 20, 2024
Sophomore	April 19, 2024	August 18 to August 20, 2024	December 19 to December 20, 2024
Freshmen*	No online registration	No online registration	No online registration

\*Incoming freshmen will be administratively pre-registered by CNUCHS Academic Advising in conjunction to the Registrar according to the curriculum plans.

**SELECTED CRITICAL DEADLINES FOR STUDENTS – 2024/2025**

Critical Event	Summer 2024	Fall 2024	Spring 2025
Course Add and Drop Period	May 06 to 17, 2024	September 03 to 13, 2024	January 08 to 17, 2025
Course Withdraw (last day)	July 12, 2024	November 08, 2024	March 14, 2025
PALs Registration Period	May 02 to 10, 2024	August 29 to September 06, 2024	January 6 to 14, 2025
Final Grade Appeal Deadline	September 2, 2024	December 30, 2024	May 5, 2025

*Please note that this calendar is not exhaustive and does not cover all academic, student affairs and financial deadlines.*

## COURSE ADD, DROP, AND WITHDRAWAL

Students can make adjustments in their course schedules in the best interest of their academic needs/preferences and curriculum plan during the add and drop period at the beginning of each semester/term. During this period students may add (register for) or drop (cancel registration for) most courses. Faculty sponsored courses (COLL 490a, b, c) and courses that require community service placement (such as COLL 220 and COLL 430) are not allowed to be added or dropped directly by the student during the add and drop period. Please understand that add and drop are meant for minor adjustments.

“CHS 3128 Course Add/Drop and Withdrawal Policy” regulates Course Add, Drop, and Withdrawal. General criteria for adding and dropping courses are depicted in **Table 7**.

**Table 5. Course Add and Drop General Information**

Question	Answer
1. When can I add and drop a course?	<u>For fall, spring, and summer terms:</u> up to the <b>end of the 2<sup>nd</sup> week of classes</b>
2. How many courses may I add and drop?	<u>For fall, spring and summer terms:</u> you may <b>add up to four</b> and <b>drop up to four</b> courses
3. May I add or drop the same course more than once in a semester/term?	Absolutely <b>NO</b> . You may add or drop the same course only once per semester or term during the add and drop period.
4. May I add or drop any course?	No. The COLL 490 series (a, b, c) and the courses that require community placement cannot be added or dropped directly by the student, without faculty request/approval. Those courses follow a different registration process (and have different registration forms), due to their special nature.

In order for a student to add or drop a course, he/she must complete a “Course Add and Drop” form in consultation with an Academic Advisor, who will sign the form with the student. The signed form will be then sent to the Office of Curriculum and Assessment for analysis and approval. The Office of Curriculum and Assessment will send the approved form to the Registrar for processing. Please note that **no request for add and drop is automatically granted**; as a result, the student must continue attending the course in which they were originally registered until the add or drop request is reflected in their CAMS official student portal (not CANVAS) schedule.

Students can withdraw from most courses (with the exception of the COLL 490 series and courses that require community service placement) according to the general criteria depicted in **Table 8**. It is important to note that students are limited to a maximum of four course withdrawals during their tenure at CHS. It is also important to note that course withdrawal may increase the time of completion to graduation of the standard four-year BS degree program.

In order for a student to withdraw from a course, they must complete a “Course Withdrawal Form,” in consultation with his/her faculty advisor and an Academic Advisor and send the form directly to the Office of Academic and Student Affairs. If and when approved, the Office of Academic and Student Affairs will send the form to the Registrar for processing.

**Table 6. Course Withdrawal General Information**

Question	Answer
1. When may I withdraw from a course?	For fall, spring, and summer terms: up to the <b>end of the 10<sup>th</sup> week of classes</b>
2. How many courses may I withdraw from?	You may withdraw from <b>up to 4 courses</b> during your tenure at CHS
3. May I withdraw from any course?	The COLL 490 series and courses that require community service placement require faculty approval for you to withdraw.

**COLLEGE WITHDRAWAL**

Cancellation shall occur when you give written notice of cancellation to the Admissions Office at the College’s address shown at the top of the first page of the Enrollment Agreement prior to 12:01 am on the second day of instruction of the semester. After the cancellation period, a college withdrawal shall occur when you give written notice of withdrawal. Please submit the Official College Withdrawal form to the Office of Academic and Student Affairs. You can download and fill in the form directly from our website ([http://www.cnsu.edu/registrar/PDFs/CNU\\_OfficialCollegeWithdrawalForm.pdf](http://www.cnsu.edu/registrar/PDFs/CNU_OfficialCollegeWithdrawalForm.pdf)). You can deliver the form by hand delivery, email, or regular mail. Written notice of cancellation or withdrawal sent by hand delivery or email 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 you no longer wish to be bound by the Enrollment Agreement in the case of a cancellation or that you wish to withdraw from the College in the case of a withdrawal.



# Part 3

## Student Services and Student Life

### Student Handbook

Academic Year 2024-2025



## **XXIX. ROLES, RESPONSIBILITIES, AND EXPECTATIONS FROM PARENTS**

At CNUCHS, the student is at the center – and is the focus – of a synergetic relationship between the college, the families, and the students. The ultimate goal is to join efforts towards the student’s individual and intellectual growth. We recognize our students as emerging adults, living different developmental phases, and carrying different life experiences and expectations. Key to this is the commitment to help all students to develop **autonomy**, learn how to advocate for and by themselves, and prepare to be successful in life during and beyond college. Parents/guardians play a critical role in supporting a successful transition of their children from high school to college, as well as in supporting them throughout their undergraduate journey. The following principles guide the relationship between the college, the families, and the students:

1. Students are trusted to be able to manage their own affairs, including decisions and responsibilities around academic, financial, and personal issues.
2. Students are afforded privacy in their academic and personal lives. They are expected to act responsibly (in accordance with the CHS 3801 Academic Integrity and Good Conduct Policy), and they should expect to be held accountable for their behavior. When they make mistakes – and they will – CNUCHS is committed to trying to help them learn and grow as a result.
3. Students have available college and university resources to guide them in their academic and personal development.

### **PRIVACY**

Our compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA) and the practical fact that CNUCHS is unable to assess the nature of each student-parent/guardian relationship, in most cases the college leaves it to each student to decide whether or when to involve parents or guardians. Most academic and personal difficulties can be resolved on campus, without involving parents or guardians. University and College staff members (deans, department chairs, directors and counselors) are committed to supporting students as they work through difficult issues.

There are situations where parental or guardian involvement or notification may be appropriate: when a student’s enrollment status changes (on leave, withdrawn, suspended, etc.), when there is a health or safety emergency, or when a student otherwise engages in behavior calling into question the appropriateness of the student’s continued enrollment in the University. In these situations, we generally first encourage students to communicate directly with their parents or guardians. Where student consent is not sought or available, the University may still choose to disclose to the parents or guardians if permitted by law.

FERPA permits the university to notify parents or guardians under certain additional specified circumstances, such as regarding a student under the age of 21 who violates laws or university policies relating to the use or possession of alcohol. The university encourages its students and their families to maintain an ongoing, open dialogue throughout the undergraduate years and to speak frankly about academic progress and personal responsibility, including the use of alcohol and general safety issues. In many ways, these conversations are as valuable to our students as the university’s written policies and its myriad of resources.



## **EXPECTATIONS AND ETIQUETTE**

1. Parents/guardians are not permitted to communicate directly with a faculty member related to any academic, performance, or behavioral issue involving a student. This includes, but is not limited to, email, phone call, letters, or walk-in visit. As mentioned before, it is an important part of our college education the fact that the student must learn how to advocate for and by him/herself. All communications from parents must be mediated by the Office of Academic and Student Affairs.
2. Parents/guardians must not show up in any scheduled meeting (either virtual or face-to-face) between the student and a CHS faculty or staff member, without prior approval to participate in the meeting. Parents/guardians must also not show up for any unannounced meeting with a CHS faculty or staff member. All meetings must be scheduled and mediated by the Office of Academic and Student Affairs.
3. If any situation arises that a parent/guardian needs to reach out college staff to address a condition related to a student, parent should contact the supporting system, sending a message directly to [chsparent@cnsu.edu](mailto:chsparent@cnsu.edu). The situation will be directed to the best person to be addressed and the college will contact the parent back.
4. It is expected from all parents/guardians that all communication must use professional and courteous language. Any conflict that arises must be resolved within the realms of professionalism and courtesy/politeness.

## **XXX. STUDENT SERVICES**

**EVERY TIME YOU NEED HELP WITH STUDENT SERVICES, FOR A QUICKER ANSWER SEND AN EMAIL TO:**

[chs.studentaffairs@cnsu.edu](mailto:chs.studentaffairs@cnsu.edu)

## **STUDENT ACCOMMODATIONS**

CHS offers accommodations for students who are in need of special accommodations for assignments, quizzes, and tests during the semester. Students who require special accommodations should contact the Office of Student Affairs ( [chs.studentaffairs@cnsu.edu](mailto:chs.studentaffairs@cnsu.edu) ) and provide documentation, along with the CHS Special Accommodations/Disability Verification form, which specifies the needed accommodations as prescribed by a healthcare professional or education specialist. The Director of Student Affairs will then notify the student's professors of specific accommodations required for the student.

## **ALCOHOL & DRUG PREVENTION SERVICES**

The Office of Student Affairs offers many resources 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 Director 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 Director 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 Office of Student Affairs may be reached at (916) 686-7418. For any emergency please call 911.

### **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: <a href="http://namica.org/">http://namica.org/</a>	916-567-0163
NAMI Sacramento: <a href="http://namisacramento.org/">http://namisacramento.org/</a>	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: <a href="https://www.ncadd.org/">https://www.ncadd.org/</a> )	1-800-622-2255 24-hour affiliate referral
Talk One 2 One: <a href="http://www.studenttalkone2one.com/">http://www.studenttalkone2one.com/</a>	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. Additionally, look in the yellow pages of the local telephone directory or search the web using search terms such as “mental health,” “community services,” “social

and human services,” “alcoholism,” or “drug abuse.” You may be surprised to learn how many organizations are available that can help.

### **COUNSELING SERVICES**

California Northstate University recognizes that students will begin their respective programs with various levels of academic ability and psychological robustness. Some students will most likely experience trying personal circumstances outside the curriculum that may impact their ability to perform at an optimum level of academic performance. To assist students in times of need, the University offers counseling services to support students as they meet their emotional needs and personal goals. Counseling involves creating a safe, therapeutic relationship between the therapist and student. The therapist listens without making judgments in order to understand the student and what they want to accomplish in counseling. The therapist helps the student set and work toward achieving goals. CHS students have 24/7 access to counseling services to discuss mental health issues including but not limited to increased stress, depression, and anxiety as well as concerns about their academic progress, daily living, adjustment to college, and relationships with others. Students may also seek counseling if they are in crisis; however, **students do not need to be in crisis to benefit from counseling services.**

All students can request free 24/7 counseling services through TimelyCare, CNU’s counseling services. Timely Care is a virtual health and well-being platform available at no cost for all California Northstate University students. Go to [Timelycare.com/cnsu](https://www.timelycare.com/cnsu) or download the TimelyCare app to access care.

Additionally, the CNU College of Psychology, located on the Rancho Cordova campus, offers in-person counseling services at their Community Counseling and Psychological Services (CCAPS) Clinic. The clinic is located on the 2<sup>nd</sup> floor of building 2920. The clinic offers free and confidential counseling services for all CNU students. You can contact the CCAPS clinic at 916-378-3581 or [CNUCCAPS@cnsu.edu](mailto:CNUCCAPS@cnsu.edu) to schedule and appointment.

### **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 LMS the College uses for course information and with the University email system. Every time you need to contact IT, please email [help@cnsuedu.on.spiceworks.com](mailto:help@cnsuedu.on.spiceworks.com).

### **LIBRARY/LEARNING RESOURCES**

The CNU Learning Resource Center is available for students, faculty, and staff. It is located at the Elk Grove campus and houses the library collection and provides space for individual and group study. This program includes an initial 5000 square feet of space devoted to the following resources:

- Library Facility and Collection
- Computer resources

- CNU Electronic Library
- Classroom Resources
- Interlibrary Loan Program

### **CNUCHS Library Facility**

The library facility is a significant part of the CNUCHS Learning Resources Center. It is located on the 2<sup>nd</sup> floor in Building 2910 and provides a quiet space for study. The CHS Library is managed and operated by a 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. The library subscribes to over 1,000 scholarly electronic journals.

### **Library Computer System**

A designated area of the learning resource center is dedicated as a computer lab in Room 107 in Building 2910. Computers in the lab are available to students and 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.

### **Library Collection Interlibrary Loan Program**

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

## **MEDIA AND COMMUNICATION STUDIO**

The Media and Communication Studio (MCS) is a student's best friend at CHS. The PALs and volunteer faculty provide free one-on-one tutoring in all areas of communication: writing, speeches, media. The MCS also offers student workshops each semester focusing on areas such as writing thesis statements, essays, and analysis. Furthermore, the Mikomiko Student workshop series concentrates on student success in many areas from personal statements to time management. We work with students at all phases of their work from brainstorming to final product.

The **MCS is neither a "drop-off" service nor proofreading service** because its ultimate goal is to help individuals (and groups) become better communicators. Dropping off work for automatic feedback does not help students to become better writers or communicators.

What should you expect when you come into the MCS (either virtually or face-to-face)? Expect to have a discussion of your work. Expect to have a discussion of how to make your work better. Expect to leave your session thinking about different ways to convey your own thoughts in your own voice.

To sign up for an MCS session, head to the MCS Online: <https://cnsu.mywconline.com>. Once you register, you can see the MCS and the Workshop schedules, enabling you to sign up for either an individual session with the tutor of your choice or a workshop. We look forward to working with you!

## **TUTORING AND MCAT PREPARATION**

Students experiencing difficulty in any class are urged to seek help and assistance from the course instructor or their faculty advisor before the problem becomes unmanageable. If academic problems arise, group tutoring opportunities are available, in house, on a limited basis, through the Office of Student Affairs. Students requiring this assistance must be referred by the course instructor or his/her faculty advisor. The Office of Student Affairs, through the Student Life Coordinator, keeps a list of tutors and tutoring services available in the Sacramento Area. Such directory does not represent any recommendation from the College; it is just a starting point to help students to find a tutor in the area.

CHS also offers MCAT preparation for interested students year-round. MCAT preparation takes different formats, both in conjunction with an external provider and in-house with CHS faculty. Subject-focused and interactive MCAT workshops feature a rotating cast of CHS faculty from various disciplines, as well as outstanding peer-tutors, where students hone their skills with content review, practice problems and discussions on effective study methods and test-taking strategies. The faculty designs each session based on student need and feedback in order to prepare them for success on the MCAT. The initiative also features an MCAT diagnostic that will be used to offer individualized advising for each student.

Contact the Office of Curriculum and Assessment for detailed and updated information on MCAT preparation opportunities.

## **PEER ASSISTANT LEARNING – PAL (COLL 490A)**

A PAL is a student leader who is adequately trained as a peer educator and properly guided to work cooperatively with colleagues towards providing academic support to optimize learning. In order to become a PAL, the student must first take the 1-credit course COLL 489 PAL Education Seminar and earn a passing grade (the course is a P/NP course).

PAL is a faculty-sponsored course/activity and as such registration must be sponsored by a faculty member (a student cannot register by themselves), provided the student meets all the following requirements:

**Table 7. Requirements for Becoming a PAL**

<p><b>Who is eligible to be a PAL?</b>  <b>Please note:</b> All PALs must be approved by the faculty sponsor, even if they meet all requirements to become a PAL.</p>	<p>Any student who meets <u>one</u> of the following criteria:</p> <ul style="list-style-type: none"> <li>⇒ Have completed at least one semester of coursework at CHS</li> <li>⇒ Is a PHPB student</li> <li>⇒ Is a transfer student or has taken a minimum of 12 college credits at CHS</li> </ul>
<p><b>If a student is eligible, what are the requirements to be registered as a PAL (either for credit or for pay)?</b></p>	<ul style="list-style-type: none"> <li>⇒ Take and get a passing grade in the COLL 489 PAL Education Seminar</li> <li>⇒ Be in good academic standing (GPA of 3.0 or above)</li> <li>⇒ Have no incidents of misconduct that resulted in a written reprimand by the College Dean in the last 12 months</li> <li>⇒ Have taken the course he/she wants to be a PAL (or an equivalent course) and have a passing grade on it</li> <li>⇒ Be registered for a maximum of 17 credits in each term.</li> </ul>

<b>Are all students required to take the 1-credit seminar?</b>	Yes. The seminar is a requirement for all, and must be taken <u>before</u> the student will be considered to be registered as a PAL.
<b>May I become a PAL for credit or for pay?</b>	You may register as a PAL either for college credit (COLL 490a) or for pay (CHS offers limited opportunities for paid PALs each term). If you are registered for credit, you can take from one to three credits, but only two credits can be applied towards your degree.

A PAL should neither be considered nor present themselves as a subject matter expert. A PAL is essentially a facilitator of learning who is charged with some key duties, responsibilities, and limits as indicated in **Table 10**.

**Table 8. Overview of a PAL Activity**

<b>Duties</b>	<b>Responsibilities</b>	<b>Limits</b>
May hold office hours and work with peers in groups or one-on-one; may be asked to attend class and to hold recitation and supplemental instruction sessions; may be asked to participate in preparation of classroom and laboratory sessions.	Must keep records (logs) of all activities and report to the faculty as requested; must apply best practices for cooperative learning; must follow the course plan as devised with the faculty mentor; must hold all activities at scheduled times; must meet with the faculty mentor regularly; must perform four hours per week per credit of PAL activity during the term.	Should not perform any grading activity; should not perform any activity that involves FERPA protected information; should not cancel or change any scheduled activity without the consent of the faculty mentor;

### **STUDENT SERVICE ASSISTANTS (COLL 490c)**

CHS offers several opportunities for students to gain experience as service assistants under the direct supervision of a faculty member or selected staff members. Students may be service assistants for credit or for pay (limited spots for pay are available each term) and will be assigned to a “service team.” CHS currently offers opportunities for student service assistants with the following service teams:

- Administrative Assistance Team
- BETC Intern
- Front Desk Assistance Team
- Laboratory Assistance Team
- Marketing and Recruitment Team
- Multimedia Team
- Media and Communication Studio Team
- Service-Learning Team (includes Student Leaders)
- Sideline Team
- Student Life Assistant

Students interested in become service assistants (either for credit or for pay) must apply for a position by completing an inventory of abilities, talents, and experiences according to the registration calendar portrayed on **Table 11**. Registration for student service assistants is managed by the Office of Academic and Student Affairs.

## **STUDENT TUTORS**

Students wishing to serve as subject area tutors must complete COLL489 PAL Education Seminar and obtain a letter of recommendation from faculty who have taught the student in the subject area of tutoring interest. All documentation should be submitted to the Office of Student Affairs.

## **VISITORS**

All visitors must sign-in at the front desk and keep their visitor's badges visible all the times.

Visitors are only allowed to visit a student in the common areas of the buildings when the student is not in class or laboratory. Access to classrooms and laboratories is strictly forbidden, unless prior permission has been obtained through the Office of Academic and Student Affairs and a school's designee accompanies the visitors.

Students are responsible for any misconduct of their guest.

## **XXXI. STUDENT CLUBS AND PROFESSIONAL ORGANIZATIONS**

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

All clubs and professional organizations must register at the beginning of each fall term with the Student Life Coordinator in order to be recognized by CNUCHS. The CHS Club Management Handbook provides information on how to start and manage a club at CHS.

## **CHS STUDENT CLUBS AND PROFESSIONAL ORGANIZATIONS**

CHS Club and Professional 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 club and professional organization officers are required to attend a student organization leadership workshop at the beginning of the fall semester.
- The club or professional organization must not associate with any local, state or national organizations that require its members to support positions contrary to CNUCHS policies.
- A copy of the current constitution and/or by-laws that govern the club and 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 by-laws must be on file with the Student Life Coordinator.
- All clubs and professional organizations must have a faculty advisor.
- Student clubs and professional organizations must have a minimum of five (5) members, including two (2) officers.

- Student officers must be in good academic standing and have no current academic integrity or good conduct code of honor violations. Any violation or academic probation will result in the immediate suspension of a student’s officer position(s).
  - Club or professional organization president or vice president shall hold no *additional* elected officer position in any other club or organization while in office.
  - Club or professional organization officers, non-president/vice president shall not hold more than one additional officer position in any other club or professional organization while in office.
  - Club or professional organization treasurer shall hold no additional treasurer position in any other club or professional organization while in office.
- Meeting dates and events should be reported to the Student Life Coordinator and placed on the CHS Student Events monthly calendar.

### **CHS STUDENT CLUB MANAGEMENT HANDBOOK**

All officially-recognized student clubs and professional organizations at CNUCHS must abide by the policies and procedures set forth in the *CHS Student Club Management Handbook*.

The CHS Club Management Handbook is provided to the club or professional organization president and the group’s advisor at the beginning of the fall semester.

Club or professional organization officers and the group’s faculty advisor are responsible for submitting any forms or other required paperwork required by the policies and procures outlined in the handbook.

#### **Responsibilities**

All registered student clubs and professional organizations must act within the context of College policies, the organization’s by-laws, and a fiscally sound operational manner. It is the responsibility of each organization, its officers and members to abide by all policies and procedures in the *CHS Club Management Handbook*.

#### **Rights and Privileges**

CHS recognized clubs and professional organizations may use the College facilities for meetings or events. Request for the reservations of facilities must be made to the Student Life Coordinator within thirty (30) days of the scheduled meeting or event. Students must first check the CHS Student Events Calendar to ensure that there are no other conflicting events before scheduling an event. An officer must then contact the Student Life Coordinator who will make the approval for the facilities being requested. Once the approval is made, the student officer can request a room reservation with the CHS Dean’s executive assistant.

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.

The College should have full administrative access to all social media sites created and/or maintained by student organizations.



### **Current Student Organizations**

New student clubs and professional organizations are created in the fall term of each academic year. Please check with the Coordinator of Student Life for a current list. Some of the student club and professional organizations include:

- [Anime Club](#)
- [Basketball Club](#)
- [Chess Club](#)
- [CHS ACH Chemistry Professional Organization](#)
- [HOSA Professional Organization](#)
- [Music Meets Medicine](#)
- [Operation Smile](#)
- [Pre-Dental Club](#)
- [Red Cross Club Professional Organization](#)
- [Sideline](#)
- [Volleyball Club](#)

### **XXXII. LOSS OF RECOGNITION: STUDENT ORGANIZATIONS**

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

Any organization that has lost its recognition may neither engage in any College event nor activity nor use the college name, insignia or other College assets.

Student organizations alleged to have violated any College or organization policy will appear before the Academic Integrity and Good Conduct Committee (AIGC) for a hearing and status determination.

### **XXXIII. STUDENT LEADERSHIP**

Students have representation on a number of committees at CNUCHS and are encouraged to develop leadership skills by serving on a College committee. These committees include the College Academic Integrity and Good Conduct Committee and the College and University Diversity, Equity, Inclusion and Belonging Committees. Student leaders also participate in academic program review and in college level assessment through promoting completion of course and instructor evaluations. The Office of Student Affairs request nominations of students desiring to serve on CNUCHS committees.

#### **Student Ambassadors**

The CHS Student Ambassador Program's mission is to provide a unique insight into college life, programs, and academic opportunities for prospective students, their families, and local community. Student Ambassadors also serve as a welcoming committee for all CHS open houses, New Student Orientation, and serve as mentors to first year students. Applications for Student Ambassadors open each year in February. The deadline for all applications is March 15. The Student Ambassador Faculty Advisor is tasked in forming a selection committee to vet all applicants and select new ambassadors. Applicants are notified by March 31.

### **STUDENT GOVERNMENT**



The Student Government organization is the student government body of the College. The Student Government establishes by-laws for governing its operations. The Director of Student Affairs and the Student Life Coordinator serve as advisors to the Student Government. Government elections are held in the spring semester and the offices are held for one (1) year.

## **STUDENT GOVERNMENT BYLAWS**

### **Article 1 - Name**

The name of the organization shall be California Northstate University College of Health Sciences Student Government, herein after referred to as CHS Student Government.

### **Article 2 - Purpose**

The purpose of CHS Student Government is to serve CHS students by voicing the needs of all students while serving as a key line of communication between the student body, the university, and the university's student organizations.

CHS Student Government shall promote the University's mission (To advance the art and science of healthcare) and the college's values: integrity, ethical conduct, empathy, interpersonal collaboration, social accountability, civic-minded commitment to service, and respect for human diversity. CHS Student Government shall cultivate an environment that is conducive to collaboration, professionalism, and commitment to service.

### **Article 3 – Membership and Participation**

Any student registered and active at California Northstate University College of Health Sciences is a member and shall be able to vote and be voted in elections, provided the conditions set forth in these Bylaws are met. Each student who is regularly registered and attending as CHS student for the current term is allowed one vote in any election or referendum conducted by student government.

### **Article 4 – The Executive Board**

The one year term Executive Board runs CHS Student Government and shall consist of the following officers: President, Vice President, President-Elect, Vice President-Elect, Secretary, Treasurer, and Publicist. In addition to the Executive Board, CHS Student Government shall have as many Co-Presidents as the number of programs, pathways, and coursework offered at CHS. Co-Presidents are officers of CHS Student Government but not members of the Executive Board.

All officers must be in good academic integrity and conduct standing with no record of violation in student's file. If any incident of academic integrity and/or misconduct is registered after the election or during the term of any officer, the officer shall be automatically removed from office. Standards of academic integrity and good conduct are defined in CHS 3801 Student Academic Integrity and Good Conduct Policy.

Additionally, officers must be in Good Academic Standing, as stated in the CHS Student Handbook. For this purpose, good academic standing and compliance with the GPA required for graduation or program progression. If GPA drops below the requirement after the election or during the term of any officer, the officer shall be automatically removed from office.

### **Duties in Office:**

- I. President

- a. Read the most current edition of the following college documents prior to assuming role in office: CNU General Catalog, CHS Student Handbook, CHS Student Government Bylaws, CHS Co-Curricular Learning Outcomes and any other document relevant to the office.
  - b. Communicate with all CHS student organizations and oversee planning of annual CNUCHS events, in conjunction with CHS Director of Student Life.
  - c. Prepare agenda for and preside over all Student Government meetings.
  - d. Maintain order and decorum at all Student Government meetings.
  - e. Enforce and encourage compliance with the CHS Student Government Bylaws as well as all College and University policies.
  - f. Manage, coordinate and delegate CHS Student Government operations.
  - g. Review and suggest modifications to the budget proposal of the CHS Student Government Treasurer prior to final council approval.
  - h. Assign or remove assignment of responsibilities for all CHS Student Government projects, upon approval of the CHS SBG Executive Board.
  - i. Act as a general representative of the CHS Student Government, except in cases where authority is given to another officer.
  - j. Organize and maintain a President's binder with specific actions performed while in office and to detailed documents relevant to the operations of the CHS Student Government throughout the academic year.
  - k. Represent the voice of the student body to college administration and at events and provide a written proposal if and when considered necessary.
  - l. Serve as chair on the CHS Student Government Executive Board.
  - m. Serve as a CHS representative for University Body Council (UBC).
- II. Vice-President
- a. Read the most current edition of the following college documents prior to assuming role in office: CNU General Catalog, CHS Student Handbook, Student Organization Policy & Procedure Manual, CHS Student Government Bylaws, and CHS Co-Curricular Learning Outcomes.
  - b. Assume the duties of the CHS Student Government President in his or her absence either temporarily or permanently for the term.
  - c. Serve as an advisor to the CHS Student Government President.
  - d. Assist the President in the performance of his/her duties at all times.
  - e. Serve on the CHS Student Government Executive Board of Directors.
  - f. Perform any other activities/duties as assigned by the President.
- III. President-Elected
- a. Read the most current edition of the following college documents prior to assuming role in office: CNU General Catalog, CHS Student Handbook, Student Organization Policy & Procedure Manual, CHS Student Government Bylaws, and CHS Co-Curricular Learning Outcomes.
  - b. Become knowledgeable in the duties and responsibilities of the President.
  - c. Become familiar in the execution of the President's duties.
  - d. Serve as an assistant to the President.
  - e. Lead projects appointed by the President.
  - f. Maintain appropriate member rosters for organizations.
  - g. Assume the duties of the President in the absence of the President and the Vice-President.
  - h. Assume the role of President at the conclusion of the academic year.
  - i. Serve on the CHS Student Government Executive Board.
- IV. Vice President-Elected

- a. Read the most current edition of the following college documents prior to assuming role in office: CNU General Catalog, CHS Student Handbook, Student Organization Policy & Procedure Manual, CHS Student Government Bylaws, and CHS Co-Curricular Learning Outcomes.
- b. Become knowledgeable in the duties and responsibilities of the Vice President.
- c. Become familiar in the execution of the Vice President's duties.
- d. Serve as an assistant to the Vice President.
- e. Lead projects appointed by the Vice President.
- f. Assume the duties of the Vice President in the absence of the Vice President.
- g. Assume the role of Vice President at the conclusion of the academic year.
- h. Serve on the CHS Student Government Executive Board.

V. Secretary

- a. Read the most current edition of the following college documents prior to assuming role in office: CNU General Catalog, CHS Student Handbook, Student Organization Policy & Procedure Manual, CHS Student Government Bylaws, and CHS Co-Curricular Learning Outcomes.
- b. Record complete minutes at all CHS Student Government meetings including attendance (present, absent, guests), deliberations, results of motions taken, and follow up action items.
- c. Type, format and submit said minutes to the Student Government Board of Directors officers and advisors within three (3) days of said meeting.
- d. Post a copy of said minutes within three (3) days of meeting to shared drive.
- e. Assist Executive Board with formulation of any required proposals.
- f. Author requested articles in conjunction with the CHS Student Government Publicist with the input of the Executive Board.
- g. Reserve location and send meeting reminders for every CHS SBG meeting.
- h. Assist in projects appointed by the CHS Student Government Executive Board.
- i. Attend all scheduled CHS Student Government meetings.
- j. Serve on the CHS Student Government Executive Board.

VI. Treasurer

- a. Read the most current edition of the following college documents prior to assuming role in office: CNU General Catalog, CHS Student Handbook, Student Organization Policy & Procedure Manual, CHS Student Government Bylaws, and CHS Co-Curricular Learning Outcomes.
- b. Ensure a successful transfer of title on CHS Student Government bank account from preceding treasurer upon assuming role in office.
- c. Prepare a proposal of projected budget allocations of CHS Student Government funds by the start of the fall semester in accordance with the deliberations of the CHS Student Government Executive Board.
- d. Record all cash receipts and disbursement from CHS Student Government accounts.
- e. Retrieve and file all forms regarding finance to the CHS Student Government Executive Board.
- f. Assist in all activities that involve CHS Student Government monies including preparation and disbursement of invoices and receipts.
- g. Maintain a balanced checkbook and enter all information into the treasury ledger.
- h. Act as the Student Government purchasing agent.
- i. Order necessary supplies for the CHS Student Government.
- j. Assist in purchasing needed materials for CHS Student Government events.

- k. Assist in researching the marketplace when major purchases are proposed and report price and quality variances to the Executive Board.
- l. Work closely with the President and President Elect in assessing the financial needs of CHS Student Government.
- m. Report on current CHS Student Government finances at each meeting.
- n. Attend all scheduled CHS SGB meetings.

VII. Publicist

- a. Read the most current edition of the following college documents prior to assuming role in office: CNU General Catalog, CHS Student Handbook, Student Organization Policy & Procedure Manual, CHS Student Government Bylaws, and CHS Co-Curricular Learning Outcomes.
- b. Develop a publicity plan for Student Government events to ensure advertising occurs in advance.
- c. Produce a variety of publicity material at the request of the Student Government Executive Board.
- d. Design and print posters and flyers for class bulletin boards and team tables.
- e. Generate official Student Government PowerPoint Slides for all events and class announcements Student Government would like to relay to the class.
- f. Collect organization articles for a proposed annual *Yearbook*.
- g. Design the annual *Yearbook* in collaboration with CHS Student Government Faculty advisor(s).
- h. Author requested articles in conjunction with the CHS Student Government Secretary with the input of the Executive Board.
- i. Assist in projects appointed by the CHS Student Government Executive Board or Faculty Advisor(s).
- j. Serve on the CHS Student Government Executive Board.

VIII. Co-Presidents

- a. Read the most current edition of the following college documents prior to assuming role in office: CNU General Catalog, CHS Student Handbook, Student Organization Policy & Procedure Manual, CHS Student Government Bylaws, and CHS Co-Curricular Learning Outcomes.
- b. Serve as a conduit between the CHS Student Government and their respective program, pathway and coursework.
- c. Present and promote pertinent information from the CHS Student Government to the student body via program, pathway or coursework announcements (to be accompanied by slides provided by the Publicist when available).
- d. Report class concerns and issues to the council at each Student Government meeting as well as directly to the faculty Advisor(s) as needed.
- e. Organize general activities (i.e. fundraising and/or sponsored activity for the program, pathway or coursework), as needed.
- f. Meet with professors to examine success of course and areas of class concerns, as needed.
- g. Meet with CHS Student Government Faculty Advisor(s) as needed to address potential concerns regarding faculty members or classroom problems to avoid conflict.
- h. Assist in projects appointed by the CHS Student Government Executive Board.

**Article 5 – Officer Contract**

The following contract must be signed prior to taking office by all members of the executive board. The contracts will be faithfully kept with the faculty advisor:



“As an acting officer in the California Northstate University College of Health Sciences Student Government, I promise to fulfill my duties faithfully. I am aware of the following expectations and accept the consequence(s) put forth by not adhering to these policies.

1. Attendance at all board meetings with a minimum of a 24-hour notice of absence in the form of an email.
2. Attendance at all Student Government Events for the entire duration of the event with ample efforts made to help with organization of the event. If unable to attend due to a valid reason, I will give notice 72 hours prior to the event.
3. Illness and emergency situations are considered valid reasons for absence. I will notify my absence as soon as possible in these situations.
4. I will not hold office in any other student run organizations at CHS.
5. I understand that I will be given a warning at first offense of any of the expectations listed above. At second offense, the situation will be brought to the attention of the acting officers and a vote will be taken to determine if the officer’s position should be considered for reelection. A majority vote will end the term of the offense committing officer and reelection will occur in a timely manner to fill the position.
6. I understand that I shall be in good academic standing and shall have no incident of academic integrity and/or misconduct registered for two terms before the election. I also understand that if any incident of academic integrity and/or misconduct is registered after the election or during my term in office, I’ll be automatically removed from office.”

#### **Article 6 – Elections**

All positions are one year in length. Additionally, all positions with exception of the position of president will be up for reelection in the month of October. The role of President will be filled by the President-Elect. If the President-Elect is unable to carry out his or her duty for any reason the position of President will also be up for reelection. The election shall abide by the following expectations:

1. All candidates must submit a nomination/ intent to run.
2. Candidates may have previously served on the Executive Board unless they were dismissed during their term.
3. Any candidate determined to be cheating in the election process in any way will be dismissed if elected to office or immediately disqualified.
4. Candidates may not be serving as an officer in any other campus student organizations during the term in which they will serve.
5. Candidates using profanity, defamation, or showing a lack of professionalism will be disqualified immediately.
6. Candidates for any office shall be in good academic standing and shall have no incident of academic integrity and/or misconduct registered for two terms before the election, as registered in Article 4, Item 1 of these Bylaws.
7. Candidates must submit all documentation in a timely manner.
8. Each candidate will have an equal opportunity.
9. The acting president may not endorse any candidate.
10. Elections will be conducted in a manner to ensure that every student at CHS has the opportunity to a fair and equal vote.
11. The election process may be amended within reason to suit the needs of CHS Student Government.