

# CALIFORNIA NORTHSTATE UNIVERSITY



COLLEGE *of*  
HEALTH  
SCIENCES

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

## Student Handbook

**ACADEMIC YEAR**

**2020-2021**





# Student Handbook

Academic Year  
2020-2021

California Northstate University  
College of Health Sciences

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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: November 11, 2020*



The College of Health Sciences (CHS) is part of the California Northstate University

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

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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

## List of Acronyms

AP	Advanced Placement
BCPM	Biology, Chemistry, Physics and Math courses
BPPE	Bureau of Private Postsecondary Education
BSHS	Bachelor of Science in Health Sciences
CHS	College of Health Sciences
CHSPE	California High School Proficiency Examination certificate
CNU	California Northstate University
CNUCHS	California Northstate University College of Health Sciences
COD	College of Dental Medicine
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
PMPB	Pre-Med Post-Baccalaureate coursework (CHS)
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 2020-2021 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](http://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 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 and College of Pharmacy, 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.B.', with a long horizontal flourish extending to the right.

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





# Part 1

## General Information





## 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 program 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

**Francisco C. Trindade Leite, PhD**

Associate Dean of Academic and Student Affairs

Professor of Health Sciences Education

**Rikki Corniola, PhD**

Assistant Dean of Curriculum and Assessment

Associate Professor of Biomedical Sciences

**Fariya Khan, MA**

Executive Administrative Assistant to the Dean

Staff Coordinator

### STAFF (Alphabetical Order – Last Name)

---

<b>Katie Caswell</b> Laboratory Manager	<b>Traci Duncan</b> Senior Coordinator of Admissions and Enrollment
<b>JoAnne Hansana</b> Financial Aid Manager	<b>Frank Hoang</b> Laboratory Technician, Chemistry
<b>Sara House</b> Senior Academic Advisor	<b>Me’Lisa James</b> Student Life Coordinator and Academic Advising
<b>Angel Jimenez</b> Senior Admissions Recruiter	<b>Tracy Schwartz, LMFT</b> Counselor
<b>John Su</b> Lab. Technician & Science Outreach Coordinator	<b>Haley Thomas</b> Academic Administrative Assistant
<b>Layne Tinsley</b> Administrative Assistant – Front Desk	<b>William Valentine</b> Admissions and Communication Specialist

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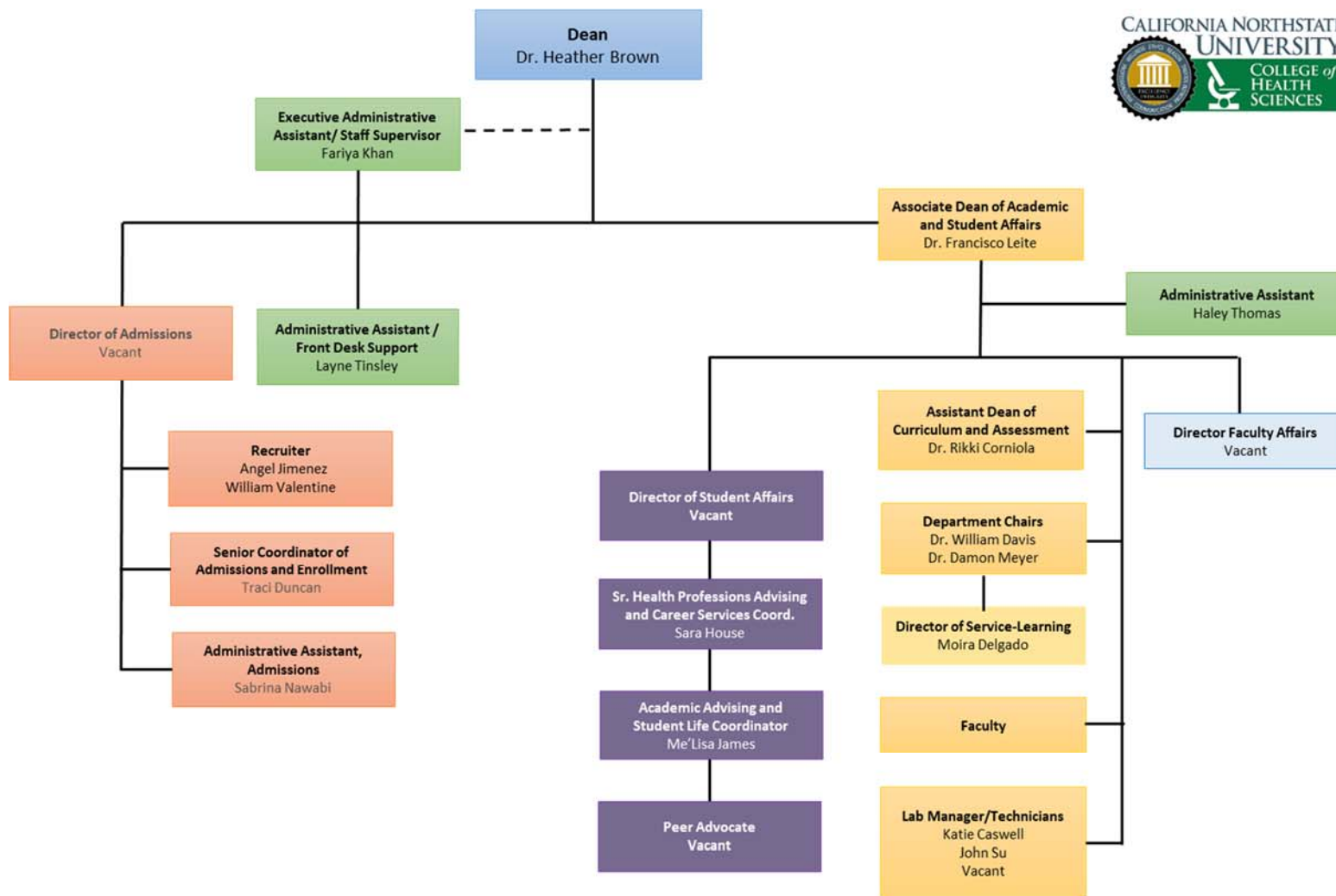
## FACULTY (Alphabetical Order - Last Name)

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<b>Reem Al Olabi, PhD</b> Assistant Professor of Biology and Biotechnology	<b>Mohamed Aly, PhD</b> Adjunct Faculty, Human Anatomy & Physiology
<b>Faik Bouhrik, MS</b> Lecturer of Physics	<b>Kathryn Clifford, MS</b> Adjunct Faculty, Psychology
<b>Tedla Dadi, PhD</b> Adjunct Faculty of Human Physiology	<b>Jill Dahlman, PhD</b> Assistant Professor of English
<b>William Davis, PhD</b> Humanities and Social Sciences Department Chair Assistant Professor of English	<b>Christine Deere, PhD</b> Assistant Professor of Biology
<b>Moira Delgado, MA</b> Director of Service Learning Lecturer in Community Service	<b>Vanessa Dunne-Castagna, PhD</b> Adjunct Faculty of Microbiology
<b>Rosemary Effiong, PhD</b> Associate Professor of Chemistry	<b>Tristan Eifler, PhD</b> Adjunct Faculty, Biology
<b>Erin Freed, PhD</b> Assistant Professor of Psychology & Sociology	<b>Machelle Gavron, MS</b> Adjunct Faculty, Chemistry
<b>Parisa Jazbi, PhD</b> Assistant Professor of Microbiology	<b>Kristopher (Kit) Keane, PhD</b> Assistant Professor of Physiology
<b>Armela Keqi, PhD</b> Assistant Professor of Physics	<b>Emily Mills Ko, PhD</b> Adjunct Faculty of Biotechnology
<b>Becky Kogos, PhD</b> Adjunct Faculty of English and Writing	<b>Jorge Luna, MA</b> Adjunct Faculty, Communication
<b>Damon Meyer, PhD</b> Science and Mathematics Department Chair Associate Professor of Molecular Genetics	<b>Katrina McDonald, PhD</b> Adjunct Faculty of Humanities
<b>Thuy Nguyen, MA</b> Adjunct Faculty of Human Anatomy	<b>Cecilia Osorio, BS</b> Adjunct Faculty of Biology
<b>Marguerite Phillips, MA</b> Lecturer of Comm., Leadership & Stud Success	<b>Gloria Poveda, MA</b> Lecturer of Service-Learning
<b>Mehul Rangwala, MBA</b> Adjunct Faculty, Mathematics and Statistics	<b>Elizabeth Ryder-Baxmeyer, MA</b> Lecturer of English and Music
<b>Nicholas Valley, PhD</b> Assistant Professor of Chemistry	<b>Katherine Whitcome, PhD</b> Associate Professor of Biological Anthropology
<b>Frances Wise, PhD</b> Adjunct Faculty of Humanities	<b>Christopher Wostenberg, PhD</b> Associate Professor of Chemistry

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# CHS Organizational Chart



### III. MISSION, VISION AND VALUES

**MISSION STATEMENT:** To advance the art and science of healthcare.

**OUR VISION OF A HEALTH SCIENCE EDUCATION:** Evolution to excellence in education requires continual pursuit of higher levels of performance and achievement. We seek to challenge undergraduate students with a comprehensive academic program that prepares them for success and leadership in a professional 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

CHS currently offers a Bachelor of Science in Health Sciences degree, four different pathways (BS to MD, PharmD, PsyD, and MPS) as well as pre-med coursework for people with a Bachelor's Degree (PMPB) as summarized below:

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### **Bachelor of Science (B.S.) in Health Sciences:**

A 4-year undergraduate program with four different concentrations:

- 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 to Doctor of Medicine Pathway (BS to MD):**

Freshmen accepted to the BS to MD pathway will begin their journey at the College of Health Sciences to complete all requirements for our Medical School. Students in pathway have priority acceptance (yet not guaranteed) in our competitive MD program provided they meet all the MD admission criteria. Students enrolled in the BS to MD pathway may have the opportunity to complete the MD degree in an accelerated time frame—six to seven years instead of the traditional eight years. At the end of the first year of COM coursework, qualified BS to MD students are eligible for the B.S. degree in Health Sciences provided they meet all CHS graduation criteria.

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**Bachelor of Science to Doctor of Pharmacy Pathway (BS to PharmD):**

Freshmen accepted to the BS to PharmD pathway will begin their journey at the College of Health Sciences to complete all requirements for our Pharmacy School. Students in this pathway have priority acceptance (yet not guaranteed) in our competitive PharmD program provided they meet all the PharmD admission criteria.

Students enrolled in the BS to PharmD pathway may have the opportunity to complete the PharmD degree in an accelerated time frame—six to seven years instead of the traditional eight years.

At the end of the first year of COP coursework, qualified BS to PharmD students are eligible for the B.S. degree in Health Sciences provided they meet all CHS graduation criteria.

Through the 0-6 Direct Entry PharmD Pathway, applicants have the opportunity to enter the pharmacy program upon high school graduation.

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**Bachelor of Science to Doctor of Psychology Pathway (BS to PsyD):**

Freshmen accepted to the 3+5 BS to PsyD pathway will begin their program in the College of Health Sciences to complete all requirements for our Psychology School. These students will work closely with the CHS pre-health advisors to ensure completion of all the required criteria and academic course prerequisites. This pathway offers priority acceptance (yet not guaranteed) to our very competitive PsyD program provided they meet all the PsyD Admission criteria requirements.

At the end of the first year of COPsy coursework, qualified BS to PsyD students are eligible for the B.S. degree in Health Sciences provided they meet all CHS graduation requirements.

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**Bachelor of Sciences to Master of Pharmaceutical Sciences (BS to MPS):**

The BS to MPS is a pathway for those interested in pursuing a career in the pharmaceutical field. Students have the opportunity to complete undergraduate education and earn a Master of Pharmaceutical Sciences (MPS) degree in five years.

Students accepted to the BS to MPS pathway begin their program of study in the Bachelor of Science in Health Sciences undergraduate program at CHS. By working closely with CHS pre-health advisors, students are able to complete all the required criteria and academic course prerequisites.

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**Pre-Med Post-Baccalaureate coursework (PMPB):**

The PMPB coursework is geared towards students who have already earned a baccalaureate degree. It comprises a minimum of 27 and a maximum of 40 credits in advanced undergraduate and medical/pharmacy school-level coursework.

PMPB course plans provide a comprehensive 1-year educational experience that includes, besides the advanced coursework, test preparation for medical school (MCAT) and the opportunity to participate in clinical case presentations and serve as standardized patients in role-play a model with medical and pharmacy students under the supervision of medical school faculty.

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**Transfer Students: Evaluation of Transfer Credit**

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

## **VI. GENERAL ADMISSIONS REQUIREMENTS TO THE COLLEGE OF HEALTH SCIENCES**

CHS considers three different groups of student applicants for admissions purposes: first-time, transfer, and international students.

- **First-time College Students** applicants are those who are either currently enrolled in or have graduated from a high school and have earned less than 24 college credits. Those who have completed college-level courses while in high school or in a summer session immediately following high school graduation are also considered first-time college student applicants.
- **Transfer Students** applicants are those who have been registered in regular terms at an accredited college, university or in college-level extension classes after high school graduation (excluding a summer session attended immediately following HS graduation) and have completed 24 or more college credits. Students who have been registered in regular terms at an accredited college, university or in college-level extension classes after high school graduation and have completed less than 24 college-level credits may still be considered first-time college students for admission purposes, and their HS GPA may still be taken into consideration at the discretion of CHS. Please note, credits taken at another accredited institution are not automatically transferred to CHS; they are subject to evaluation for equivalence on course topic, content, teaching methodology/pedagogy, and other criteria as deemed appropriate by CHS. For more information on our transfer credit policy, please refer to **Box 1** in this handbook or visit our website for answers to frequently asked questions.
- **International Students** applicants are those with citizenship from any country other than the United States of America who want to be admitted to CNUCHS. Such students are subject to



specific immigration and visa criteria and should contact our Admissions Office directly or go to our website for more information. Academic requirements for admission are depicted in **Table 1**.

### **Box 1. General Information on the Transfer of Credits**

- 1) *Does CNUCHS accept credits transferred from any institution of higher education?*  
CHS considers only higher-education credits taken at accredited colleges and universities and from regionally accredited community colleges, junior colleges, two-year colleges, and other accredited colleges, with the exception of certain unrecognized programs.
- 2) *Is there a limit on the number of credits I can transfer to CNUCHS?*  
Yes. No more than 60 course credit hours from other institutions (including AP and IB hours) can be transferred to CNUCHS.
- 3) *What if the institution I want to transfer the credits from uses a different criteria (hour-value) to issue their credit hours?*  
If the credits earned at other institutions are based on different credit hours criteria than used by CNUCHS, they will be converted and there is a possibility to decrease the credit-hour value transferred.
- 4) *What is the minimum grade required to be consider for credit transfer?*  
A minimum grade of "C," representing a 2.0 Grade Point Equivalent (4.00 = "A") is required for the credit to be considered for transfer to CNUCHS.
- 5) *So, if I meet all the above conditions are my credits automatically transferred to CNUCHS?*  
All courses are subjected to being evaluated for equivalence with CNUCHS required courses before they are approved to be transferred. Such evaluation is conducted by expert faculty in each course and covers the course topic, content, and teaching methodologies at a minimum.
- 6) *Are the grades I've earned at other institutions counted toward my cumulative GPA at CNUCHS?*  
No. Your cumulative GPA at CNUCHS is based solely upon coursework taken at CNUCHS.

Our selection process takes into consideration both quantitative (standardized tests scores, grades, etc.) and qualitative (interviews, personal statements, references, extra-curricular, volunteer experiences, etc.) indicators and employs a holistic review process. We aim to grant admission to those individuals who are perceived as having the best overall academic and personal/professional potential to serve the society as health care practitioners, consistent with our mission "to advance the art and science of healthcare." We try to identify and select applicants who have an excellent chance of success, are most likely to thrive at our campus, and will enhance the university's academic and cultural community.

Most admission criteria varies according to the curriculum path and the program format as indicated in **Table 1**. However, there are some criteria that are the same across the board, such as the need of a high school diploma or equivalent (GED certificate, CHSPE certificate, etc.) to be presented before entering the program. A minimum overall GPA of 2.70 on a 4.0 scale is also a standard requirement for admission to the College. Furthermore, a strong portfolio of extra-curricular accomplishments and a personal statement are also required as part of the package.

Please refer to **Table 1** for additional information on admissions requirements. In case you need to discuss any requirement or need more detailed and updated information, contact our admissions office at (916) 686-8378 or [admissions.chs@cnsu.edu](mailto:admissions.chs@cnsu.edu).

## **A. ACADEMIC HONORS:**

### **Dean's List (each term)**

Undergraduate students who earn 12 or more graded semester hours during a semester, or in six or more graded hours in the summer, in residence at CNU CHS with a GPA of 3.50 to 3.74 are eligible for the Dean's List. This designation will be noted on the student's transcript, and the student will receive a letter from the Dean.

### **President's List (each term)**

Undergraduate students who earn 12 or more graded semester hours during a semester, or in six or more graded hours in the summer, in residence at CNU CHS with a GPA of 3.75 or higher are eligible for the President's List. This designation will be noted on the student's transcript, and the student will receive a letter from the President.

### **Degree with Honors**

Students who complete the BS degree requirements with specified CHS grade point averages (GPAs) will have an Honors designation placed on their transcripts. The requirements for graduating with honors are as follows:

Summa Cum Laude	3.80 – 4.00 GPA
Magna Cum Laude	3.65 – 3.79 GPA
Cum Laude	3.50 – 3.64 GPA

**Table 1. Admission Requirements for the College of Health Sciences – Academic Year 2020-2021**

											PMPB	
	Traditional	2+4 BS- MD	3+4 BS- MD	4+4 BS- MD	0-6 Direct PharmD	2+4 BS – PharmD	3+4 BS – PharmD	3+5 BS – PsyD	3+2 BS – MPS	Intl.	Med.	Pharm.
HS GPA (min)	2.70	3.75	3.60	3.50	3.20	3.20	3.00	3.50	3.00	2.70	n/a	n/a
Overall GPA (min)	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	3.20	2.60
SAT (after 03/2016, min) <sup>1</sup>	1130	1400	1350	1250	1290	1290	1190	1250	1190	1130	n/a	n/a
SAT (before 03/16, min) <sup>2</sup>	1050	1360	1290	1160	1200	1200	1100	n/a	n/a	1050	n/a	n/a
ACT (min)	23	31	29	26	27	27	25	26	25	23	n/a	n/a
BCPM GPA (min)	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	3.00	n/a
Science GPA (min)	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	2.60
Interview (phone)	n/a	Reqd.	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Reqd.	Reqd.	n/a
TOEFL paper	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	510	n/a	n/a
TOEFL iBT <sup>3</sup>	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	93	n/a	n/a
IELTS	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	6.5	n/a	n/a

**Transfer students: Minimum 2.7 HS GPA**

<sup>(1)</sup>Math and Evidence-Based Reading and Writing (M+ERW)

<sup>(2)</sup>Math and Reading

<sup>(3)</sup>Minimum TOEFL iBT Scores per Subject:

Reading = ≥ 15

Listening = ≥ 15

Speaking = ≥ 18

Writing = ≥ 17

*Please note: Meeting criteria does not guarantee admission.*

## VII. UNDERSTANDING OUR EDUCATIONAL EXPECTATIONS

As a CNU student, we expect you to be continuously engaged and deeply committed to the following **Institutional Learning Outcomes (ILOs)**:

- 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 you 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 sciences 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**.

The above expectations represent the Institutional and Program Learning Outcomes. Be mindful of them and discuss them with your advisors, instructors, and administrators.

Our undergraduate degree, including the pathways to MD, PharmD, PsyD, MPS and the post-baccalaureate coursework, are designed to build the foundational knowledge, skills, attitudes and values needed for you to successfully work at an entry level in healthcare positions as well as to prepare you for admission to professional healthcare programs.

## VIII. BACHELOR OF SCIENCE IN HEALTH SCIENCES DEGREE

The Bachelor of Science in Health Sciences (BSHS) is currently the only degree CHS currently offers. Each student has different tracks to earn the BSHS degree: the four-year traditional pathway with four different concentrations and seven different pathways to MD, PharmD, PsyD, and MPS. In addition, CHS offers two post-baccalaureate coursework programs for Medicine and Pharmacy.

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, Art Appreciation, and Music Appreciation provide context and insights into the complexity and diversity of human behavior. Our students are encouraged to become socially and intellectually well-rounded through the study of human culture and participation in extra-curricular activities.

**Community Engagement and Civic Responsibility** also lies within with the territory of being a health science professional. People need to live in healthy communities in order to sustain their own 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.

#### **A. DEGREE REQUIREMENTS FOR THE BACHELOR OF SCIENCE IN HEALTH SCIENCES**

All of the following requirements must be met in order to be awarded a diploma of Bachelor of Science degree 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 D or F are not counted toward the credit hour minimum for graduation.
2. For students in good standing and officially enrolled in one of our pathways, the CNU College of Health Sciences will accept credit hours from certain specified courses in the CNU health professions schools as substitute credit hours for advanced undergraduate courses in the CHS curriculum for the BS Degree in Health Sciences.

3. An overall **grade point average of 2.0** (letter grade of C) or higher as calculated by the weighted average of all course credit units and grade points for courses taken at CNU.
4. Satisfaction of the General Education course requirements common to all concentrations.
5. Students who complete all the recommended courses specific to the example curriculum of a health sciences area concentration, such as Human Biology, Biopsychology, 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.
6. At least two years of study equivalent to four semesters, or **60 credit hours of course work must be completed on site** at California Northstate University College of Health Sciences.
7. Students are expected to **complete** the Bachelor of Science in Health Sciences degree **no later than six years**, after date of admission to the program.
8. Any deviation from these standards must be approved by the majority of the voting faculty and signed by the deans of the college after consideration of supporting material. Reasons for the exception must be exceptional and fully documented.

## **B. ACADEMIC PROGRESS REQUIREMENTS TOWARDS THE BACHELOR OF SCIENCE IN HEALTH SCIENCES**

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 his or her progress towards the degree to avoid surprises and to keep on top of his or her academic performance. **Box 2** provides a simple, frequently asked questions format to provide information as a starting point. Additional and more detailed information can be found in the university catalog or directly with your faculty or academic advisor. The same information is also presented in a different format in **Table 2**.

### **Box 2. 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 **four years**. Worst case scenario, you must complete all degree requirements within **six consecutive academic years** from the date of the first day you began the program.

2) *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 (10 credits during summer term) but may not exceed 188 total credit hours taken at CNUCHS.

3) *How about my grades?*

You must pass all courses required toward degree conferral with a **minimum letter grade of C**.

4) *What happens if I get a letter grade of D or F in a required course?*

You are expected to repeat the course in which you have earned a letter grade of D or F. Our “Course Repeat” and “Course Failure Remediation” policies provide you with detailed information on situations like this.

5) *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 will 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 end of the semester** when the “I” grade was issued. Please refer to our “Academic Progression” and “Grading Convention” policies for detailed information.

6) *What is the GPA requirement?*

You must maintain a minimum **cumulative GPA of 2.0** to avoid being placed on academic probation and academic dismissal from CNUCHS.

**Table 2. Graduation Requirements for the BSHS Program – Academic Year 2020-2021**

	Bachelor of Science in Health Sciences (BSHS)
Time frame to completion	4 to 6 years
Minimum letter grade (required for ALL courses)	C
Minimum <u>cumulative</u> GPA	2.0
Maximum credits allowed per semester/summer	20/10
Maximum credits allowed in the entire program	188

## IX. PATHWAYS TO MD, PharmD, PsyD, and MPS

Our pathways offer seven different options for first-time college students and transfer students (including international students) to enter in professional programs in Medicine (MD), Pharmacy (PharmD), Psychology (PsyD), and Master in Pharmaceutical Sciences (MPS). Some options allow entering freshmen to complete their professional school (Medical, Pharmacy, and Psychology) pre-requisite coursework in an accelerated time frame if certain specific criteria are met. By working closely with CHS pre-health advisors, students are able to successfully complete all of the required criteria and academic course prerequisites. All pathways lead to the Bachelor of Science in Health Sciences (BSHS) degree and as such follow the admissions and progression requirements already disclosed in **Table 1**. As outlined in **Table 1**, pathways have different admissions requirements because they must comply with the professional school’s admissions requirements and its educational plans. **Table 3** represents a short version of **Table 1**, covering only the admissions requirements for the pathways.

**Table 3. Admission Requirements for all Pathways – Academic Year 2020-2021**

	2+4 BS- MD	3+4 BS- MD	4+4 BS- MD	2+4 BS- PharmD	3+4 BS- PharmD	3+5 BS- PsyD	3+2 BS- MPS
HS GPA (min)	3.75	3.60	3.50	3.20	3.00	3.50	3.00
SAT (after 03/2016, min) <sup>1</sup>	1400	1350	1250	1290	1190	1250	1190
SAT (before 03/2016, min) <sup>2</sup>	1360	1290	1160	1200	1100	n/a	n/a
ACT (min)	31	29	26	27	25	26	25
Interview (phone)	Reqd.	n/a	n/a	n/a	n/a	n/a	n/a

<sup>(1)</sup>Math and Evidence-Based Reading and Writing (M+ERW)

<sup>(2)</sup>Math and Reading

As far as the progression requirements for the pathways, in addition to those already laid out for the BSHS and summarized in **Box 2**, pathways have additional requirements outlined in **Table 4**.

**Table 4. Progression Requirements for all Pathways – Academic Year 2020-2021**

	2+4 BS-MD	3+4 BS-MD	4+4 BS-MD <sup>(3)</sup>	2+4 BS- PharmD	3+4 BS-PharmD	3+5 BS-PsyD	3+3 BS-MPS
Cumul. GPA (min)	3.50	3.50	3.50	3.00	3.00	3.20	3.00
MCAT Score (min)	510	510	510	n/a	n/a	n/a	n/a
Profess. Activ <sup>(1)</sup>	Reqd.	Reqd.	Reqd.	Reqd.	Reqd.	Reqd.	Reqd.
Interview <sup>(2)</sup>	Reqd.	Reqd.	Reqd.	Reqd.	Reqd.	Reqd.	Reqd.
Supp. Application	Reqd.	Reqd.	Reqd.	Reqd.	Reqd.	Reqd.	Reqd.

<sup>(1)</sup> Annual professional activity in the respective College (Medicine, Dental, Pharmacy, or Psychology)

<sup>(2)</sup> Admission interview with the respective College (Medicine, Dental, Pharmacy, or Psychology)

<sup>(3)</sup> Applies to 2019-2020 and beyond entering classes. Those admitted in 2018-2019 are required 3.4GPA and 508 MCAT.

BS-MD require MCAT score minimum of 510. All pathways require one professional activity on campus of the respective professional school per year while attending CHS. In addition, all Colleges require a supplemental application in order to be considered for admission. ***All students planning to advance to a professional school must maintain good academic and conduct standing and pass the professional school interview.***

#### **A. TECHNICAL STANDARDS FOR THE BS-MD PATHWAYS**

The Technical Standards describe the essential abilities required of all candidates for the College of Medicine. Reasonable accommodation in achievement of the standards is defined under U. S. federal statutes applied to individuals with disabilities. Such accommodations are intended to support the successful completion of all components of the MD degree.

1. Observation:

- Observe demonstrations and participate in experiments in the basic sciences
- Observe patients at a distance and close at hand.
- Demonstrate sufficient use of the senses of vision, hearing, and smell and the somatic sensation necessary to perform a physical examination.
- Integrate findings based on these observations and to develop an appropriate diagnostic and treatment plan.

2. Communication:

- Communicate in verbal and written form with health care professionals and patients, including eliciting a complete medical history and recording information regarding patients' conditions.
- Perceive relevant non-verbal communications such as changes in mood, activity, and posture as part of a physical examination of a patient.
- Establish therapeutic relationships with patients.
- Demonstrate reading skills at a level sufficient to individually accomplish curricular requirements and provide clinical care for patients using written information

3. Motor Function:

- Perform physical examinations and diagnostic procedures, using such techniques as inspection, percussion, palpation, and auscultation.
- Complete routine invasive procedures as part of training, under supervision, using universal precautions without substantial risk of infection to patients.
- Perform basic laboratory tests and evaluate routine diagnostic tools such as EKGs and X-rays.



- Respond in emergency situations to provide the level of care reasonably required of physicians.
  - Participate effectively in physically taxing duties over long hours and complete timed demonstrations of skills.
4. Cognitive:
- Measure, calculate, analyze, synthesize, extrapolate, and reach diagnostic and therapeutic judgments.
  - Recognize and draw conclusions about three-dimensional spatial relationships and logical sequential relationships among events.
  - Formulate and test hypotheses that enable effective and timely problem-solving in diagnosis and treatment of patients in a variety of clinical modalities.
  - Understand the legal and ethical aspects of the practice of medicine.
  - Remain fully alert and attentive at all times in clinical settings.
5. Professionalism:
- Demonstrate the judgment and emotional stability required for full use of their intellectual abilities.
  - Possess the perseverance, diligence, and consistency to complete the Pre-Med Post-Baccalaureate curriculum and prepare to enter the independent practice of medicine.
  - Exercise good judgment in the diagnosis and treatment of patients.
  - Complete all responsibilities attendant to the diagnosis and care of patients within established timelines.
  - Function within both the law and ethical standards of the medical profession.
  - Work effectively and professionally as part of the health care team.
  - Relate to patients, their families, and health care personnel in a sensitive and professional manner.
  - Participate effectively in physically taxing duties over long work hours, function effectively under stress, and display flexibility and adaptability to changing and uncertain environments.
  - Maintain regular, reliable, and punctual attendance for classes and clinical responsibilities.
  - Contribute to collaborative, constructive learning environments, accept constructive feedback from others, and respond with appropriate modification.

## **X. PRE-MED POST-BACCALAUREATE COURSEWORK (PMPB)**

The Pre-Med Post-Baccalaureate (PMPB) coursework is designed to enhance the academic credentials and application portfolio of students aiming for a professional degree in the health professions. It is a comprehensive one-year educational experience offered in our collaborative and supportive environment with significant career development counseling, intercultural awareness and communication, and opportunities to interact with faculty from CNU's Colleges of Medicine (COM), College of Dental Medicine (CODM), Pharmacy (COP), Psychology (COPsy), and the Master of Pharmaceutical Sciences (MPS) programs. The post-baccalaureate includes coursework in biomedical science and test preparation for medical school admission (i.e., MCAT exam).

Students will complete a minimum of 27 credit hours of advanced undergraduate coursework in the physical and social sciences over the course of two semesters. 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 PMPB 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 PMPB coursework, students **must have earned a bachelor degree** from a U.S. regionally accredited institution or a non-U.S. equivalent institution (foreign credentials evaluation is required). It is designed for students who have already completed a bachelor's degree with the necessary prerequisites and are interested in medical school, pharmacy school, or other healthcare-related programs. Additional admissions requirements are listed on **Table 1**. For detailed information, please consult the General Catalog and/or visit our website.

## **XI. ADVANCED PLACEMENT (AP) AND INTERNATIONAL BACCALAUREATE CREDIT EVALUATION**

CNUCHS awards credits for AP and IB following certain guidelines (CHS 3202 Advanced Placement (AP) & International Baccalaureate (IB) Credit Evaluation Policy). Notwithstanding, be advised that many health professional schools do not accept AP and/or IB to satisfy their admissions requirements. As a result, we highly encourage all students to carefully research admission requirements for the health professional school they are considering to apply to prior to deciding to use AP/IB credits to opt out of required CHS courses. Also, it is strongly recommended that these students complete required science and math courses at CHS to retain maximal flexibility in meeting the admission standards of professional schools.

- For updated information on our policy on AP and IB credit evaluation, please refer to the University Catalog and to our website. If any questions remain, do not hesitate to contact your counselor or advisor.
- CNUCHS considers the acceptance of AP test scores of 3, 4, or 5 for most exams, and IB test scores of 5, 6, or 7 for most exams. Credits for AP and IB are not used in the calculation of the GPA noted on the CNUCHS transcript.

## **XII. TUITION and FEES**

Updated and detailed information about 2020-2021 tuition and fees are available on our website. All tuition, fees, expenses, and policies listed in this publication are subject to change without notice by California Northstate University.

### **A. FINANCIAL AID**

California Northstate University offers financing options to meet the needs of students in the College of Health Sciences. Private educational loans, payment plan options, and grants and scholarships are currently offered. CNU does not offer federal or state financial aid options (Title IV funds). For a detailed description of the financing options, please visit CNU Student Financial Aid Office on our website or contact the financial aid office through email ([jhansana@cnsu.edu](mailto:jhansana@cnsu.edu) or [judy.her@cnsu.edu](mailto:judy.her@cnsu.edu)) or phone (916-647-0450).

### XIII. HEALTH REQUIREMENTS AND INFORMATION

#### A. 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 vaccinations before registration. Documentation of required immunizations must be completed by a licensed healthcare provider. Forms for documenting immunization requirements are available in the 2020-21 CHS New Student Information CANVAS course available to all new 2020-21 students. All immunization forms and copies of laboratory reports **must be submitted in English**. It is mandatory for students to have medical insurance while enrolled in the program. Registration for classes is not authorized until a student provides proof of insurance and coverage. **Students document immunizations and health insurance coverage through myRecordTracker.com**. You must keep an active MyRecordTracker account and upload all required documents by the new student orientation date. **Box 3** indicates the required immunizations and health coverage you should provide CNU for your registration to be effective.

#### **Box 3. Immunizations Requirements**

##### **MMR 2 shots OR Titer**

Please provide documentation of 2 MMR shots OR a positive antibody titer showing immunity. If titer provided is negative or equivocal; student must repeat the 2 shot series. A 2<sup>nd</sup> titer is not required once the sequence is completed.

##### **HEP B 3 shots OR Titer**

Please provide documentation of 3 HEP B shots OR a positive antibody titer showing immunity to HEP B. If titer provided is negative or equivocal, student is to repeat the 3 shot series. A 2<sup>nd</sup> titer is not needed once the sequences is completed. \*\*Students repeating the HEP B series will be marked complete at the first shot, but with an expiration date set for one month later when the 2<sup>nd</sup> shot is due. Once the 2<sup>nd</sup> shot is provided it will be marked complete, but with an expiration date set for 5 months later when the 3<sup>rd</sup> shot is due. Once the 3<sup>rd</sup> shot has been provided, the requirement will be marked complete and an indefinite expiration date will be set. (Example 1/1/2099).

##### **TDAP vaccine**

Please provide documentation of a TDAP vaccine administered within the past 10 years. If TDAP vaccine is older than 10 years, documentation of a booster is required.

#### B. HEALTHCARE INSURANCE REQUIREMENTS

**You are required to provide evidence of current health insurance coverage.** CNU offers health insurance coverage through UnitedHealthcare Insurance Plan. Please note: all students will be automatically enrolled and billed for CNU health insurance plan, unless the student provides evidence of comparable coverage and signs a waiver before the new student orientation day. Evidence of health coverage must be uploaded into MyRecordTracker (instructions available in the 2020-21 CHS New Student Information CANVAS course available to all new 2020-21 students) and should include the following information: Health Insurance Company Logo and phone number(s), Student's Name, Member Number, Effective Date (to reflect the year in which health insurance requirement is up for renewal).

## XIV. 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.

There are three mechanisms for personal counseling of students:

1. The CNUCHS Office of Student Affairs will assist a student to find individual counseling, if they have issues and concerns of a personal nature. This office has professional staff that will be able to assist students in determining the type of support or resource that they should access. Besides the students' family's insurance coverage for behavioral health, CNU provides counseling services on the Elk Grove and Rancho Cordova campuses. Other resources are available through the county of Sacramento, and private counselors in the area).  
Sacramento County Phone (8am-5pm): 961-875-1055  
After hours: 888-881-4881  
Sacramento Suicide Prevention (24 hours): 916-368-3111
2. Students may obtain mental health counseling through the service providers of their medical insurance plans.
3. One of the key features of CNUCHS is that faculty have a close professional relationship with students. The faculty serve as mentors and advisors to students and have an open door policy. 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) 686-9249.

## XV. 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  
400MarylandAvenue, SW  
Washington, D. C. 20202-8520

**A. 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.

## XVI. 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.

## XVII. 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 to the Office of Student Affairs. This includes all required immunizations and any other institutional requirements. New 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.

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

All orientation and necessary registration information are available in the “2020-21 CHS New Student Information” CANVAS course available to all new 2020-21 students. Registration for continuing students is online through the CAMS Student Portal, 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’).



# Part 2

## Life on Campus and Beyond





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

Academic integrity and good conduct are the keystones for a successful and ethical life both in college and professional life. Academic integrity is a firm commitment, even in the face of adversity, to certain fundamental values from which flow principles of behavior that guide academic communities to ethically and morally translate ideals into practice. The CNUCHS community strongly abides by such values as Respect, Honesty and Integrity, Legal and Ethical Behavior, and Professionalism, and expects all students, faculty, and staff to strictly act according to the same values. In addition, CHS expects all students, faculty, and staff to foster a climate of mutual trust, encourage the free exchange of ideas within an environment in which all interactions are grounded and guided by clear standards, practices and procedures that uphold personal accountability.

The “CHS 3801 Student Academic Integrity and Good Conduct Policy” defines the standards of conduct for all students. Strict adherence to the principles and expectations outlined in the policy will help to maintain a safe working environment and enhance the CNUCHS reputation as an institution distinguished by high standards of professional conduct and collegiality.

### **A. RESPECT**

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

The following examples (not exhaustive) include acts that violate the respect principle of the Good Conduct Code of Honor: physical violence against any person, theft, vandalism, defacement, or destruction of property owned by or in the possession or control of CNUCHS or a member of the CNUCHS community; slander, libel, or defamation (including defamation on social media), and hate crimes against a fellow human being. Acts considered personal misconduct that violate the respect principle of the Code of Honor are subject to disciplinary action whether they occur on campus or off campus or involve sponsored events and members of the CNUCHS community.

### **B. HONESTY AND INTEGRITY**

CNUCHS is dedicated to conducting education, scholarly activity, research, and service with honesty and integrity, both on and off campus. CHS students have a duty to be truthful in academic and professional relationships. We are committed to teaching, scholarly activity, and professional growth in a community-based learning environment in which all individuals are personally accountable and adhere to the high standards of honesty and integrity within and outside the classroom and in the community. Cheating, plagiarism (including self-plagiarism), commercial purchase of term paper assignments, and other forms

of academic dishonesty are not tolerated. Academic work assigned to the individual student is to be based solely on the effort of the individual. Academic work assigned to a team of students is to be based on the individual contributions and collaboration of all team members. All examinations, projects, and in or out of classroom assignments, whether individual or team-based, are expected to be performed and completed with the utmost degree of honesty and integrity. Acts in violation of the honesty and integrity principle are subject to disciplinary action whether they occur on or off campus.

### **C. LEGAL STANDARDS AND ETHICAL BEHAVIOR**

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

### **D. PROFESSIONALISM**

CNUCHS is committed to providing teaching, scholarly activity, research, and service in a professional manner. We display professional attitudes, values, and behaviors in the classroom, at community-partner organization sites, and within the broader community. We encourage teamwork and team-based learning that respects differing (and sometimes conflicting) points of views of team members. At the same time, we expect individual competence, performance, and accountability in a professional manner. We serve as positive role models by striving for excellence in the performance of our duties, while protecting the health and autonomy of colleagues and clients, and in serving individual, community, and societal needs. Acts in violation of the professionalism principle are subject to disciplinary action whether they occur on or off campus.

#### **Personal Accountability and Expectations**

All students, faculty, and staff of the CNUCHS community are required to follow this Academic Integrity and Good Conduct Code of Honor, and all students are required to be mindful of and abide by our “CHS 3801 Academic Integrity and Good Conduct Policy.” We are all personally responsible and accountable for maintaining an environment and culture of respect, honesty, integrity, legal and ethical behavior, and professionalism. This environment and culture are to be extended off campus when it involves a CNUCHS-related matter or a member of the CNUCHS community, including, but not limited to clients, preceptors, and volunteer sites participating in the CNUCHS experiential education courses. It is understood that teamwork is necessary for ensuring and sustaining an environment and culture that support these core principles and related values. As such, it is expected that all CNUCHS students shall:

1. Know the Academic Integrity and Good Conduct Code of Honor as well as the “CHS 3801 Academic Integrity and Good Conduct Policy,” and related Procedures of Operation and their standards of expected behavior.
2. Uphold the Code of Honor and the “CHS 3801 Academic Integrity and Good Conduct Policy” in daily life both on and off campus.

3. Promote the Code of Honor and the “CHS 3801 Academic Integrity and Good Conduct Policy’ in an environment and culture of respect, honesty, integrity, legal and ethical behavior, and professionalism
4. Report Academic Integrity and/or Good Conduct violations to the appropriate faculty, staff, and administrators.
5. Seek appropriate advice if unsure or in doubt.
6. Cooperate with investigations of violations of this Code of Honor. Not providing full disclosure of information when asked during an investigation is an act of violation of the Code of Honor.

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

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

Academic Dishonesty – Individuals should report instances of student academic dishonesty to the faculty member who is the lead instructor of the course in which the academic dishonesty occurred. Incidents of faculty academic dishonesty should be reported to the Associate Dean of Academic and Student Affairs, and all other occurrences of academic misconduct that do not include students or faculty should be reported to the direct superior of the individual responsible for the alleged misconduct.

Following receipt of an allegation, a fact-finding inquiry will be initiated. A preliminary meeting will be held with the individual charged with misconduct to evaluate the evidence and seriousness of the misconduct. For a first-time or minor infraction where the respondent admits misconduct, the person who received the report of academic dishonesty has the option of setting a reasonable sanction (i.e., loss of points on an assignment) and/or mentoring the respondent on proper behavior with advisement of the consequences of repeated violation of the Code of Honor.

If the respondent denies misconduct in the face of sufficient evidence or evidence exists of multiple instances of academic dishonesty, the matter should be referred to the CNUCHS Committee on Academic Integrity and Good Conduct for documentation, investigation, and adjudication and disposition of the incident. Individuals referring instances of academic dishonesty to the Committee on Academic Integrity and Good Conduct shall document all instances of academic dishonesty and Code of Honor violations using the proper report form. The report is to be forwarded to the Assistant Dean of Student Affairs, who maintains confidential student records and communicates with appropriate university officials and/or students on a need-to-know basis.

Upon receiving the referral, the Academic Integrity and Good Conduct Committee will notify the accused individual via email to schedule a meeting in which the respondent will be informed of the report and possible disciplinary measures. If a resolution cannot be reached, then a formal hearing is held before the entire Academic Integrity and Good Conduct Committee, which is closed except to the committee, respondent individual, reporting party and individuals with information relative to the referral. Witnesses are present only while addressing the committee. Formal hearings are considered confidential and all present are expected to tell the truth. The purpose of a formal hearing is to find the truth in a way that respects and maintains the rights of all concerned. Once all of the evidence is presented, the committee will convene in private and make its determination in a written report containing only the facts of the case. The committee may recommend appropriate disciplinary actions if the accused individual is found in violation of the Academic Integrity and Good Conduct Code of Honor. The report and recommended disciplinary actions are to be forwarded to the Dean of the college. The respondent is then sent a written notice of the official decision.

The decision may be appealed in writing within ten business days from the notice of the official decision on one or more of the following grounds: (1) There are no facts to support the findings; (2) the disciplinary action is inconsistent with the findings; (3) the formal hearing was unfair; or (4) there is new evidence that was not available during the original hearing.

Non-academic or personal misconduct – Individuals should report instances of non-academic or personal misconduct to the Associate Dean of Academic and Student Affairs<sup>1</sup>. The Associate Dean of Academic and Student Affairs is charged with handling the matter according to CNUCHS policies governing personal misconduct and crimes. An initial review of the personal misconduct will be conducted by the Assistant Dean of Student Affairs who will evaluate the evidence and seriousness of the personal misconduct and attempt to resolve the issue informally. If an informal resolution cannot be reached, then a written report of the incident(s) will be sent to Academic Integrity and Good Conduct Committee, which will hold a formal hearing similar to the outlined procedure above along with the opportunity for an appeal of the decision.

#### **Examples of Academic Dishonesty (These examples are not exhaustive)**

- Cheating
- Plagiarism (including self-plagiarism)
- Lack of attribution of cited material
- Unapproved use of technology (e.g. phones, handheld devices, laptops, smartwatches, etc.)
- Claiming authorship of written material not so authored
- Re-submission of previously authored work for current credit
- Commercial purchase of term papers submitted for assignments
- Claiming personal credit for research performed by others
- Claiming participation on a team project while not participating in the project
- Unauthorized collaboration with another person
- Misrepresentation of the facts for academic advantage
- Discussion or provision of information about the contents of a test with another student who will take the test
- Theft or destruction of academic materials owned by CNUCHS or a member of the CNUCHS community

#### **Examples of Personal Misconduct (These examples are not exhaustive)**

- Improper use of social media and/or podcasts to denigrate or make public confidential information about any CNUCHS member or making derogatory comments about the institution
- Physical violence against any person
- Theft
- Vandalism
- Defacement or destruction of property owned by or in the possession or control of CNUCHS or a member of the CNUCHS community
- Sexual harassment and/or misconduct
- Hazing
- Bullying
- Slander, libel, or defamation
- Filing a false claim whereby the facts are misrepresented or fabricated

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<sup>1</sup> Making a false accusation is a serious offense and violates the Academic Integrity and Good Conduct Code of Honor. As such, any individual making a false accusation will be subject to the disciplinary measures described in this section.

- Hate crimes against a member of the CNUCHS community, internship, volunteer, or service-learning organizations
- Lewd, obscene, or indecent conduct on any University/College owned or controlled building or property
- Physical or verbal abuse
- Possession of a deadly weapon
- Unauthorized manufacture, sale, possession, or use of any illegal substance or substance that causes chemical dependence or impairment
- Violation of the health-care related laws and regulations of the State of California
- Violation of the written standards of practice of schools and community organizations participating in the CNUCHS experiential education program
- Any behavior that violates federal, state, or local laws or any University/College or formal affiliate policy or rule

### **Possible Disciplinary Actions for Academic or Personal Misconduct**

- Written warning or censure
- Loss of assignment credit
- Special assignment such as attending workshops, writing an essay, etc.
- Disciplinary probation
- Suspension from classes for up to a semester
- Delayed graduation
- Exclusion from University and/or College activities or functions
- Restitution to repair or compensate for loss or damages
- Holds on transcripts
- Notation on transcript of academic dishonesty or violation of good conduct
- Dismissal from CHS

### **Non-Retaliation**

CNUCHS adopts a **zero-tolerance approach** towards 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 is subject to appropriate disciplinary action for that violation including suspension and termination of employment or enrollment.

## **II. ATTENDANCE, GRADING, AND CREDIT HOUR**

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

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

A student may request a formal excused absence for personal, legal, emergency, compassionate, professional conferences and functions, or health-related reasons. To protect confidentiality of students, all formally excused absence requests must be initiated in writing and submitted through the Office of

Academic and Student Affairs. Such reasonable requests are normally granted for a period of 1-5 academic days. **Absences longer than 5 days may require a student to request a leave of absence or personal withdrawal.** Approved formal absence will be communicated to the relevant course instructors who will make necessary accommodations for missed work. Official forms and directions for submitting a Request for Excused Absence are available on the college website or from the Office of Academic and Student Affairs Administrative Assistant.

Generally, a **Leave of Absence**, as mentioned in the previous paragraphs, is a hiatus from college enrollment for one or two semesters that allows the student, if approved, to re-enroll in classes without formal re-application for admission. A Leave of Absence has curriculum and financial aid implications. “CHS 3802 Leave of Absence Policy” regulates the matter. Please consult with your advisor for detailed information.

## B. GRADING

**Table 5. Grade Convention – Academic Year 2020-2021**

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%

All lecture, 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**.

A grade of “I” (Incomplete) may be issued on the transcript in cases where not all assignments or exams for the course are completed by the end of the semester due to extenuating circumstances. Grades of Incomplete are at the discretion of the instructor of each course. The student will initiate the request for an incomplete within two weeks of

the incident by submission of an Incomplete Form. In such cases the course instructor may approve and submit a grade of “I” for the course. The “I” is then transmitted to the Registrar by the grade submission deadline and “I” is noted on the transcript for the corresponding course. Removal of the “I” grade from the transcript is contingent upon the completion of missed assignments and exams within 21 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 Associate 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 in cases where withdrawal from a course is formally initiated and executed as described according to guidelines of the CHS3313 Course Add/Drop and Withdraw Policy.

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 not required for degree completion and the student earns 70% or higher in the course.

A course grade of “N/P” is to be placed on the transcript in lieu of an “A-F” letter grade in cases where the course is not required for degree completion and the student earns less than 70% in the course.

## 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):

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

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

### C. CREDIT HOUR

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

## III. 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.”

### A. 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 do not miss it and be punctual.** 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. The front desk assistant will help you leave the papers at the right mailbox. Alternatively, you can leave the paper under the faculty office's 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.



## B. 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.

## C. 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 once 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 4. 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.

#### D. LETTERS OF RECOMMENDATION

Faculty, after having worked with you as a student and/or advisee, will be happy to provide you letters of recommendation reflective of their honest perceptions about you. It is expected that you follow rules that will make this process a pleasant and smooth one for both you and the person providing you the letter of recommendation. Please follow the tips outlined below when asking for a letter of recommendation:

- **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 20 to 30 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. Asking in-person permits you the opportunity to detail any letter requirements and your own expectations.
- Do not overwhelm faculty with letters of recommendation. It is advisable to **ask for no more than two letters from each faculty per year**.
- **Provide the faculty 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.
- 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.
- **Be polite** if a faculty member is unable to write you a letter of recommendation for any reason.

#### E. CLASSROOM AND LABORATORY ETIQUETTE

There are two buzz 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. Please: absolutely no bullying.
- Do not engage in an argument. Conflicts should be resolved in a private, professional, and polite way. Always.

## **F. PROFESSIONALISM AND SOCIAL MEDIA POLICY**

California Northstate University requires all students to uphold the core principles of the Honor Code, which includes E-Professionalism in the use of social media in addition to respect, honesty, and integrity, legal and ethical behavior, and professionalism in all aspects. This policy establishes Internet usage guidelines for University students to ensure that they are representing themselves and the University professionally on and off campus. Social Media includes social networking sites (e.g., Facebook, 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.

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

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

### **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.

## **G. STUDENT DRESS CODE AND LABORATORY DRESS CODE**

Students' dress should reflect high standards of personal self-image so that each student may share in promoting a positive, healthy and safe atmosphere within the college community. Be advised that if you are not dressed appropriately, your instructor can dismiss you from class and/or lab, which would count as an unexcused absence.

### **Dress Code for Laboratory Classes**

Personal attire must conform to specific guidelines in order to minimize the potential for injury. Personal clothing should be comfortable and appropriate for the work. Exposed skin is at risk for contact with hazardous material and burns. Clothing can also be damaged by certain chemicals such as a small drop of acid. It would be wise not to wear expensive dress clothes to the laboratory. Appropriate clothing should be worn to minimize skin exposure. Please **avoid wearing shorts, skirts, short dresses that expose bare skin** in the laboratory. **Wear a long-sleeved shirt that protects your arms, chest, and neckline. Absolutely no synthetic clothing.**

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

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

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

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

### **Food in Classroom and Laboratory**

**Eating food during class or laboratory is not allowed.** Eating food on campus is permitted in designated areas only. Drinks are allowed in capped and closed bottles, but only in the classrooms. Please: absolutely no food or drink in the study areas or laboratories.

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

### **H. 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.

### **I. 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 papers or other materials sitting in 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.

## **IV. IMPORTANT UNIVERSITY POLICIES GOVERNING STUDENTS**

### **A. 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.

## **B. DISABILITY POLICY**

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

### **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 Associate Dean of Student Affairs in writing. If the disability develops during the school year and accommodations are requested, the student must notify the Associate Dean or designee in writing as soon as possible. The Associate Dean serves as the advisor to CHS students with disabilities and as a liaison between students with disabilities and the faculty.

### **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 Associate Dean of Academic and Student Affairs or designee for an initial intake and are required to provide appropriate documentation of the disability. Students must provide documentation, at the student’s expense, of the disability before the provision of services is reviewed.

### **Documentation Guidelines**

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

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

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

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

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

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

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

The assessment should include the following:

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

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

The assessment should include the following:

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

### **Recommendations for Accommodations**

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

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

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

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

### **C. 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 Associate Dean of Student Affairs or the Title IX coordinator. The Title IX Coordinator for the University is ultimately responsible for handling any report of sexual harassment and sexual assault involving students:

#### **CNU Title IX Coordinator: Anji Khan**

Email: [anji.khan@cnsu.edu](mailto:anji.khan@cnsu.edu)

Office Phone: 916-686-7811

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 Grievance Form**

If you have any questions about sexual harassment or sexual assault or need to report any incident, please contact the Associate Dean of Academic and Student Affairs at 916-686-7300, ext. 9233. If the situation is an emergency, please call the Rancho Cordova police by dialing 911. If possible, try to report the incident immediately. Students may also discuss or report non-emergency incidents directly to the Associate Dean of Academic and Student Affairs or complete the College's official **Student Complaint /Grievance Form**. Once the **Student Complaint /Grievance Form** is completed, contact the Associate Dean of Academic and Student Affairs to review the complaint. Additional resources and assistance will be given if needed. ***Please note that if you give a university official specific names or identifying information, this constitutes an official report, and the University then decides how the situation will be handled.*** You can discuss the situation without providing specific names or details that would reveal identities of the persons involved.

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

### Who to Call When You Need Help

Office of Student Affairs: 916-686-8378  
Rancho Cordova Police Department  
2897 Kilgore Road, Rancho Cordova, CA 95670  
Telephone: 916-362-5115  
Emergency: 911 or 916-362-5111.

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

### 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 Academic and Student Affairs. Allegations of serious sexual harassment should also be reported to the local police department if they occur after hours or on weekends.

### D. LESBIAN, GAY, BISEXUAL & TRANSEXUAL (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.

- **The Associate Dean of Academic and Student Affairs is the Title IX Coordinator** for the University. Any violations of the Title IX Education Amendment Act should be reported to the Associate Dean of Student Affairs in a timely manner.
- **1st Amendment, Equal Protection & Due Process Clauses:** A transgender student's right to dress in accordance with his or her gender identity may be protected under the First Amendment and the Equal Protection and Due Process Clauses of the U. S. Constitution. The First Amendment limits the right of school officials to censor a student's speech or expression. Students also have a protected liberty interest (under the Due Process Clause) in their personal appearance. In addition, a transgender student also has a right under the Equal Protection Clause to be treated similarly to other students of the same gender identity.

#### **E. 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.

#### **F. 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.

## **G. 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.

## **H. BICYCLES**

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

## **I. 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 is accessible from 7:30 AM to 10:00 PM unless otherwise announced. The University building in Elk Grove is accessible from 6:00 AM to 2:00 AM unless otherwise announced.

## **J. COMMENCEMENT**

Every student is **required** to attend commencement and wear traditional academic regalia consisting of cap, gown, and academic hood. Hoods of academics regalia are conferred upon the graduates at

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

#### **K. 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).

#### **L. 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 or Grievance Form 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).

#### **M. 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.

#### **N. 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.

#### **O. FUNDRAISING**

Detailed information regarding fundraising for student organizations can be found in the College's *Student Organization Policy & Procedure Manual*. CNUCHS recognizes that fundraising is a vital component of a successful professional organization. Therefore, the College encourages students to seek entrepreneurial ideas for fundraising. Prior to fundraising, students/organizations must first obtain permission from the Associate Dean of Student Affairs, to sell any items on campus.

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

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

Associate Dean of Student Affairs, the student organization may forward the approved request to the potential sponsor(s).

#### **P. GAMBLING**

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

#### **Q. 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 Associate Dean of Student Affairs.

#### **R. 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.

#### **S. PARKING**

The College currently charges no fee for parking 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.

### **V. SECURITY AND RELATED ISSUES**

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

All students who have authorized access to CNU campuses are issued an electronic entry access card that permits 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>.

## **A. CONDUCT DISRUPTIVE TO THE UNIVERSITY COMMUNITY POLICY (SAVE ACT)**

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

## **B. 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.

### **C. SMOKING/SMOKELESS TOBACCO**

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

### **D. 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.

## **VI. 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 on specific days during the week during normal business hours. Please contact the Office for specific availability dates or to make an appointment.

### **A. 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.

### **B. 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.

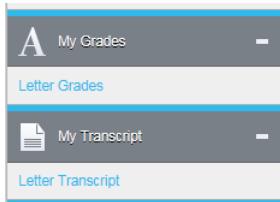
### C. VIEWING LETTER GRADES IN THE STUDENT PORTAL

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 display 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:



### D. 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>.

## **E. 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.

## **F. 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.

## **G. 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>.

## **H. 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>.

## **I. APPLICATION FOR GRADUATION**

Students applying for graduation must meet all academic and 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 to the Office of the Registrar for processing prior to the graduation application deadline. The Petition to Graduate form is available on the Office of the Registrar “Services and Forms” web page.

CNUCHS occasionally modifies graduation requirements. If the student has been in continuous attendance, they may choose to meet the CNUCOP campus graduation requirements in the CNUCHS general catalog that was in effect in any of the three following instances:

1. At the time you began continuous attendance at CNUCHS, or
2. At the time you transferred to CNUCHS, or
3. At the time you graduate from CNUCHS.

By maintaining continuous attendance and selecting option (1) or (2), a student can be assured that their CNUCHS graduation requirements will not change. A student having the right to choose one of these options is called “catalog rights”.

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

<b>Graduation Application Deadline</b>	<b>Filing Deadline</b>
<b>Spring</b>	April 1
<b>Fall</b>	November 1

## **J. 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>.

#### **K. COURSE REGISTRATION: DEADLINES**

Registration is conducted by the Registrar prior to the start of each semester 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 follow a different registration process and are not open for online registration.

**Table 6. Registration Calendar – Academic Year 2020-2021 \***

Activity	Date/Period		
	Summer 2020	Fall 2020	Spring 2021
<u>Online Registration:</u>			
Seniors	04/06/20 to 04/16/20	05/18/20 to 05/29/20	11/23/20 to 12/04/20
Juniors and PMPB	04/09/20 to 04/16/20	05/20/20 to 05/29/20	11/25/20 to 12/04/20
Sophomores	04/13/20 to 04/16/20	05/22/20 to 05/29/20	11/30/20 to 12/04/20
Freshmen	04/15/20 to 04/16/20	05/25/20 to 05/29/20	N/A
Open Registration Adjustment (Seniors, Juniors, PMPBs)	06/01/20 to 06/05/20	08/31/20 to 09/08/20	01/11/21 to 01/15/21
Add/Drop Period**	06/10/20 to 05/15/20	09/14/20 to 09/25/20	01/19/21 to 01/29/21
COLL 490a, b, c***	05/25/20 to 05/29/20	08/17/20 to 08/21/20	11/23/20 to 12/04/20
<u>Service-Learning Placement Courses (COLL 220 and COLL 430)****</u>			
Submit Intent to Enroll, Waiver and Agreement	n/a	07/22/20 to 08/07/20	10/19/20 to 10/30/20
Attend Pre-Orientation	n/a	08/10/20 or 08/14/20	10/27/20 or 11/04/20
Submit Service-Learning Survey	n/a	08/14/20	11/06/20
Complete Required Background Check	n/a	09/03/20	12/19/20

\* All dates are tentative

\*\* Please refer to **Table 7** in this Handbook for details

\*\*\* Please refer to **Table 11** in this Handbook for details

\*\*\*\* Additional requirements and deadlines for service-learning courses requiring community placement

## L. 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 are not allowed to be added or dropped directly by the student during the add and drop period.

“CHS 3127 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 7. Course Add and Drop General Information**

Question	Answer
1. When can I add and drop a course?	<u>For fall and spring</u> : up to the <b>end of the 2<sup>nd</sup> week of classes</b> <u>For summer</u> : up to the <b>5<sup>th</sup> day of classes</b>
2. How many courses may I add and drop?	<u>For fall and spring</u> : you may <b>add up to four and drop up to four</b> courses <u>For summer</u> : you may <b>add up to two and drop up to two</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 the senior health professions advisor, who will sign the form with the student. The signed form will be then sent to the Office of Academic and Student Affairs for analysis and approval. The Office of Academic and Student Affairs 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 the Senior Health Professions 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 8. Course Withdrawal General Information**

Question	Answer
1. When may I withdraw from a course?	For fall and spring: up to the <b>end of the 10<sup>th</sup> week of classes</b> For summer: up to the <b>end of the 5<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.

**M. 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 Registrar at the College’s address shown at the top of the first page of the Enrollment Agreement. You can do this by hand delivery, email, facsimile, or mail. Written notice of cancellation or withdrawal sent by hand delivery, email, or facsimile is effective when received by the College, provided that such receipt can be verified. Written notice of cancellation or withdrawal sent by mail is effective when deposited in the mail, properly addressed with postage prepaid. The written notice of cancellation or withdrawal need not take any particular form and, however expressed, is effective if it shows that 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

## General Information



## **I. STUDENT SERVICES**

### **A. PETITION FOR ADMISSION TO OR CHANGE IN PATHWAYS**

CHS students may petition to be admitted into pathways or to switch to other pathways, after they have completed one year of academic coursework or at least one fall and one spring semester of residence at CHS. Petitions are only accepted once a year, at the end of the spring semester. The deadline to submit the full petition is the 1<sup>st</sup> Friday in June of each year. Petitioner will be notified of the decision by the 1<sup>st</sup> week of August of each year. CHS 3805 Petition for Admission to Pathways Policy governs the petition process.

Petition is a very competitive process, and as such it has no guarantee to be approved. The CHS Admissions Committee reviews all petition materials and makes a decision based on a combination of factors outlined below.

The first step for students interested in petition is to arrange a meeting with a Health Professions Advisor at CHS (no later than May 1<sup>st</sup> of the year the student is petitioning) to discuss the process and get information on how to complete all petition forms and steps. The general requirements for students to be reviewed when petitioning to be admitted into or change pathways are:

1. Academic feasibility – an analysis of the student’s GPA at CHS against the required GPA for the pathway the student is petitioning to be admitted into. An analysis of the coursework required for the desired pathway, against the coursework already taken by the student.
2. Academic and conduct good standing – an analysis of the student’s history of academic integrity and good conduct, both outstanding and resolved. Any outstanding academic integrity and good conduct mark may represent automatic denial of the petition.
3. Evaluation from faculty – student is required to be formally evaluated by three CHS faculty: one being the student’s faculty advisor, one from a faculty in the Department of Science and Mathematics, and one from the Department of Humanities and Social Sciences. All faculty evaluations are confidential and are delivered in a sealed envelope directly to CHS Admissions Committee.
4. Personal petition statement – CHS Admissions Committee will look into the 1-page personal statement that should cover the student’s experiences (inside and outside academia) as well as idiosyncratic characteristics that are relevant to the petition process, as far as the student’s perspective as to why they have the potential to succeed in the pathway he/she is petitioning into.

Please note that the CHS Admissions Committee may approve a petition for a pathway different from the one a student has petitioned into. A student may petition more than once, as long he/she has met the residency requirements. CHS will not release any rank position for any student as a result of petition approval or denial; petition process is voluntary and strictly confidential.

### **B. ALCOHOL & DRUG PREVENTION SERVICES**

The Office of Academic and 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 Associate Dean of Student Affairs is available for confidential

consultation on a walk-in basis or by appointment. Confidentiality will not be violated unless authorized by the student or a threat to life occurs. The Office 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) 686-7300. 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.

**C. 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 may go to the counseling office 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 counseling, no matter what the issue, by e-mailing the counselors at [Tracy.schwartz@cnsu.edu](mailto:Tracy.schwartz@cnsu.edu) or [Katelyn.shields@cnsu.edu](mailto:Katelyn.shields@cnsu.edu). Counseling is confidential and separate from any academic student records. Students may also seek assistance with receiving referrals for specialized care. The counseling office continues to strive to support students outside of the counseling room by providing workshops, presentations, and activities that promote student well-being and reducing stigma in seeking services. The counseling office encourages ongoing feedback from students on how to improve services and increase support.

Moreover, the Office of Academic and Student Affairs coordinates career planning, in-class activities, and extracurricular workshops to assist students in identifying their strengths and areas for improvement for career development. The Coordinator of Student Life is available for one-on-one career advising.

#### **D. INFORMATION TECHNOLOGY**

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

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

#### **E. LIBRARY/LEARNING RESOURCES**

The CNUCHS Learning Resource Center is available for students, faculty, and staff. This program includes an initial 5000 square feet of space devoted to the following resources:, which can be found on the Elk Grove campus.

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

#### **Facility**

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

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

The librarian provides training and consultation to students and faculty on how to access effective information and efficiently use electronic resources. The librarian holds an academic appointment on the faculty and participates in all faculty functions and meetings. The librarian works to update, maintain, and operate electronic systems in the resource center.

### **Library Resource Center Programs**

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

#### **Library Computer System**

A designated area of the learning resource center is dedicated as a computer lab. 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**

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

#### **Interlibrary Loan Program**

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

## **F. 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 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!

## G. 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 Academic and Student Affairs. Students requiring this assistance must be referred by the course instructor or his/her faculty advisor. The Office of Academic and 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. Contact the Office of Curriculum and Assessment for detailed and updated information on MCAT preparation opportunities.

## H. 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 9. Requirements for Becoming a PAL**

<p><b>Who is eligible to be a PAL?</b></p> <p><u>Please note:</u> 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 PMPB student</li> <li>⇒ Is a transfer student or has taken a minimum of 12 college credits at CHS</li> </ul>
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**Table 9. Requirements for becoming a PAL (continued)**

<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> </ul>
<p><b>Are all students required to take the 1-credit seminar?</b></p>	<p>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.</p>

<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.
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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 10. Overview of a PAL Activity**

Duties	Responsibilities	Limits
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 spring and fall, and seven hours per credit during summer.	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;

## **I. 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

Students interested in become service assistants (either for credit or for pay) must apply for a position (basically 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.



## J. VISITORS

CHS encourages parents and relatives to visit students on campus. 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.

All visitors must sign-in at the front desk and keep their visitor's badges visible all the times. Students are responsible for any misconduct of their guest.

**Table 11. 2020-2021 PAL and Student Service Assistant Registration Calendar**

Activity	Date / Period					
	PAL (COLL 490a)			Student Service Assistant (COLL 490c)		
	Summer 2020	Fall 2020	Spring 2021	Summer 2020	Fall 2020	Spring 2021
Application for the position*	05/18 to 05/27/20	08/03 to 08/14/20	11/09 to 11/18/20	05/18 to 05/27/20	08/03 to 08/14/20	11/09 to 11/18/20
Registration Period**	05/25 to 05/29/20	08/17 to 08/21/20	11/16 to 11/20/20	05/25/to 05/29/20	08/17 to 08/21/20	11/16 to 11/20/20
Pre-service training***	06/09/20	09/11/20	01/15/20	06/09/20	09/11/20	01/15/20
Activity start date	06/10/20	09/14/20	01/19/21	06/10/20	09/14/20	01/19/21
Activity end date	07/29/20	12/15/20	05/07/21	07/29/20	12/15/20	05/07/21
Final evaluation date	08/03/20	12/22/20	05/19/21	08/03/20	12/22/20	05/19/21

\* Student must work with faculty sponsor (PALs) or with the designated service assistant supervisor (Student Service Assistant) to put together an application, course/activity plan, and other necessary paperwork.

\*\* Period in which student should deliver all required registration paperwork to the Office of Academic and Student Affairs (last day of the registration period is the deadline to submit paperwork)

\*\*\* All registered students are required to participate in a mandatory pre-service training. Training content and duration varies according to the position student is registered for.

## II. STUDENT PROFESSIONAL ORGANIZATIONS

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

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

### A. STUDENT ORGANIZATIONS

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

- Membership must be open to all students at CNUCHS regardless of race, color, ethnicity, national origin, age, gender, political affiliation, religion, creed, sexual orientation, veteran status, or disability.
- ALL student organization officers are required to attend a student organization leadership workshop at the beginning of the fall semester.
- The professional organization must not associate with any local, state or national organizations that require its members to support positions contrary to CNUCHS policies.
- A copy of the current constitution and by-laws that govern the professional organization must be on file with the Associate Dean of Student Affairs. If the professional organization is associated with any local, state, or national organizations, a current copy of their constitution and by-laws must be on file with the Student Life Coordinator.
- The professional organization must have a faculty advisor.
- Student professional organizations must have a minimum of five (5) members, including two (2) officers.
- Student officers must be in good academic standing 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).
  - Organization President or Vice President shall hold no *additional* elected officer position in any organization while in office.
  - Organization Officers, Non-President/Vice President shall not hold more than one additional officer position in any organization while in office.
  - Organization Treasurer shall hold no additional treasurer position in any other organization while in office.
- Meeting dates and events should be reported to the Student Life Coordinator and placed on the CHS Student Events yearly calendar.

### B. STUDENT ORGANIZATION POLICY AND PROCEDURE MANUAL

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

A copy is provided to the President and the group's advisor at the beginning of the fall semester.

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

### **Responsibilities**

All registered student 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 *Student Organization Policy & Procedure Manual*.

### **Rights and Privileges**

Professional student 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 fourteen (14) 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 front desk administrative 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 organizations are created throughout the academic year. Please check with the Coordinator of Student Life for a current list. Student Organizations for 2020-2021 include:

- Anime
- Basketball Club
- BPSHI (Bhagat Puran Singh Health Initiative)
- Breakfast Club
- Chess Club
- CHSMA (CHS Medical Association)
- Foosball Club
- Health and Fitness Club
- Jadoo Bollywood Fusion Dance Club
- Just Desserts Club
- MannMukti Club (Mental Health Improvement)
- Mindfulness Club
- Pinnacle Club
- Pre-Dental Club
- Public Health Club
- Red Cross Club
- Sideline
- STEM Club
- Volleyball Club

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

Any student organization may be instructed to cease and desist for not abiding by California Northstate University College of Health Sciences 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 Honor Council for a hearing and status determination.

## **IV. STUDENT COLLEGE COMMITTEES, COUNCILS, AND LEADERSHIP**

Students have representation on a number of committees and councils at CNUCHS and are encouraged to develop leadership skills by serving on a College committee or council.

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

### **A. 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 Associate Dean of Academic and Student Affairs and the Student Life Coordinator serve as advisors to the Student Government.

### **B. 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 SBG 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 offence, 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.