

CHSU

COLLEGE OF
PHARMACY



2016-17 ACADEMIC CATALOG



GENERAL CATALOG 2016-2017

(July 1, 2016 to June 30, 2017)

CALIFORNIA HEALTH SCIENCES UNIVERSITY

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Errata Sheet for 2016-2017 Academic Catalog

Page 9. Insert under “Transfer Credits” heading, the following statement:

NOTICE CONCERNING TRANSFERABILITY OF CREDITIS AND CREDENTIALS EARNED AT OUR INSTITUTION

Page 19. Insert the following paragraph after “patient care team.”:

Since English is the language of instruction, the interview will assess whether applicants are proficient enough in the English language to successfully complete the program and communicate with patients and other health care professionals. The Admissions Committee will determine whether or not to require an applicant whose first language is not English and who is otherwise qualified for admission to submit scores from the Test of English as a Foreign Language (TOEFL iBT) should there be a question regarding the applicant’s English proficiency. The minimum acceptable score on the TOEFL iBT is 92, with a minimum score of 23 on the Speaking section.

Page 20. Insert the following sentences/paragraphs, before “Technical Standards...”:

CHSU has not entered into any articulation or transfer agreement with any other college or university.

CHSU does not award any credits towards admission for experiential learning.

Page 25. Insert the following section before “Office of Financial Aid”:

Retention of Student Records

Student records are kept in the Office of Registrar. Confidentiality and safety of these records are a top priority. Dependent upon the type of record they will be maintained for specified timeframes.

Admissions records: 5 years

– Academic records: 5 years

Transcripts, Degrees: Indefinitely

Page 32. Replace current language under “*Off Campus Housing*”, with the following:

California Health Sciences University (CHSU) does not provide on-campus housing for students. While CHSU is not responsible for obtaining housing for students, the Office of Student Affairs will provide resources for locating local housing. Housing is available within two miles of the campus. Rental prices range from approximately \$400 to over \$1000 per month. All arrangements for housing will be between the student and the landlord.

Bureau for Private Postsecondary Education Disclosures

Approval to Operate

The California Health Sciences University College of Pharmacy is a private institution that is approved to operate as such by the California Bureau for Private Postsecondary Education. "Approval to Operate" means that California Health Sciences University is in compliance with state standards as set forth in CEC94897 (1).

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, California, 95833, <http://www.bppe.ca.gov/>, Phone: (888) 370-7589 or (916) 431-6959 or Fax: (916)263-1897.

As a prospective student you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 888-370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site <http://www.bppe.ca.gov>.

For more information, contact the Bureau for Private Postsecondary Education at (916) 431-6959, or toll-free (888) 370-7589, or visit its website at www.bppe.ca.gov.

School Performance Fact Sheet

In compliance with the California Postsecondary Education Act of 2009, California Health Sciences University provides the following Statements of Fact: The Bureau for Private Postsecondary Education (BPPE), as the regulatory body for private postsecondary institutions for the State of California, requires that each institution provide the following information to students, prior to enrollment, as evidence of recognition of the need to address consumer protection:

- Completion rates for each program of instruction;
- Placement rates for each program of instruction;
- License-examination passage rates for any program to which that statistic is applicable;
- Salary or wage information for each career, occupation, trade, job, or job title, as applicable, for which students are prepared.

The pharmacy program provided by California Health Sciences University is a new program that has yet to graduate its first class and therefore does not yet have the data for any of the categories listed above. Therefore, the number of students who graduate, the number of students who are placed, or the starting salaries a graduate might earn following graduation and successful completion of licensing examinations are unknown. Information regarding general salary and placement statistics may be available from various websites that list salary information (such as payscale.com, glassdoor.com, etc.) or from the institution, but it is not

equivalent to actual performance data. This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, <http://www.bppe.ca.gov/>; Phone: (916) 431-6959; Toll-Free: 888-370-7589; Main Fax: 916-263-1897.

Student's Right to Cancel

You have the right to cancel and obtain a total refund of monies paid up through the first week of class, excluding the non-refundable fees (Enrollment Confirmation Fee and Malpractice Insurance Fee). Please refer to the Tuition and Fees section for a more detailed explanation.

Transfer Credits

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

- California Health Sciences University DOES NOT award credit for prior experiential learning.
- California Health Sciences University DOES NOT currently provide Visa Services or vouch for student status. There are no associated charges.
- California Health Sciences University DOES NOT currently offer distance education
- California Health Sciences University DOES NOT have a pending petition in bankruptcy, nor is the institution operating as a debtor in possession, nor has the institution filed a petition within the last five years, nor has it had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

Accreditation

Western Association of Schools and Colleges (WSCUC)

California Health Sciences University has been recognized as a Candidate for Accreditation by WASC Senior College and University Commission (WSCUC), 985 Atlantic Avenue, Suite 100, Alameda, CA 94501, 510.748.9001. This status is a preliminary affiliation with the Commission awarded for a maximum period of five years. Candidacy is an indication that the institution is progressing toward Accreditation. Candidacy is not Accreditation and does not ensure eventual Accreditation.

Accreditation Council for Pharmacy Education (ACPE)

California Health Sciences University College of Pharmacy's Doctor of Pharmacy program has been granted Candidate status by the Accreditation Council for Pharmacy Education, 135 South LaSalle Street, Suite 4100, Chicago, IL 60503, 312/664-3575; FAX 312/664-4652, web site www.acpe-accredit.org.

Precandidate Status

Granting of Precandidate status brings no rights or privileges of accreditation as associated with either candidate status or fully accredited status. Precandidate accreditation status indicates only that planning has taken into account ACPE standards and guidelines and suggests reasonable assurance of moving to the next step, that of Candidate status. Since Precandidate accreditation status does not create any rights of accreditation under the ACPE standards, it is the opinion of ACPE that graduates of programs of Colleges or Schools of Pharmacy that bear Precandidate accreditation status do not meet the educational requirements for licensure.

Candidate Status

With respect to clarification of the meaning of Candidate status, graduates of a program so designed would, in the opinion of ACPE, have the same rights and privileges of those graduates from a fully accredited program. The Candidate status denotes a developmental program that is expected to mature in accord with stated plans within a defined time period. It should be underscored, however, that decisions concerning eligibility for licensure by examination or reciprocity reside with the respective state boards of pharmacy in accordance with their state statutes and administrative rules. Should Candidate status be awarded to a program, ACPE would, however, make its position known and make recommendations consistent with that position

Overview of ACPE Accreditation

The Accreditation Council for Pharmacy Education (ACPE) accredits Doctor of Pharmacy programs offered by Colleges and Schools of Pharmacy in the United States and selected non- US sites. For a Doctor of Pharmacy program offered by a new College or School of Pharmacy, ACPE accreditation involves three steps: Precandidate status, Candidate status, and Full accreditation status.

Precandidate status denotes a developmental program that is expected to mature in accord with stated plans and within a defined time period. Precandidate status is awarded to a new program of a College or School of Pharmacy that has not yet enrolled students in the professional program and authorizes the program to admit its first class.

Candidate status is awarded to a Doctor of Pharmacy program that is currently recognized by ACPE with Precandidate status and that has students enrolled but has not yet had a graduating class.

Full accreditation status is awarded to a program that has met all ACPE standards for accreditation and has graduated its first class. Graduates of a class designated as having Candidate accreditation status have the same rights and privileges of those graduates from a fully accredited program, generally including eligibility for licensure. ACPE conveys its decisions to the various boards of pharmacy and makes recommendations in accord with its decisions. It should be noted, however, that decisions concerning eligibility for licensure by examination or reciprocity reside with the respective state boards of pharmacy in accordance with their state statutes and administrative rules.

California Health Sciences University College of Pharmacy

College of Pharmacy Academic Calendar, 2016-2017

Fall Semester 2016	
May 9 – June 3	COP 2019 IPPE I Block A*
June 13 – July 1	COP 2019 IPPE I Block B*
July 11 – August 5	COP 2019 IPPE I Block C*
May 9 –27	COP 2018 IPPE II Block 1*
May 30 – June 7	COP 2018 IPPE II Block 2*
June 20 – July 8	COP 2018 IPPE II Block 3*
July 11 – 28	COP 2018 IPPE II Block 4*
August 1 – 19	COP 2018 IPPE II Block 5*
July 11 – 22	Pre-Registration Period
July 22	Tuition Payment Due for Fall Semester
August 15 – 19	Orientation (New Students)
August 18-19	Orientation (Returning Students)
August 19 – 21	Registration
August 22	First Day of Class
August 22 – 26	Add/Drop Period
August 22-26	Late Registration
August 26	Last Day to Withdraw from Program Without Penalty
September 5	Labor Day Holiday (No Class)
September 10	White Coat Ceremony
October 10 – 11	Fall Break (No Class)
November 23 – 25	Thanksgiving Holiday (No Class)
December 9	Last Day of Class
December 12 – 16	Final Exams
December 24 – January 2, 2017	Winter Break (University Closed; No Class)

Spring Semester 2016	
December 9 – 23	Pre-Registration Period
December 9	Tuition Payment Due for Spring Semester
January 9	First Day of Class
January 9 – 13	Add/Drop Period
January 9 – 13	Late Registration
January 13	Last Day to Withdraw from Program Without Penalty
January 16	Dr. Martin Luther King, Jr Holiday (No Class)
February 20	President's Day (No Class)
March 20 – 24	Spring Semester Break (No Class)
April 5 (<i>subject to change</i>)	Community Engagement Day
April 28	Last Day of Class
May 1 – 5	Final Exams
May 8 – June 2	COP 2020 IPPE I Block A*
June 5 – 30	COP 2020 IPPE I Block B*
July 10 – August 4	COP 2020 IPPE I Block C*
May 8 – 26	COP 2019 IPPE II Block 1*
May 29 – June 16	COP 2019 IPPE II Block 2*
June 19 – July 7	COP 2019 IPPE II Block 3*
July 10 – 28	COP 2019 IPPE II Block 4*
July 31 – August 18	COP 2019 IPPE II Block 5*
May 15 – June 23	COP 2018 APPE Block 1*
June 26 – August 4	COP 2018 APPE Block 2*
August 14 – September 22	COP 2018 APPE Block 3*
September 25 – November 3	COP 2018 APPE Block 4*
November 6 – December 15	COP 2018 APPE Block 5*
January 2, 2018 – February 9	COP 2018 APPE Block 6*
February 12 – March 23	COP 2018 APPE Block 7*
March 26 – May 4	COP 2018 APPE Block 8*
*NOTE: The California Health Sciences University holiday schedule does not apply to students on rotations and on off-campus Advanced Electives.	
Select Final Exams may occur on the last day of class. Check course syllabi for specific dates. Subject to change with continuing development.	

College Mission and Objectives

Mission Statement

To teach, to explore, to serve, and to transform pharmacy into a primary care profession.

Vision

To improve the access, delivery and outcomes of primary care in central California.

Values

Integrity: We respect honest communication, protect personal privacy, and adhere to the highest ethical and professional standards in healthcare.

Excellence: We strive to achieve the highest standards of performance.

Collaboration: We work with others, both within and outside the university, in a spirit of trust, respect, and progress.

Diversity: We respect the many cultural backgrounds, languages and viewpoints of our students and of the community we serve.

Innovation: We pursue innovation that matters for our students, faculty and staff, patients, and community.

Stewardship: We utilize our resources – human, material and financial – in a highly efficient, effective, forward-looking and sustainable manner.

Goals

Goal 1 – A learning environment that enables students to reach their maximum potential in their education, lives and professional careers.

Goal 2– Faculty and staff who are engaged, productive and recognized leaders in their areas of skill and expertise.

Goal 3 - Patient centered inter-professional clinical services for educating future health care providers.

Goal 4 –Students and alumni who are engaged and committed to addressing the health care needs of Central California.

Goal 5 - By 2020, \$2 Million of CHSU annual income originates from alternative funding sources, grants, sponsorships, and donations from government agencies, public and private institutions, non-profit foundations, industry partners, and philanthropic supporters.

Goal 6 - Open a second health professional college/program by 2020.

Goal 7 – CHSU community engagement strategy is aligned with the priorities of our communities to improve health outcomes.

Goal 8 – A robust and sustainable strategic enrollment management plan.

Our Educational Philosophy

The California Health Sciences University (CHSU) College of Pharmacy curriculum has been developed to prepare students to become active, self-directed lifelong learners, and participate in primary patient care as an integral member of the health care team. The curriculum has been laid out to allow students to learn pharmacy in a progressive and cohesive fashion through the didactic and experiential courses.

Team-Based Learning Methodology

Why TBL?

Reflect on courses and classroom experiences from the past. Were you learning more when you were passively listening or actively discussing an idea and solving an important problem? Did you feel during lecture that you could have learned the same facts just by reading the chapter? Was coming to class mostly for jotting down notes on the margins of the slides because what the teacher said might be on the test? How comfortable did you feel raising

questions with other classmates or the professor in the middle of class? Were you left wondering how the class would ever apply to real life? Did you leave those courses prepared to work in a team setting later in your career? These questions have inspired students and faculty to explore better ways to learn and highlight many of the benefits of being part of a team-based learning (TBL) classroom.

TBL systematically delivers a learner-centered environment that optimizes the classroom experience. Students learn by engaging pre-class readiness materials and in-class problem solving, tied together with rich discussion within teams and between teams. Teams serve the crucial role of testing understanding, giving feedback on ideas, and encouraging accountability to learning, and over time TBL teams outperform even their strongest individual members. Built into TBL are regular opportunities to clarify areas of confusion and compare the team's thinking your own, to other teams, and ultimately to the instructor's explanation. Students who engage in TBL also come better prepared and tend to remember their learning longer. Research suggests most students and faculty prefer TBL to the traditional classroom, particularly after the initial transition.

TBL at CHSU

CHSU utilizes TBL across the entire academic program, supplemented by other active learning strategies. The very nature of TBL promotes the development of improved judgment, communication, teamwork, problem-solving, critical thinking, and overall a deeper understanding of knowledge, skills and abilities. TBL also emphasizes individual accountability, collaboration, and application of fundamental concepts to interesting and meaningful problems. The role of the TBL instructor is to guide the class to the most important learning outcomes by creating challenging authentic problems for students to solve and facilitating classroom discussion to probe the reasoning and assumptions that form those solutions.

At the beginning of each semester, the Registrar and Associate Dean for Academic Affairs forms teams comprised generally of six students based on criteria to achieve an even distribution of skills, experiences, and resources across all teams. Students remain with the same team for all courses throughout the same semester. Teams are reformed each new semester, providing everyone the opportunity to work with and learn from almost every other student in the class at some point before graduation. All students are accountable for their individual and team contributions throughout the semester. Structured peer assessments are conducted twice each semester to provide constructive feedback for growth for all members of the team.

TBL Phases

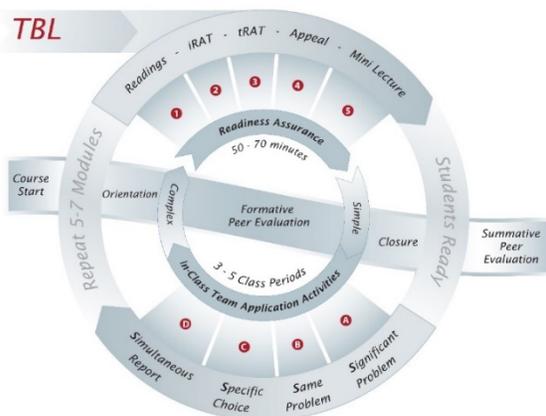
TBL learning starts before class even begins and often continues over multiple classroom periods.

Readiness Assurance

- 1) Students start the readiness assurance process by studying materials suggested by the instructor before class (Step 1, in red above) to cover the basic facts, concepts and vocabulary necessary to discuss the topic. This may involve reading assignments, taped

lectures, practice problems, pre-class learning objectives, and other self-study activities.

- 2) The readiness assurance process continues at the start of class when individual students complete a brief multiple-choice test (Step 2) based on the self-study assignment, assuring enough knowledge readiness to begin discussing the key concepts. This is called the Individual Readiness Assurance Test (iRAT).
- 3) To help identify and clarify misunderstandings, each team of students then retakes the same brief multiple-choice test, discussing questions within the team to reach a consensus answer (Step 3). This is called the Team Readiness Assurance Test (tRAT).
- 4) The question key is then revealed to the students and if a team wishes to challenge a keyed answer or offer a different interpretation of a question, the team may submit a written appeal (Step 4) to the instructor for later review.



Source: Sibley J., Spiridonoff S. Introduction to Team-Based Learning.

5) The professor then leads a classroom discussion encouraging interaction between teams (or offers a brief focused lecture when needed) to clarify the fundamental concepts intended from the readiness assignment (Step 5). This discussion prepares the class for the more challenging questions coming later in the in-class team applications. The instructor may also choose to address appeals at this point if it helps enrich the classroom discussion; otherwise appeals are reviewed with the team after class or by email.

In-Class Team Applications

Once students have demonstrated understanding of basic concepts and any remaining misunderstandings have been clarified, the instructor shares a series of increasingly complex problems for the teams to attempt. These problems are significant and often authentic scenarios that you may see in your career in healthcare. All teams work on the same problem and are asked to make and defend specific choices as part of their proposed solutions. Teams transition into a class-wide discussion by simultaneously sharing and comparing all team solutions with deeper discussions facilitated by the instructor. The application ends with a brief recap of key points identified by the instructor and the class then moves to a new interesting problem.

To be effective health professionals, beyond just understanding and problem solving, students must develop the ability to work and communicate effectively with a diverse group of patients and colleagues and deliver care as a team. This ability is not innate. Learning in teams will provide you with excellent preparation and a natural insight into practicing healthcare as a team. The faculty at CHSU are excited to share TBL with you.

Academic Freedom

Academic Freedom is indispensable to institutions of higher learning. It is the right of faculty, students, staff and preceptors to express their opinions without fear of retribution or other penalty from the institution. It is the responsibility of faculty and students to respect the opinions expressed by others.

Nondiscrimination and Affirmative Action Policy

California Health Sciences University is committed to creating a campus environment and culture of nondiscrimination, affirmative action, diversity and inclusion among all administrators, faculty, students and staff. CHSU is dedicated to promoting diversity and inclusion within all current and developing programs to ensure the university reflects the diverse populations we serve.

California Health Sciences University defines diversity as the recognition and appreciation of the variety of human characteristics that make each individual unique. CHSU strives to eliminate discrimination, marginalization, and exclusion based on race, ethnicity, gender, gender identity, sexual orientation, age, socioeconomic status, disability, religion, national origin, and/or military status.

To maintain a culture that respects and encourages diversity, CHSU is committed to the following:

- 1) Teaching and learning experiences that prepare students to live and work in a diverse global society.
- 2) The provision of a diverse and inclusive campus environment that allows students the opportunity to develop leadership skills, civic responsibility, and social skills while excelling academically.
- 3) A diverse faculty and staff to teach and work in a supportive environment in which research that enhances knowledge and improves the quality of life is conducted.
- 4) A comprehensive Diversity Committee comprised of faculty, staff and students.

Diversity Committee

A comprehensive Diversity Committee will be appointed by the President to include a minimum of two staff, two faculty and two student members with the following responsibilities:

Foster a climate that promotes a better understanding of, and an appreciation for, diversity within their sphere of influence and encourage others to do the same.

- 1) Periodically review and recommend changes to the University's diversity efforts.
- 2) Facilitate the implementation of existing diversity strategies, programs, and initiatives.
- 3) Develop programs that promote mutual respect, valuing of differences, as well as cross-cultural understanding.
- 4) Assist in highlighting, recognizing, and publicizing diversity initiatives to promote campus-wide cooperation and participation.
- 5) Share and vet diversity strategies, initiatives and information with their campus

communities and constituents.

6) Prepare students for a leadership role in a competitive global community.

CHSU recognizes that a nondiscriminatory environment complements a commitment to academic curiosity and inquiry as well as intellectual and personal growth.

CHSU makes a pledge to comply with all federal and state laws, regulations, and orders, including the policies of the Board of Directors, which pertain to nondiscrimination and affirmative action. All administrators are directed to ensure that all decisions relative to employment, conditions of employment and access to programs and services will be made without regard to race, ethnicity, color, age, religion, national origin, sexual orientation, gender identity, sex, marital status, disability, or status as a U.S. Veteran.

Reasonable accommodation will be made to facilitate the participation of persons with disabilities in all College of Pharmacy activities consistent with applicable federal and state laws, orders and policies.

Further, all personnel will be responsible for maintaining an environment that is free of racial or sexual abuse and harassment. Acts by anyone that adversely affect a student's academic standing, receipt of services, or participation in College activities will be regarded as a violation of College policy and subject to appropriate disciplinary action. Retaliation against persons filing complaints, or for assisting in a review, pursuant to a filed complaint or grievance, is prohibited.

The commitment of CHSU to nondiscrimination, affirmative action, and diversity is part of a larger commitment to create a safe and supportive environment for all members of the CHSU community. CHSU recognizes that a nondiscriminatory environment complements a commitment to academic curiosity and inquiry, and intellectual and personal growth.

It is the goal of CHSU to provide a nondiscriminatory work environment, a nondiscriminatory living and learning environment, and a nondiscriminatory environment for visitors to the campus. CHSU makes a pledge to comply with all federal and state laws, regulations, and orders, including the policies of the Board of Directors which pertain to nondiscrimination and affirmative action. All administrators and personnel providing input into administrative decisions are directed to ensure that all decisions relative to employment, conditions of employment and access to programs and services will be made without regard to race, color, age, religion, national origin, sexual orientation, gender identity, sex, marital status, disability, or status as a U.S. Veteran. Exceptions to this directive may be made in matters involving bona fide occupational qualifications, business necessity, actions designed to eliminate workforce under-utilization, and/or where this policy conflicts with federal and state laws, rules, regulations, or orders. CHSU does not discriminate on the basis of race, color, age, religion, national origin, sexual orientation, gender identity, sex, marital status, disability or status as a U.S. Veteran.

No otherwise qualified person will be denied access to, or participation in, any program, activity, service, or the use of facilities on the basis of factors previously enumerated. Reasonable accommodation will be made to facilitate the participation of persons with disabilities in all such activities consistent with applicable federal and state laws, orders and policies.

Further, all supervisory personnel will be responsible for maintaining an environment that is free

of racial or sexual abuse and harassment. Acts by anyone that adversely affect another person's employment, conditions of employment, academic standing, receipt of services, and/or participation in, or enjoyment of, any other activity, will be regarded as a violation of college policy and thereby be subject to appropriate disciplinary action. Retaliation against persons filing complaints, for bringing the violation of this policy forward for review, or for assisting in a review, pursuant to a filed complaint or grievance, is prohibited.

CHSU's commitment to nondiscrimination, affirmative action, and diversity is of the highest priority and is to be adhered to as such. It applies to all college sponsored programs and activities as well as those that are conducted in cooperation with the College.

Division of Student Affairs and Enrollment

About Student Affairs and Enrollment

The Division of Student Affairs and Enrollment focuses on five priorities: Transformative learning experiences, academic success and development, operational effectiveness, career development, and health and wellness. These priorities drive our commitment to supporting students and achieving the University's mission.

The following offices and services fall under the purview of the Division of Student Affairs and Enrollment:

- Admissions
- Registrar
- Financial Aid
- Student Affairs
- Academic Support Services
- Career Services
- Student Health and Wellness

Admissions

Applicants for admission to the Doctor of Pharmacy program at California Health Sciences University are required to submit an application through PharmCAS at www.pharmcas.org. The application review process starts when PharmCAS has verified all of the required application information. Qualified candidates will be reviewed by the Office of Admissions for consideration for an on-campus interview. Interviews are by invitation only; not all applicants will be invited for an interview. All interview invitations and information will be communicated via e-mail. The CHSU College of Pharmacy uses a rolling admissions process to select the successful applicants. Therefore, admission decisions will be ongoing throughout the application and interview time frame.

Interviews will be conducted on campus by a team of two individuals (at least one of which will be a faculty member) who will ask the applicant to share their experiences and interest in pharmacy. The interview day will include a team-based learning exercise as well as a writing sample. The interview process will assess oral and written communication skills, maturity, dedication and motivation, and an assessment of the applicant's ability to complete the program successfully and advance in the field of pharmacy as a contributing member of a

patient care team.

Applicants may apply for early admittance as CHSU College of Pharmacy participates in the “Early Decision” (ED) program offered through PharmCAS. The ED program is a binding option for applicants who have decided that a particular pharmacy degree program is their first choice and that they will enroll if accepted. As an ED applicant, you can apply to only one pharmacy degree program.

Applicants applying for admittance through the ED program will participate in the same interview process as applicants going through the regular process. CHSU College of Pharmacy will make admission decisions on early decision applicants by October 21.

Admissions Requirements

To be considered for admission, the applicant must meet the following requirements:

Complete a minimum of 48 credits of prerequisite coursework from an accredited college or university in the United States or an equivalent foreign university (Baccalaureate degree is preferred for admission).

- Letter grade of “C” or higher for all prerequisite courses
- The minimum cumulative GPA is 2.7 on a 4.0 scale; the minimum prerequisite GPA is 2.7 on a 4.0 scale.
- Meet and comply with the College of Pharmacy Technical Standards

The specific pre-pharmacy prerequisite course requirements and units needed are:

General Chemistry with Lab	8 Semester / 12 Quarter
Organic Chemistry with Lab	8 Semester / 12 Quarter
General Biology with Lab	8 Semester / 12 Quarter
Microbiology	3 Semester / 4 Quarter
Physiology	3 Semester / 4 Quarter
Anatomy	3 Semester / 4 Quarter
Psychology	3 Semester / 4 Quarter
Economics (Micro and Macro)	3 Semester / 4 Quarter
Calculus	3 Semester / 4 Quarter
Public Speaking	3 Semester / 4 Quarter
Additional Course(s)	3 Semester / 4 Quarter

All pre-pharmacy requirements must be satisfied prior to matriculation.

The Admissions and Progression Committee reviews each applicant’s entire record and interview results to determine which applicant’s will be accepted to the program. Therefore, acceptance to the program is competitive and selective.

The College does not, at this time, provide any visa service to students from other countries.

Important Note: It is possible to apply, interview, and be accepted into the program without having completed either the Bachelor’s Degree and/or some prerequisites, provided all

requirements, are satisfied prior to the start of mandatory orientation.

Technical Standards for Admission and Program Continuation

The California Health Sciences University College of Pharmacy acknowledges Section 504 of the 1973 Vocational Rehabilitation Act and PL 11-336, the Americans with Disabilities Act (ADA) 19903, and requires minimum technical standards be present in students accepted into the Doctor of Pharmacy program. The Doctor of Pharmacy program at CHSU is a rigorous and challenging academic program that requires students to possess specific characteristics and abilities within the cognitive, affective and psychomotor domains, referred to here as technical standards. An applicant or student must be able to combine the functional use of visual, auditory and somatic senses to observe and demonstrate professional knowledge and skills presented in the classroom, laboratories and practice settings.

Conferring the PharmD degree on a student graduating from the college of pharmacy indicates that each student has demonstrated that they have acquired and can apply the knowledge and professional skills essential to the roles and functions of a practicing pharmacist. The acquisition and application of these skills ensure the safety of patients served by the student and pharmacist. More information regarding the CHSU College of Pharmacy technical standards can be found in the College General Catalog under Program Academic and Technical Standards.

Enrollment Requirements

Health Insurance

California Health Sciences University requires health insurance coverage for all students. Students must provide proof of health insurance coverage at the time of registration to be eligible to participate in any introductory or advanced pharmacy practice rotation experiences, and all on- and off-campus activities and events. Students discovered not having health insurance would be placed on probation and not allowed to participate in experiential learning placements, program activities, and events until they can provide documentation of health insurance coverage.

Professional Liability

Each College of Pharmacy student is covered under general liability and professional liability insurance through a commercial insurance policy. This insurance delivers liability insurance on an occurrence basis, with primary limits of not less than \$1 million/\$3 million. This policy covers students only when they are engaged in activities that constitute a required component of the professional pharmacy program. This policy does not cover activities such as outside employment or volunteering at non-CHSU events.

Background Check and Drug Screening

- 1) The CHSU College of Pharmacy requires a background check and drug screening for admission and annually thereafter.
- 2) Provisionally accepted students will be responsible for payment of fees associated with the criminal background check and drug screening (approximately \$100). Provisionally accepted students will be notified and provided the information needed

to contact Certiphi Screening Incorporated through a web address for completion of the form for the background check. The students will also receive a link to complete the Drug Screening, in which they can complete at a Certiphi listed location in the United States. Once completed, Certiphi will release the background check and drug screening results to the applicant.

- 3) The applicant will have the opportunity to appeal any information from the background check or drug screen if they feel it is incorrect. If no appeal is requested, the report will be released to CHSU. If an appeal is requested, the report will be released to CHSU upon completion of the appeal process.
- 4) Provisional acceptance to the program will become final once the Office of Admissions verifies that all required information has been received and that the outcome of the background check is satisfactory.
- 5) Licensure as either a pharmacy intern or pharmacist in California requires both a criminal record check (via fingerprint scan) and drug screening to verify suitability for licensure. Licensure as a pharmacy intern is required during the first professional year and failure to obtain licensure will prevent a student's progression since an unlicensed student will not be able to participate in the Introductory Pharmacy Practice Experiences.
- 6) The Office of Experiential Education requires a background check and drug screening for participation at the rotation site.
 - a. The Office of Experiential Education for the College of Pharmacy will notify students of the requirements for each introductory and advanced pharmacy practice experience site well in advance of the beginning of the experiential practice experiences.
 - b. Any required background check and/or drug screening must be performed at the student's expense and the results reported directly to the College; the Office of Experiential Education will transmit the reported findings to the clinical site. Determination of student fitness for participation at a clinical site requiring such checks will be at the sole discretion of the clinical site.

Intern Licensure

Being admitted as a student to the California Health Sciences University College of Pharmacy program does not guarantee California licensure as either an intern pharmacist or a pharmacist. Licensure as an intern pharmacist or a pharmacist is granted by the California Board of Pharmacy. The California Board of Pharmacy may not grant an intern license. Furthermore, although a student must graduate from the CHSU College of Pharmacy to be eligible to take board examinations, CHSU College of Pharmacy cannot guarantee that a student will pass the board examinations to receive licensure as a pharmacist. A licensed pharmacist is eligible for all employment positions.

To apply for registration as a an intern pharmacist in California a student must currently be enrolled in a school of pharmacy recognized by the Accreditation Council for

Pharmaceutical Education (ACPE) as evidenced by being granted Precandidate, Candidate or full accreditation status. ACPE has granted CHSU College of Pharmacy Candidate status. Thus all students enrolled in and graduating from CHSU College of Pharmacy will be eligible following graduation to take the California Pharmacy and Jurisprudence Examination (CPJE) or the Multistate Pharmacy Jurisprudence Examination (MPJE), as well as the North American Pharmacist Licensure Examination (NAPLEX). Registration instructions for licensure as a California Intern Pharmacist will be provided by the Director of Experiential Education during the first year of fall semester.

Immunization Requirements

Infection control policies at area hospitals require that the College of Pharmacy ensure that students entering these facilities for training purposes are in good health.

- 1) In order to comply with these policies, it is necessary to provide the following health related documents that are mandatory and required prior to June 30:
 - a) Student Information (FORM 1)
 - b) Health History (FORM 2)
 - c) Physical Examination (FORM 3)
 - d) Tuberculosis Clearance (FORM 4)
- 2) PPD2-Step-Required Annually. (Have PPD #1 completed. Wait 7-10 days from PPD #1 reading date to have PPD #2 placed.) Refer to the www.CDC.org website for additional information.
- 3) TB Screening (PPD skin tests and/or chest x-ray results) must be completed between June 1-June 25, and annually thereafter.
- 4) Chest X-ray – Only required for those with PPD(+) – Required annually.
- 5) Authorization for Release of Communicable Disease Clearance Information to Clinical Rotation Sites (FORM 5)
- 6) California State Required Meningitis Awareness Disclosure (FORM)
- 7) Proof of Immunization for the following vaccinations (copies preferred):
- 8) TDAP (tetanus/diphtheria/pertussis). TDAP is considered current if administered within 10 years. TD or DTAP will not be accepted.
- 9) FluVaccine – required annually.
- 10) Laboratory Results (serum blood titers) for the communicable diseases below:
- 11) Titers considered current if completed within 5 years.
- 12) Laboratory results must include reference ranges and be on laboratory letterhead.
 - a) If immunity is not present according to serum blood titer, student must obtain vaccination and serum blood titer retest as indicated per CDC recommendation. Refer to the www.CDC.org website for additional information.
- 13) Hepatitis B Surface Antibody Titer- Qualitative (HBsAb)
- 14) Measles (Rubeola) Antibody Titer- Qualitative (Measles AB, IgG, EIA)
- 15) Mumps Antibody Titer- Qualitative (Mumps AB, IgG)
- 16) Rubella Antibody Titer- Qualitative (MMR Ab, IgG)

- 17) Varicella Antibody Titer- Qualitative (Varicella AB, IgG)
- 18) Additional immunizations, health information, or lab tests may be required to comply with outside affiliation agreements. Information regarding your health history is requested for your protection and to assist us in case of emergency. The information is confidential. Portions of this information may be shared with appropriate personnel at our pharmacy practice experience sites, as required by our affiliation agreements. Questions regarding these policies should be directed to the Director of Experiential Education.
- 19) IPPE Block Rotation Selection Requirement: Students who receive a 75% or below will be placed in Block 3 for IPPE I and/or Block 3, 4 or 5 for IPPE II to ensure adequate time for remediation.

Office of the Registrar

Registration

All students will be unofficially registered by the Registrar in what is classified as “Block Registration” no later than 30 days prior to the academic term for which registration is required.

All students will be officially registered for each academic term on the first day of class. Failure to have tuition, fees, and prior debts paid in full on or before registration day for each academic term may be grounds for dismissal.

Schedule Changes or Withdrawal from a Course

Due to block scheduling for the pharmacy program, schedule changes are generally not possible. The only exceptions for schedule changes are reasons that are of an academic nature, or for elective courses. Requests to change an elective must be done by the end of the add/drop period, which is at the end of the first week of each semester. Students should be aware that dropping (withdrawing) from a course may result in a significant extension of the students’ professional program. Before dropping (withdrawing), students should discuss the issue with their faculty advisor, dean, and/or the Vice President of Student Affairs.

Elective Courses

The decision of whether to offer an elective course will be based upon the availability of faculty to teach the course, as determined by the department chair, and by a minimum number of students (set by the faculty presenting the course) enrolling in the course and being present on the first day of class.

Withdrawal from the Program

- 1) Total withdrawal from CHSU College of Pharmacy occurs when a student officially withdraws from all courses in which he or she is enrolled at any time after the end of the add/drop deadline for a given semester by completing an official Withdrawal Form. The effective date of withdrawal is the date the form is received by the Registrar. The form can be obtained from the Registrar’s office or CHSUSync.
- 2) Grades of W will be awarded for all of a student's courses if/when he or she officially

withdraws before the published add/drop deadline.

- 3) Grades of F will be recorded when a student withdraws after the published add/drop deadline.
- 4) In extreme personal circumstances and with appropriate documentation, a student may appeal to have grades of W awarded if they officially withdraw after the deadline.
- 5) Non-attendance or ceasing to attend a course(s) does not constitute course or term withdrawal. Failure to officially withdraw will result in academic and financial penalties.

Withdrawal from an Advanced Placement Pharmacy Practice Experience

A student may withdraw from a pharmacy practice experience, without receiving a grade, through the fifth day of the experience. If a student pursues a practice experience beyond the first five days of a rotation block, a grade will be recorded for that practice experience and will be computed in the grade point average for that semester. After the first five days, the grade of W can be recorded only in cases of illness or extreme circumstances that make it necessary for the student to completely withdraw from school. A grade of IC (Incomplete) will be given to those students who have not completed all projects and/or assignments for that rotation. The IC will convert to an "F" if the projects and/or assignments are not completed and submitted to the preceptor or the Director of Experiential Education within two (2) weeks of the last day of the rotation block for which the projects and/or assignments were not completed. The IC will be changed to a grade once all work has been submitted and graded. The change of IC to a grade requires the submission of a Grade Change Form by the Director of Experiential Education to the Registrar. Once the Registrar receives the Grade Change Form the Registrar will update the grade on the student's transcript.

Directory Information

In compliance with FERPA, directory information includes the following: name, address, telephone numbers, email addresses, dates of attendance, previous institutions attended, awards, honors, and degrees conferred. Directory information may be released upon request to individuals outside the college unless the student expressly instructs the College in writing, to withhold this information. Students who do not wish to have this information released must annually complete a non-disclosure form. This form is available through the Office of the Registrar and must be submitted no later than the last day to add a course for the fall semester. A new form must be completed each academic year. A form submitted the last term a student enrolls will remain in effect until the student re-enrolls.

Personal Information Changes

It is the student's responsibility to ensure that their directory information is up to date at all times. Any changes must be submitted to the Office of the Registrar by completing the Change of Address form. All students will be requested to review and submit changes in either address or telephone number at the beginning of each academic year.

A student who has a legal name change must submit, to the Office of the Registrar, a Name Change Report form. The form lists the appropriate documents that need to be submitted along with the form.

A delay in reporting a change in name or address could result in delays in registration, grade reporting, updating of transcripts, mailing of transcripts, and assignment to rotation sites.

Holds

A student will not be permitted to register, receive student services, order a transcript or receive his or her diploma if a hold has been placed on the student’s record by one of the offices within the College. A hold can be placed on a student’s record for one or more of the following reasons:

Office Placing Hold	Reason
Business Office	Financial obligation not met,
Library and Learning Resources	Financial obligation not met, or unreturned resources.
Office of Academic Affairs	Unmet academic requirements or policy.
Office of Experiential Learning	Disciplinary misconduct, financial obligation not met, or violation of College/University policy or procedure.
Office of Student Affairs	Disciplinary misconduct, financial obligation not met, or violation of College/University policy or procedure.

Only the office that places the hold has the ability to remove the hold. The office that places a hold on a student’s record will notify the Registrar when the hold has been removed.

Office of Financial Aid

Scholarships

California Health Sciences University College of Pharmacy continues to explore the creation and availability of scholarships. The Office of Financial Aid maintains the most current information.

Loan Assistance

CHSU, as an institution not yet granted full accreditation, does not receive federal or state financial aid for its students. CHSU is an approved institution for student loan funding under the iHELP Select Loan Program and Sallie Mae. The iHELP loan service is provided by the Student Loan Finance Corporation (SLFC) to help students finance their education. Students can apply on-line at the iHELP website (www.ihelploan.com) or at the Sallie Mae website (www.salliemae.com). The Office of Financial Aid is available to help students identify other sources of private loans and with financial planning to meet the costs of their education. Students must understand, however, that if they obtain a loan to pay for the CHSU pharmacy program they have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

Academic Support & Development

Orientation

Orientation programs are facilitated each year by the Office of Student Affairs to facilitate new student transition and prepare continuing students for the next step in their programs. The orientation program is five days for new students and two days for returning students that includes an introduction to the curriculum, leadership development classes, self-assessment exercises, exposure to the team based learning model, a review of policies and

procedures, and social functions. Students are provided with opportunities to interact socially with peers, meet faculty, administration, and staff, and develop a sense of belonging to the CHSU community.

All CHSU students are required to attend their orientation program to foster a successful academic and transformative learning experience. Absences will follow the Excused Absence Policy.

Tutoring

Through the Office of The Dean, the CHSU College of Pharmacy offers students peer tutoring services without charge. The faculty will perform tutoring for the inaugural class. Tutoring is designed to help students enhance their test-taking skills, modify their study habits, and/or focus on critical material and content.

Students are eligible to apply to tutor a subject if they are approved by the Office of the Dean and the Human Resources Office in conjunction with the Course Director and Department Chair. Student tutors must be able to communicate effectively, have mastered the course material, and be in good academic standing. Tutors receive an hourly honorarium for their services. Student tutors must be registered in the Office of the Dean to be eligible for reimbursement of services.

Initially, students need not be in academic difficulty to request peer tutoring. However, following the first examination and/or graded performance assessment, those students who are receiving a grade of lower than 75% in a course will be given priority in the program.

Applications to tutor and requests for tutoring services are available in the Office of the Dean.

Academic Advising

Academic advising builds collaborative student-centered relationships that support achievement of personal development and academic success. The philosophical bases for an effective system of advising is shared responsibility. A student is ultimately responsible for the choices he or she makes, but in order to make informed decisions, students need the mentoring and advice of faculty advisors, student affairs staff and others in the University community.

The purposes of academic advising are to provide students with informational, developmental and integrative advice to enable students to:

- Make a successful transition to the College of Pharmacy, have a rewarding College experience, plan for life after graduation, and in clarifying their goals and direction;
- Interpret academic requirements, policies and practices in order to make good decisions related to their academic program and progression;
- Foster an awareness of opportunities for academic and personal growth and development;
- Create and make use of formal and informal networks;

- Connect with campus resources and support services as appropriate.

Pharmacy students are assigned a faculty advisor by the Office of Student Affairs upon matriculation. This individual serves as a student's primary academic advisor for the three years the student is on campus, unless a student requests a change in advisor. Students will meet with their advisor a minimum of twice a semester for assessment of student achievement of learning.

The role of the student is to:

- Know their advisor and interact on a regular basis.
- Keep their advisor informed on progress, changes in goals, and personal issues.
- Understand the requirements for degree progress.
- Come prepared to meetings with their advisor.
- Ask probing questions to make informed decisions.
- Accept responsibility for decisions.

The role of the advisor is to:

- Ensure the student is making academic progress.
- Clarify policies and procedures.
- Monitor academic performance.
- Refer students to resources.
- Connect students with honors options, research, internships, etc.
- Assist students with their transition at each step in their progression (P1, P2, P3, P4).

The role of the Office of Student Affairs is to:

- Offer career development opportunities and support.
- Refer students to resources and services.
- Provide academic success coaching.
- Support faculty and students by providing training, resources and information pertaining to student growth and development.

ESL Support

ESL support is provided to students through a blended course (online and in person instruction), as well as individual study skills coaching. Students should contact the Office of Student Affairs for information regarding how to register for the ESL course.

Career Services

Career Development

Career Services connects students to career information, resources and job opportunities. Career Services is committed to engaging students in transformative one-on-one appointments, programs, and opportunities to formulate career plans, develop post-graduation objectives, and implement appropriate lifelong career decision-making strategies.

Student Health and Wellness

Student Counseling

A licensed psychological counselor is contracted with CHSU to provide psychological counseling services for students suffering from anxiety, depression, alcohol and substance abuse, and for evaluation and accommodation of students suspected of having learning disabilities. Students interested in pursuing this service should contact the Assistant Director of Student Affairs.

The Office of Student Affairs is available to assist students with questions or challenges related to student life. The Director of Financial Aid is available to help students who seek assistance in financing their education.

Access Services

A disability is defined as a physical or mental impairment that substantially limits one or more of the major life activities of an individual. PharmD graduates must have the knowledge and skills to function in a wide variety of clinical situations and to provide a broad spectrum of patient care. While the College acknowledges Section 504 of the 1973 Vocational Rehabilitation Act and the Americans with Disabilities Act of 1990, enrolled students must be able to meet the established minimum technical standards with reasonable accommodations.

CHSU will foster equal opportunities to student success through accessible educational programs, disability-related advocacy, faculty and staff education, and an enhanced awareness of individual abilities and contributions. No qualified individual with a disability shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any activity, service, or program of the University solely by reason of his or her disability. Each qualified individual with a disability who meets the academic and technical standards required to enroll in and participate in the pharmacy program shall be provided with equal access to educational programs in the most integrated setting appropriate to that person's needs through reasonable accommodation.

Request for Accommodation

- 1) Students are responsible for disclosing disability information and requesting accommodation, in accordance with University requirements. Students who need assistance, even on a temporary basis, are encouraged to utilize the services available through the Office of Student Affairs. If you are requesting accommodation based on a disability, please make your request in writing using the College of Pharmacy Disability Self-Disclosure form. Accommodations are not retroactive and the determination of reasonable accommodation resides with Office of Student Affairs professional staff.
- 2) Requests should be made at the beginning of each academic year and provide appropriate documentation approved by ADA guidelines. If the diagnosis of the disability occurs during the academic year, the student must self-identify with the Office of Student Affairs as soon as possible in order to receive academic accommodations for the remainder of the year.

- 3) A certified psychological examiner, psychologist, or medical doctor who made the diagnosis can only provide appropriate documentation of a disability. The Assistant Director of Student Affairs, in collaboration with each course director, will arrange academic accommodations. Accommodations include, but are not limited to, alternate locations and extended time periods to complete examinations.
- 4) The verification process and procedure for students to request disability-related accommodations is as follows:
 - a. The disability must be disclosed to the Office of Student Affairs by using the College of Pharmacy Disability Self-Disclosure Form.
 - b. After a student discloses his/her disability, a Verification of Disability Form or letter from an appropriately licensed professional must be submitted. The completed form and all supporting documentation must be returned to the Office of Student Affairs of the College of Pharmacy for review.
 - c. The Vice President of Student Affairs (or designee) will, upon receipt, review the documentation within 3-5 business days and determine the following:
 - i. Does the condition rise to the level of a disability as defined by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act;
 - ii. What are the functional limitations of the disability in an educational setting;
 - iii. What, if any, accommodation are reasonable and appropriate for the student?
 - d. The Dean of the College of Pharmacy will review the documentation of the disability and determine a plan of action for the student. Upon review by the Dean of the College, the Office of Student Affairs will notify the student and the faculty of the College of Pharmacy in writing of the accommodation(s) approved for the student.
 - e. Any questions concerning a student's disability shall be referred to the Office of Student Affairs. As with all student records, the provisions of HIPAA and FERPA will be maintained. Students who have any questions regarding eligibility for special testing arrangements or are in need of assistance in this process should contact the Office of Student Affairs. Decisions regarding granting of accommodations will take into consideration the student's ultimate ability to function in the clinical setting and in their future ability to practice pharmacy.
 - f. The College of Pharmacy will not inquire as to whether or not a student presently has a disability or if he or she has had one in the past. The decision to disclose a disability or, to not disclose a disability, is entirely up to the student. If a student chooses to not disclose his or her disability initially, he

or she may later do so if desired. However, disclosure of a disability does not create an ex post facto obligation for the University or the College of Pharmacy to re-test and/or re- grade any coursework, tests, or assignments completed prior to the disclosure and verification process.

Wellness Education

A healthy campus culture and environment where each student can thrive is an inspiring place to learn and grow. The purpose of the new and expanding health and wellness services will be to:

- Assist students in coping with the stresses associated with pursuing a challenging academic program;
- Provide resources and services relevant to pharmacy student health and wellness needs;
- Foster an awareness of how health and wellness influences academic and personal development;
- Help students self-assess health and wellness needs;
- Connect students with community resources and support services as appropriate.

Student Life

Transformative Learning Opportunities

The Office of Student Affairs provides student life experiences that contribute to student success and development. Transformative learning opportunities are sought to develop students' leadership skills, sense of civic responsibility, ethical reasoning and social justice through co-curricular programming that is in alignment with the University's Global Learning Outcomes (GLOs). Student Life also helps to develop university-wide traditions by collaborating with student leaders to offer annual programs and events.

CHSU College of Pharmacy also recognizes the significant contribution that students can make in the institutional decision-making process. Students in the College serve with faculty and staff on many committees. Students at the College of Pharmacy are encouraged to become involved in professional organizations and extracurricular activities while enrolled. The CHSU Student Organization Handbook provides the policies and procedures applicable to Registered Student Organizations (RSO).

Student Organizations

Student Government Association (SGA)

The SGA represents the student body, serves as a liaison for communication between the student body, the faculty, staff and administration, promotes awareness of student concerns, and promotes the use of established protocols for dealing with those concerns. The SGA has their own constitution under which it operates.

American Pharmacists Association – Academy of Student Pharmacists (APhA)

The Academy of Student Pharmacists is the student chapter of the American Pharmacists Association. Student members of this organization conduct community

outreach events and activities and participate in legislative awareness events, professional development activities, and social activities.

California Pharmacist Association (CPhA)

The California Pharmacists Association was founded in 1869 and is the largest state association representing pharmacists. CPhA represents pharmacists, technicians, and student pharmacists from all practice settings. These practice settings include community pharmacy (both independent owners and employees working in chain drug stores), hospitals & health-systems, and specialty practices such as compounding, managed care, and long term care. The CPhA mission is to advance the practice of pharmacy for the promotion of health.

California Society of Health System Pharmacists (CSHP)

The California Society of Health System Pharmacists serve to promote the field of pharmacy by providing opportunities for students to become knowledgeable about various institutional pharmacy practices and career directions.

Kappa Psi

Kappa Psi is the oldest and largest professional pharmacy fraternity in the world. This fraternity had its beginning in 1879 as an organization that served both medical and pharmacy students. The fraternity split in 1925 to form separate medical and pharmacy fraternities with the pharmacy group keeping the original name of Kappa Psi. This co-ed fraternity annually pledges students in the first, second or third years of pharmacy school. Kappa Psi promotes scholastic achievement and pharmaceutical research, and supports and encourages all projects which will advance the profession of pharmacy. Kappa Psi provides numerous opportunities for developing networks while continuing its tradition of promoting leadership both in pharmacy and the community.

Phi Delta Chi

Phi Delta Chi is a co-ed fraternity that annually pledges both men and women who are enrolled in the College. This fraternity promotes scholastic, professional, and social growth in its members. Student and graduate members of this organization strive to provide quality service to their patients in order to advance public health and strengthen themselves as health professionals. Phi Delta Chi encourages its members to develop leadership skills and to become excellent pharmacists as well as well-rounded citizens. Excellent pharmacists are the most important product of Phi Delta Chi.

Intramural Club

Develops mind, body and spirit through the participation in recreational sports and camaraderie among students.

Outdoor Adventure Club

Organizes and partakes in outdoor recreational trips. These may include skiing, hiking, bouldering, class 3 climbing, rafting, kayaking, walking, and camping.

Student Ombuds Services

Student Ombuds Services is a resource for all CHSU students. The Ombuds volunteers are committed to hearing about students' experiences. This service offers a safe place to go for

assistance in resolving any university related issue, concern, conflict, or complaint. Communications with Ombuds volunteers are strictly confidential, informal, impartial, and independent. The only exception is when there appears to be imminent risk of serious harm to self or others or issues about sexual misconduct.

The Office of Student Affairs will coordinate, select and train, volunteer Ombuds who will independently and confidentially listen to concerns and questions that are *both* university- and student-related. The Ombuds will help to clarify concerns, answer questions, explain policies, and explore resolution options. The Ombuds will listen, ask questions, make informal inquiries, review information, consider options, make referrals, and mediate disputes (if requested by both parties) independently and impartially. The Ombuds will assist parties in reaching resolutions that are consistent with the mission and values of CHSU.

Student Ombuds Services will be one campus resource that addresses conflict resolution informally; it will not replace the existing formal university processes. The Assistant Director of Student Affairs will provide feedback to the Vice President of Student Affairs regarding trends or issues without identifying any individuals associated with those issues. In addition, the Assistant Director of Student Affairs will make recommendations to the Vice President of Student Affairs for policy changes, needed training, or other procedures that may enhance the campus climate.

Student Ombuds Services volunteers will not receive formal complaints to be investigated and processed within the existing university procedures. However, the Ombuds can refer students to the appropriate University office to receive formal complaints.

Off Campus Housing

At this time California Health Sciences University does not have on-campus housing for students. There are, however, a large number of apartments available within a fifteen mile radius of the campus. The Office of Student Affairs will maintain a list of apartments for rent and will assist students with locating housing. All arrangements for housing will be between the student and the landlord. The College will provide a pamphlet to students on renter's rights so that a landlord will not take advantage of them.

Student Rights

Disclosure of Information

Student Rights Pertaining To Educational Records

The Family Educational Rights and Privacy Act (FERPA) give students at CHSU certain rights with respect to their educational records. These rights include:

The right to inspect and review educational records within 45 days of the day the Office of the Registrar receives a written request for access. The student should submit to the registrar a written request that identifies the record(s) the student wishes to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.

The right to request the amendment of the student's educational records if the student

believes them to be inaccurate. The student may ask the University to amend a record that he or she believes is inaccurate. The student should write the Registrar, clearly identify the part of the record he or she wants changed, and specify why the record is inaccurate. If the University decides not to amend the record as requested by the student, the Registrar (or an appropriate official, if the record is maintained by another office), will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when the student is notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student's educational record, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A "school official" is a person employed by the University in an administrative, supervisory, academic, research, or support staff position (including law enforcement personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a "legitimate educational interest" if the official needs to review an educational record in order to fulfill his or her professional responsibility. Another exception which permits disclosure without student consent is disclosure to officials of another school, school system, or institution of post- secondary education where a student seeks or intends to enroll. Upon the request of an institution in which a student seeks or intends to enroll, the University will forward the student's education records to the requesting institution. Upon request, the student may obtain a copy of the record that was disclosed and have an opportunity for a hearing as provided above.

The right of a currently enrolled student to request that his/her "directory information" not be released by CHSU. The University, at its discretion and without the written consent of the student, may release "directory information," which includes the following items: student name, address, telephone number, date and place of birth, academic program, dates of attendance, degrees and honors received, most recent previous institution attended, and participation in officially recognized activities and sports. A student request for non-disclosure of the above items must be filed with the Office of the Registrar. The right to file a complaint with the U.S. Department of Education concerning alleged failures by CHSU to comply with the requirements of FERPA. The name and address of the office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

Records Not Subject to Review

Records maintained by the College with respect to which a student does not have a right of review include but are not limited to instructors or administrators' notes, financial statements submitted by parents in support of applications for financial assistance, and

letters of recommendation received by the College.

A student's record is open to the student, with the following exceptions:

- Confidential letters of recommendation placed in files;
- Records of parents' financial status;
- Employment records;
- Medical and psychological records;
- Some items of academic record under certain conditions.

Student Complaints and Grievances

The College has established a process for students to register grievances and share concerns with appropriate College officials. Students must try to resolve issues initially at the lowest possible level. The staff of the Office of Student Affairs will advise students about the appropriate procedures to follow in resolving a general complaint or concern. The staff member to whom the complaint or concern is brought will guide the student through the phases involved in resolving a complaint or grievance.

This policy applies to all students and pertains to issues that may arise from conflicts or disputes that may, from time to time, occur between a student and a faculty member, a staff member or an administrator.

Grievant (the student) is the individual who feels that they have been harmed by an action or issue, whether it be by a faculty member, a staff member, or by a policy or procedure that is in place. Respondent is the individual against whom the student has a complaint. Note that a student can have a complaint about a policy and/or procedure in which case there is no respondent.

Students should direct concerns to the staff member who is responsible for the area of concern so that the issue can be resolved informally at the lowest possible level. Students, who are in doubt as to the appropriate staff member, should seek the advice from the Office of Student Affairs. Depending on the nature of the concern, students should be able to resolve issues by following the successive phases of review as indicated below. Students who are not satisfied with the results of the informal phase must submit a completed Student Complaint/ Grievance form (found in OrgSync) to the appropriate office to proceed to the next (formal) phase. The final phase of review depends on the policy and or procedure the student has an issue with, or the individual with whom the student has an issue (as described below). In a situation concerning alleged sexual harassment or discrimination, where steps other than the normal level-to-level ones are required, the Vice President of Student Affairs will contact area supervisors immediately.

Procedural Steps for Resolving Academic Related Student Grievances or Concerns

If the complaint or grievance is with a final course grade the student must follow the procedure for a final course grade appeal.

If the student has a grievance or complaint regarding an academic policy, regulation and/or procedure:

- 1) Student meets with staff member to seek an informal resolution.
- 2) If not satisfied, the student must complete and submit a Student Complaint/Grievance form to the Office of Academic Affairs within 30 days of the alleged incident to begin the formal resolution process. The Office of Academic Affairs will notify the respondent and the immediate supervisor of the respondent. The immediate supervisor to the respondent will meet with the grievant, and, if applicable, with the respondent (should it be an individual) and any witnesses, and render a written decision within 10 days of receiving the notification of the complaint/grievance. The supervisor will forward the written decision to the Office of Academic Affairs, which will then notify the grievant and the respondent.
- 3) If not satisfied with the decision, the student should then appeal the decision to the Dean. The Dean will meet with all parties involved and render a written decision within 10 days to the Office of Academic Affairs, which will notify the grievant and the respondent of the decision.
- 4) In all academic matters, the decision of the Dean is final.

If the student has a grievance or concern regarding teaching faculty:

- 1) Student meets with the faculty member, to seek an informal Resolution.
- 2) If not satisfied, the student should meet with the faculty member's Department Chair to seek an informal resolution.
- 3) If not satisfied with the decision, the student should submit a completed Student Complaint/Grievance to the Office of Academic Affairs to begin the formal resolution process. The Office of Academic Affairs will notify the Dean of the submitted complaint/grievance.
- 4) The Dean will meet with the grievant, the respondent and any other parties involved, and render a decision in writing within 10 days of receiving notification of the complaint/grievance. The Dean will forward the decision to the Office of Academic Affairs, which will notify the grievant and the respondent of the decision.
- 5) In all academic matters, the decision of the Dean is final.

Concern in non-academic areas:

- 1) The student meets with the respondent, if feasible, to reach an informal resolution.
- 2) If not satisfied, the student should submit a completed Student Complaint/Grievance form to the Office of Student Affairs to begin the formal resolution process. The Office of Student Affairs will notify the student, the respondent and the immediate supervisor of the respondent. The immediate supervisor to the respondent will meet with all involved parties, when applicable, and render a decision in writing to the Office of Student Affairs within 10 of receiving the notification. The Office of Student Affairs will notify the student and respondent of the decision.

- 3) If not satisfied, the student should appeal the decision to the Vice President for Student Affairs. The Vice President will meet with all involved parties and render a decision in writing to the Office of Student Affairs within 10 days of receiving the appeal.
- 4) If still not satisfied, the student should submit an appeal to the President within 10 days of receiving the decision to the President. The President will meet with all parties involved, when applicable, and render a decision in writing to the Office of Student Affairs within 10 days of receiving the appeal. The decision of the President is final.

Student Grievance and Complaint Records

All submissions of academic related Student Complaint/Grievance forms and written submissions of decisions will be retained by the Office of Academic Affairs as confidential documents. All submissions of non-academic Student Complaint/Grievance forms and written submissions of decisions will be retained by the Office of Student Affairs as confidential documents. Only the parties directly involved in the dispute or College or University officials and agencies involved in the appeals or written decisions shall have access to these records. None of the records shall be included in any University employee personnel file. All such records except the final decision shall be destroyed after six years following the issuance of the final decision.

Sexual and Other Forms of Harassment

Forms of Harassment

It is the policy of CHSU that all students have the right to learn in an environment free from any type of discrimination, including harassment. Furthermore, no person should engage in any act of reprisal or retaliation against a victim, witness or anyone with information about an act of bullying or harassing behavior. This section is meant to ensure all students that the University will not tolerate, under any circumstances, any form of harassment or discrimination, which includes threatening, offensive, or intimidating behavior or remarks; demands for sexual favors; or behavior that creates a hostile or intimidating environment because of someone's sex, age, race, ethnicity, national origin, religion, creed, and/or job related disability.

"Bullying or harassing behavior" is defined as any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication, or any act reasonably perceived as being motivated by any actual or perceived differentiating characteristic, that takes place on any property owned or controlled by California Health Sciences University, or during any activity in whatever place sponsored by, directed or controlled by California Health Sciences University, and that also fulfills one of the following conditions:

- Places a student in actual and reasonable fear of harm to his or her person or damage to his or her property.
- Creates or is certain to create a hostile environment by substantially interfering with or

impairing a student's educational performance, opportunities or benefits.

- "Hostile environment" is defined as the condition wherein the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree it is bullying or harassing behavior.
- "Suitable party" is defined as a person with responsibility to prevent bullying or harassing behavior within or during a particular activity, class, building or function. In the case of a student being subjected to bullying or harassing behavior, a suitable party might be an instructor or advisor.
- Harassment of another person will result in disciplinary action against any student or employee who is found, upon investigation, to have engaged in such conduct. Disciplinary action can result in dismissal from the program, as explained in the complaint procedure section below.

Non-Sexual Harassment

Harassment of a non-sexual nature is verbal or physical behavior or conduct that denigrates or shows hostility or aversion towards an individual because of his or her race, ethnicity, religion, national origin, marital status, age, disability, or sexual orientation, and that:

- Has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
- Has the purpose or effect of unreasonably interfering with an individual's academic work or performance; or
- Otherwise adversely affects an individual's academic or employment opportunities.

Harassing behavior or conduct includes, but is not limited to the following:

- Epithets, slurs, negative stereotyping; threatening, intimidating or hostile acts that relate to race, ethnicity, religion, national origin, marital status, age, disability or sexual orientation; and
- Writing or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, ethnicity, religion, national origin, marital status, age, disability or sexual orientation that is placed on walls, bulletin boards, or elsewhere on the College's premises or circulated in the classroom or workplace.

Sexual Harassment

While all forms of harassment are prohibited, sexual harassment is sometimes less easily understood. For that reason, it is discussed specifically below. Note, however, that all forms of harassment will be dealt with following the same procedures that are set forth for sexual harassment.

Sexual harassment is a form of conduct that undermines the integrity of human relationships. Accordingly, CHSU views sexual harassment as inappropriate conduct that will not be tolerated. Sexual harassment is also a form of sex discrimination, which is illegal,

under the California State Human Rights Law, as well as under Title VII of the Civil Rights Act of 1964, as it relates to employees and under Title IX of the Education Amendments of 1972, as it relates to students.

Sexual harassment may be described as unwelcome sexual advances, requests for sexual favors, or other physical expressible behavior of sexual nature where:

- Submission to such conduct is made explicitly or implicitly a term or condition for an individual's employment or education.
- Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting an individual; or
- Such conduct has the purpose or effect to substantially interfere with an individual's academic or professional performance, or creates an intimidating hostile or offensive work or academic environment even if the person engaging in the conduct does not intend to interfere, intimidate, or be hostile or offensive.

Complaint Procedure

CHSU College of Pharmacy will not tolerate harassment or discrimination by any member of the school community. Specific concerns or complaints regarding harassment or discrimination should be brought to the attention of the Vice President of Student Affairs who will promptly, fully, and objectively investigate the complaints to determine its merits. Any student who believes he or she has been or is being harassed or discrimination in violation of College policy, or witness what he or she believes to be harassment in violation of College policy, has an obligation to report such harassment to the Vice President of Student Affairs. Complaints will be processed either informally or, if necessary, through the formal procedure as described below.

At the informal level, the main goal will be to resolve the situation to the mutual agreement of all parties. At this stage, students who believe they have been harassed can consult the Vice President of Student Affairs in an effort to resolve the matter informally without the necessity of a full investigation. An informal resolution may include a meeting between the affected parties or a personal letter by the student to the alleged harasser that outlines the problematic behavior, describes the effect of the behavior on the letter writer, and expresses a wish for the behavior to stop.

If the complaint is not satisfied with the outcome at the informal stage, he or she can request an investigation by submitting the student complaint-grievance form located in the Forms Section of the Student Portal. At this point, the Vice President of Student Affairs will investigate the complaint by conducting interviews of the necessary parties; including the accused, the complainant, and any witnesses or others deemed necessary to complete the investigation. After completion of the investigation, the Vice President will meet with the complainant and the accused (if appropriate) separately, to review the investigation findings and possible resolution to the claim. If the student who made the complaint is not satisfied with the outcome, he or she should proceed to the College's student grievance procedure.

Any faculty member or non-faculty employee who has been found by the College to have

engaged in harassment in violation of University policy will be subject to disciplinary action, up to and including discharge. Any discipline will be handled in accordance with appropriate College policies. Any student who has been found by the College to engage in harassment in violation of the College policy will be subject to sanctions in accordance with the student handbook, up to and including dismissal from the program and College.

Student Responsibilities

Academic Standards

Academic honesty is expected from all members of the CHSU community. Any student, prospective student, or alumnus found to have committed the following misconduct is subject to the sanctions outlined in the Honor Council section of this handbook. Unacceptable conduct includes, but is not limited to, the following:

- Knowingly furnishing false, falsified, or forged information to any member of the College community, such as falsification or misuse of documents, accounts, records, identification, or financial instruments;
- Acts of academic dishonesty, as defined in the General Catalog;
- Unauthorized possession, duplication, or use of means of access (keys, cards, etc.) to any University building;
- Action or inaction by someone in collusion with a wrongdoer which fails to discourage a known and obvious violation of University policy or law;
- Violations of positions of trust or authority within the community; and
- Tampering with the election of any University recognized student organization.

Classroom Etiquette

The ability to communicate clearly and effectively is crucial to successful learning. Professional language and behaviors relevant to the course content should be used on University premises. The following behaviors are disruptive to the learning environment and will not be tolerated:

- 1) **Disrespect:** Impolite and impertinent behavior such as putting down or cursing at the instructor or any student in the classroom will not be tolerated. This behavior includes, but is not limited to, mocking, shouting, cursing, humiliating, and discriminating against someone.
- 2) **Discrimination:** Derogatory statements based upon an individual's actual or perceived race, color, creed, national or ethnic origin, religion, sex, pregnancy, childbirth and related medical conditions, marital status, medical condition, service in the uniformed services, political activities and affiliations, age, disability, sexual orientation, gender identity, veteran status, or any other consideration made unlawful by federal, state, or local laws that is sufficiently serious that it interferes with or limits a student's ability to participate in or benefit from the University's educational program.
- 3) **Solicitation:** It is against policy and inappropriate for students to use the communication channels within the online learning platform to solicit other users for personal or

professional reasons. Students may not send emails to classmates or post messages that attempt to sell products, promote business, or solicit employees.

Alcohol, Drug and Tobacco Use

Drug-Free Institution

Pharmacists have been entrusted by society as the legal custodians of controlled substances approved for medicinal use. Pharmacists and pharmacy students both have a moral, legal and ethical obligation to refrain from the use of illegal drugs, the unauthorized use and distribution of controlled substances, and the abuse of alcohol. Substance abuse and chemical dependency is a disease that affects all aspects of society including pharmacists and pharmacy students. Thus the illegal use of controlled substances can result in serious injury to the health of students and staff by adversely impairing the performance of their responsibilities. This can also jeopardize the property of the College or its members or visitors, as well as adversely affect the educational mission of the College. CHSU encourages students who may have problems with the use of illicit drugs or with the abuse of alcohol to seek professional advice and treatment. This encouragement is for the benefit of the student as well as for the protection of society at large from the harm that may result from the actions of a chemically-impaired pharmacist.

Pharmacy students are licensed health professionals in the state of California (limited pharmacy license) and are encouraged to self-report problems with chemical dependency to the Pharmacist Recovery Program, a non-disciplinary approach for dealing with licensees who have substance abuse problems. This organization can be contacted at 1-800-522-9198. Participation in the Pharmacist Recovery Program guarantees that the identity and confidentiality of any student in compliance with the program will be protected.

Students with problems related to substance abuse who fail to voluntarily enroll in the recovery program and are subsequently found to have violated legal or professional standards as a result of their chemical dependency are subject to the same sanctions as any other health professional, up to and including license revocation. In addition, students on experiential education rotations are subject to the same rules and regulations as other employees in that workplace.

CHSU recognizes that pharmacy education can be a time of great stress for students. Therefore, we wish to help our students adapt successfully to these stresses without engaging in potentially harmful coping mechanisms such as alcohol or drug abuse. A student who needs help will be assisted promptly to help solve his or her problem in an effective, compassionate, and confidential manner.

Standards on Use of Alcoholic Beverages On and Off University Property

The intent of the Standards on Use of Alcoholic Beverages On and Off Campus by Students and Student Organizations are neither to encourage nor to endorse the use of alcoholic beverages, but to describe the permitted and prohibited use of alcoholic beverages on and off University Property. The University is committed to maintaining an environment that is predominantly free of the use of alcoholic beverages and in full compliance with federal and state laws and CHSU standards. Students who violate laws or University standards

concerning alcoholic beverages shall be subject to criminal prosecution and/or institutional sanctions. Such sanctions may include behavioral probation, suspension, or termination/expulsion. Further standards and guidelines pertaining to Registered Student Organizations are in the Student Organization Handbook. All standards are intended to guide practices related to alcohol use and to achieve the following:

- Provide a safe and secure environment.
- Promote healthy choices for the University community.
- Consistently enforce laws and standards regarding the use of alcohol.
- Educate the University community regarding safe, legal, responsible and moderate consumption of alcohol for those who choose to drink and not to punish responsible, legal behavior.
- Encourage members of the University community to take responsibility for each other.
- Provide assistance, when appropriate, to those members of the University community who need support, treatment, and other services.

Use of Alcoholic Beverages on University Property

- 1) Alcohol may not be served and/or consumed on University Property.
- 2) The possession or consumption of alcoholic beverages by students on University Property is prohibited.
- 3) Students found to be intoxicated on University Property, regardless of where they consumed the alcohol, will have violated this standard.
- 4) Individual violations of these alcohol standards and/or federal or state regulations may be subject to disciplinary action as outlined in Section IV. Any student who feels that he/she has been incorrectly or falsely accused of an above offense may file an appeal.

Guidelines for Off-Campus Events that Include the Serving of Alcoholic Beverages

In addition to complying with state laws that regulate the sale or provision of alcoholic beverages, the conduct of events or off-campus programs, including Registered Student Organization Events, should be conducted in accordance with the following:

- 1) Advertisements that reference alcoholic beverages in any form may not portray alcohol of the dominant theme or primary purpose of the event or program, or promote alcohol consumption as an expectation during the event or activity.
- 2) Valid age determinations will be made to assure compliance with minimum age requirements, including efforts to determine if a person is using a false ID.
- 3) Sale of alcoholic beverages by a Registered Student Organization is prohibited. No portion of any charge levied for attendance at an event shall be used to pay for any alcoholic beverages.
- 4) No portion of University allocated funds are to be used for the purchase of alcohol.

- 5) The serving and/or consumption of alcoholic beverages shall be carried out only by individuals 21 years of age or older.
- 6) Registered Student Organizations are responsible for ensuring that moderation is encouraged during the lawful consumption of alcoholic beverages.
- 7) A person's decision not to use alcohol is to be respected.
- 8) Food or snacks as well as non-alcoholic beverages will be readily available at any event in which alcoholic beverages are served.
- 9) An appropriate number of designated drivers will be available at any event in which alcoholic beverages are served.
- 10) Professional security personnel will be employed at events held by Registered Student Organizations which include alcohol. Any such event held in an acceptable public facility that provides its own security is exempted from this requirement.**

California State Laws

In all circumstances, the possession and consumption of alcohol should be in conformity with applicable law. The following summarizes those laws of the State of California most relevant to individuals:

- 1) Unless ALL three of the following conditions are met, a license to serve or dispose of alcohol is required: (i) there is no sale; (ii) the premises are not open to the public during the time alcoholic beverages are being served, consumed, or otherwise disposed; and (iii) the premises are not maintained for the purposes of keeping, serving, consuming, or disposing of alcoholic beverages. If any of the above conditions are not met, a license must be secured from the Alcoholic Beverage Control Department (California Business & Professions Code §23399.1).
- 2) Serving alcohol to an intoxicated person is prohibited (California Business & Professions Code §25602).
- 3) It is illegal for persons under the age of 21 to possess an alcoholic beverage in any public place or any place open to the public (California Business & Professions Code §25662).
- 4) Any person who furnishes, gives, or sells any alcoholic beverage to someone under the age of 21 is guilty of a misdemeanor (California Business & Professions Code §25658(a)).
- 5) Any person under the age of 21 who attempts to purchase an alcoholic beverage is guilty of an infraction (California Business & Professions Code §25658.5).
- 6) Any person under the influence of alcohol in a public place and unable to exercise care for one's own safety or that of others is guilty of a misdemeanor (California Penal Code 647(f)).
- 7) It is illegal for persons to operate a motor vehicle while under the influence of alcohol or other intoxicants or with a blood alcohol level of .08% or higher (California Vehicle Code §23152).
- 8) It is unlawful for a person under the age of 21 years who has a 0.05 percent or more,

by weight, of alcohol in his or her blood to drive a vehicle (California Vehicle Code §23140(a)).

- 9) It is illegal for a person under the age of 21 to drive a vehicle when he or she has a blood alcohol concentration of .01% or higher (California Vehicle Code §23136).
- 10) It is a misdemeanor to ride a bicycle under the influence of alcohol, drugs, or both (California Vehicle Code §21200.5).
- 11) It is an infraction to possess an open container of an alcoholic beverage while in a motor vehicle (California Vehicle Code Section 23223).
- 12)** It is an infraction for an owner or drive of a motor vehicle to allow an open container of alcohol in the passenger area (California Vehicle Code §32225).

Sanctions for Violating the University Alcohol Standards

The use or possession of alcohol on University property has the following sanctions in addition to any and all legal sanctions set forth by local, state and federal law:

- 1) First violation: \$200 fine (per person), a written reprimand, nonacademic probation, and possible referral to a risk reduction alcohol class.
- 2) Second violation: \$400 fine (per person), nonacademic probation, and substance abuse assessment with possible referral to an appropriate licensed treatment program. Student must complete a risk reduction alcohol class.
- 3) Third violation: \$600 fine (per person) and suspension or dismissal from the University.

In cases where minors violate the University Alcohol Standards, the University reserves the right to notify parents if deemed appropriate by the Vice President of Student Affairs.

Definitions

Alcoholic Beverage: Includes alcohol, spirits, liquor, wine, beer, and every liquid or solid containing alcohol, spirits, wine, or beer, and which contains one-half of one percent or more of alcohol by volume and which is fit for beverage purposes either alone or when diluted, mixed, or combined with other substances.

Registered Student Organization: A student organization that has completed the registration process, is officially recognized as a student organization at CHSU, and is in good standing with the Office of Student Affairs.

Registered Student Organization Event: Any event, meeting, conference, party, or gathering that is conducted on University Property or that is conducted or sponsored off campus by a Registered Student Organization, or by a component thereof, or by an official, employee, or agent thereof, acting in his/her capacity as such, or by any club, team, or organization that is permitted to use the name of the University or that is officially affiliated with the University. Registered Student Organization Events typically include events funded by the University directly, or through funds allocated to the Registered Student Organization, or make use of the University name.

Sale: The exchanging of any consideration, either directly or indirectly, for an alcoholic

beverage. The term "sale" also includes the imposition of any admission charge to, or any other charge for the event at which alcoholic beverages will be served exclusively to those who pay such charge. The term "consideration," as used above, includes money or tickets, tokens or chips which have been issued in exchange for money, or anything else of value.

University Property: Any real property, land, facility, or annex property thereof, which is owned, leased, licensed, rented, used, or otherwise controlled by the University.

Tobacco-Free Environment

As members of a pharmacy program committed to training and educating future pharmacists, we have a responsibility to be professional role models for proper health maintenance and prevention. We are all concerned about the health and well-being of the individuals who learn and work here as well as those who visit the campus. Therefore, the CHSU College of Pharmacy has designated itself as a Tobacco-Free Campus, with smoking and all other tobacco usage permitted only in private vehicles. This policy applies to all College buildings and grounds; CHSU- affiliated off-campus locations and clinics; and any buildings owned, leased or rented by CHSU in all other areas. This tobacco-free policy is in effect 24 hours a day year-round.

College of Pharmacy Dress Policy

Students who have made the California Health Sciences University College of Pharmacy their choice should be aware that the College expects all students to maintain a neat and clean appearance. As a College whose students are preparing primarily for a career in a health care profession, concerns are raised regarding students whose appearance is disheveled.

Specific course activities may require additional clothing guidelines. Such activities include laboratories, class presentations, experiential rotations, interviews, and off-campus trips sponsored by the College. In such circumstances laboratory coats, name tags, and/or business dress attire may be required. In these special circumstances, the course director will notify the students of appropriate attire, which will be clearly defined in the course syllabus.

Attire should be neat, conveying respect for those around us and for ourselves. But it needn't be stultifying. Therefore CHSU will adopt a standard of business casual for the classroom.

Men Must Wear:

- Collared shirt, Dress shirt, Sweater
- Khaki, chino or dress slacks
- Shoes should be neat, clean and in good condition.

Women Must Wear:

- Dress, blouse, sweater, or dress shirt, skirt, or khakis/slacks
- Dresses and skirts must be in good taste
- Shoes should be neat, clean and in good condition.

Not to be worn:

- Tee shirts, mid-drifts, tank tops, denim, very short skirts or dresses
- Flip flops

Exceptions

Laboratory and experiential attire is more restrictive. Here, clean, neat white coats and closed toe shoes are required. Other restrictions may be applied by faculty and practice sites. In addition, we will permit casual days upon occasion.

On Casual Fridays students, faculty and staff may wear casual attire that is in good taste.

Guidelines for Wearing the CHSU Branded White Coat and Name Badge

CHSU College of Pharmacy White Coats with approved logo or seal and name badges are to be worn only at College of Pharmacy approved events. These include:

- Experiential assignments
- Clinical rotations
- CHSU-led community outreach events

CHSU College of Pharmacy name badges are to be worn on the left side of your White Coat, beneath the embroidered CHSU insignia. When not wearing your White Coat, CHSU College of Pharmacy name badges should be placed on the right side of your shirt or coat. The Office of Student Affairs will be responsible for resolving questions of appropriate dress should they arise.

Guidelines for Use of Social Media

- 1) Remember your audience: Be aware that a presence in the social media world can easily be made public, including current and future students, staff, faculty, alumni, and the general CHSU community. Consider this before publishing to ensure the post will not alienate, harm or provoke any of these groups.
- 2) Do not upload anything you may regret later. This includes photos, content, comments or tags. Increasingly, employers are conducting Web searches as a hiring practice before extending offers. Be sure not to post something that might haunt you in the job search.
- 3) Think before you post. There is no such thing as “private” social media sites. Search engines can turn up posts and pictures years after publication date.
- 4) Remember: when you create a Facebook or Twitter account, you are agreeing to their Terms and Conditions. Be cognizant of these when posting content, personal or professional.
- 5) Use your personal Twitter accounts for personal information. Use of personal Twitter accounts for official organization business should be limited to promotions of events and breaking news.
- 6) If the content of your message would not be acceptable for face-to-face conversation, over the phone or in another medium, it is more than likely not suitable for social networking sites. Ask yourself: would you want the comment or content published in the newspaper or posted on a billboard in the future?
- 7) If you post content to a personal website or social media site and it includes student organization-related comments, be sure to be transparent.

- 8) Regardless of how careful you are in trying to keep them separate, your professional and personal lives overlap, especially in an online presence.

Honor Code and Code of Conduct

The Honor Code of CHSU is a formal code of conduct that emphasizes the importance of respect, honesty and integrity, ethical behavior and professionalism that all are held to as students, faculty and staff. All members of the CHSU community are responsible for maintaining this code of conduct. The Honor Code rests on the foundation of four Core Principles. By following these Core Principles, all members of the CHSU community will build a university of high moral, ethical and professional standards. All members of the CHSU community will uphold this Honor Code by following these Core Principles:

RESPECT

CHSU is dedicated to teaching, scholarly activity, research and service in a respectful manner. We respect one another, our supporters, our colleagues and our patients. We extend respect to all, regardless of race, color, gender, gender identity, age, religion, national origin, ancestry, citizenship, physical or mental disability, veteran status, or sexual orientation. We promote good will amongst our diverse population and uphold the moral integrity and dignity of all. We listen and respect the opinions of others with no ill will. We value our colleagues, supporters and patients, and strive to act with courtesy, in a careful and considerate manner with a high degree of professionalism. We value the privacy of all and will uphold all moral and legal privacy laws. We value the belief system of all and will respect their autonomy, as well as their customs and beliefs.

HONESTY AND INTEGRITY

CHSU is dedicated to teaching, scholarly activity, research and service with honesty and integrity on campus as well as off. It is our responsibility to hold ourselves personally accountable to make every decision or action done with honesty and integrity. We are committed to teaching and scholarly activity in a team-based learning environment, yet expect individual accountability for honesty and integrity inside the classroom and outside in the community. Individual work is to be based solely on the effort of the individual. Team work is to be based on individual contributions from all team members. All exams, projects, and in-classroom or out of classroom assignments, whether individual or team-based, is expected to be done with honesty and integrity, and must include proper referencing of support material.

ETHICAL BEHAVIOR AND LEGAL STANDARDS

CHSU is dedicated to ethical behavior that follows legal standards in teaching, scholarly activity, research and service. We are committed to following fair practice guidelines and to displaying ethical behaviors. We comply with and adhere to all federal, state and local laws and regulations. We encourage all to act ethically on a daily basis and advocate a culture of 'doing the right thing and making the best decision'. If the right decision is unclear, we seek appropriate advice to assist in doing the right thing and making the best decision.

PROFESSIONALISM

CHSU is committed to providing teaching, scholarly activity, research and service in a dedicated and professional manner. We display professional attitudes, values and behaviors in the classroom and in the community. We encourage team work and team-based learning, but expect individual accountability and performance at a high ethical and professional level. We promote teamwork and respect for differing points of views of team members. We serve as positive advocates for our profession by striving for excellence in the performance of our duties, while protecting the health and integrity of our patients. We are environmentally responsible and will provide teaching, scholarly activity, research and service in a manner that continues to protect our environment now and in the future.

Honor Council

The chief function of the Honor Council is to administer the CHSU Honor Code as it pertains to student conduct violations. This task includes:

- 1) Acting as a judicial body when suspected violations of the Honor Code are reported.
- 2) Reviewing the Honor System with the stipulation that any major change in the system is subject to approval by the Board of Trustees.

Membership and Selection

- 1) The Honor Council shall consist of 12 members: Five (5) faculty, one (1) staff, and four (4) students (with one (1) student from each professional year (*i.e.*, P1-P4)).
- 2) Faculty representatives will be selected by the Dean of the College of Pharmacy.
- 3) Students from each class will be encouraged to fill out an application, and will be selected based on their application and interview with the Vice President of Student Affairs ("VPSA"). The VPSA, in consultation with the Dean of the College of Pharmacy, will select student representatives on the Honor Council from among all student applicants. Students must be in good academic standing, have strong ethical and moral values, and have no Honor Code Violations on record.
- 4) Students will serve one (1) year terms starting the first day of the fall semester.
- 5) In the event a member of the Honor Council is under investigation for violation of the Honor Code they will be temporarily replaced. If they are found to be in violation of the Honor Code then they will be removed permanently from the Honor Council and a permanent member will replace them.

Violations of the Honor Code

Personal Accountability and Expectations

All students, staff, faculty and associated persons of the CHSU community are required to follow all policies, procedures and provisions of the College's Honor Code, General Catalog, and Student Handbook. Each individual of the CHSU community is personally accountable and responsible to maintain an environment and culture of respect, honesty and integrity, ethical behavior, and professionalism. We all understand that teamwork is necessary for ensuring and sustaining a culture that supports these core principles. Each individual of the

CHSU community has the duty to:

- 1) Understand and be familiar with the Honor Code;
- 2) Uphold the Honor Code in all aspects of our daily lives;
- 3) Report Honor Code violations to appropriate personnel;
- 4) Always be willing to seek appropriate advice when in doubt;
- 5) Cooperate with investigations of Honor Code violations; and
- 6) Promote the Honor Code and our culture of high moral integrity, values and professionalism.

Conscientious Retraction and Self-Reporting of Violations

An individual may retract work (including examinations) s/he has submitted that violates this Honor Code and/or self-report his/her own conduct that violates this Honor Code. Should such a conscientious retraction or self-report occur, it will be governed by the following:

- 1) This provision pertains to a student who has the courage and integrity to voluntarily come forth with a good faith retraction or self-report before gaining any knowledge that someone else may suspect him or her of a violation. This action has reaffirmed his or her personal commitment to the Honor Code; however, the student will be subject to appropriate disciplinary action considering the student's self-reporting at the discretion of the Vice President of Student Affairs (non-academic violation) or Dean (academic violation), which decision may be appealed as defined in the review process.
- 2) Once a student is approached or questioned about an alleged Honor Code violation, time has expired for that person to make a retraction or self-report.
- 3) A student who wishes to make a conscientious retraction or self-report must contact the faculty member responsible for the course, the Dean, or the Vice President of Student Affairs. The student must submit a written statement attesting to the violation and include an affirmation that he or she has not previously been accused of or questioned regarding the Honor Code violation. The statement must be signed and dated by the student, the faculty member, and the Student Affairs Officer and then placed in the student's file.

Academic Misconduct

Academic violations of the Honor Code include, but are not limited to:

- 1) Plagiarism is the copying of words, facts, or ideas, belonging to another individual, without proper acknowledgment. Failure to reference any such material used is both ethically and legally improper.
- 2) Cheating, including the deliberate submittal of work that is not one's own and that violates faculty instructions for the work; the use of testing or similar materials from past testing periods as a study guide, unless authorized by the faculty member who

created and presented the material; the possession of written or electronic material or devices during an examination that are not expressly authorized by faculty member(s) who creates and administers an examination; the discussion of examination contents with any other student while taking an examination or test; and the divulging or receiving of any information on the content or form of any examination that either student has not yet taken. A student who gives illegal aid shall be considered as responsible as the student who receives it.

- 3) Lying is defined as making a statement that one knows is false or is intended to deceive.
- 4) Academic theft is the removal of academic materials, depriving or preventing others from having equal learning opportunities.
- 5) Fabrication is the intentional or unauthorized falsification or invention of any information or citation in connection with any academic or co-curricular exercise or requirement.

Non-Academic Misconduct

While the University must create an environment in which professional attributes may be cultivated, each member of the College community has the duty to uphold the honor of the profession at its highest standards and accept its ethical and moral principles in pharmacies, experiential sites, workplaces, and in any other public venue in which the student may be perceived as representing CHSU.

It is incumbent upon students to recognize that professional behavior must be displayed and upheld outside, as well as inside, the classroom environment.

Non-academic violations of the Honor Code include, but are not limited to:

- 1) Unprofessional behavior that is an act or omission that is unethical, improper or ill-advised in light of accepted patient care practice and procedure and/or in violation of any regulations or laws governing the pharmacy profession.
- 2) Contributing or engaging in any activity which disrupts or obstructs the teaching or research activities of the College of Pharmacy, either on the campus or at rotation sites.
- 3) Addressing other professionals, faculty, staff and other students in an inconsiderate manner and lacking cooperation.
- 4) Theft of, conversion of, or damage to any property of the University, or any property of others while on University premises, possession of any property when the student knows or reasonably should have known that it was stolen.
- 5) The abuse of University computers and other University electronic resources such as computer and electronic communications facilities, systems and services. Abuses include (but are not limited to) unauthorized entry, use, transfer, or tampering with the communications of others; interference with the work of others and with the operation of computer and electronic communications facilities, systems, and services; or copyright infringement (for example, the illegal file-sharing of copyrighted

materials).

- 6) Physical abuse including but not limited to physical assault; threats of violence; or other conduct that threatens the health or safety of any person.
- 7) Harassment, defined as conduct that is so severe and/or pervasive, and objectively offensive, and that so substantially impairs a person's access to University programs and activities that the person is effectively denied equal access to the University's resources and opportunities.
- 8) Harassment includes, but is not limited to, conduct that is motivated on the basis of person's race, color, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender identity, pregnancy, marital status, ancestry, service in the uniformed services, physical or mental disability, medical condition, or perceived membership in any of these classifications.
- 9) Violation of federal, state, or local law where the effect is interference with University activities or an identifiable individual's University work or academic activities.

The Process

First Stage

Understanding the serious nature of an Honor Code Violation and its implications, it is the recommendation of the University that faculty and staff attempt to individually address questionable behaviors and actions immediately and informally by communicating directly with the student(s) involved and prior to filing an Intervention Form. At no point during this informal interaction should a faculty member or Course Director share their suspicions of an Honor Code violation with any other faculty or staff members other than those who were present at the time of the suspected offense.

Where faculty and student engage in this informal dialogue, communication should only occur between the faculty/Course Director and student(s) involved until an Intervention Form is issued, at which point the Vice President for Student Affairs (VPSA) or his/her designee will facilitate communications.

Should an incident arise where a faculty member, Course Director, or staff member suspects a violation of the Honor Code may have occurred, the faculty/Course Director/staff member should address the student in question within five calendar days of the incident.

If a resolution is not found and the faculty/Course Director/staff member determines that it is more likely than not that a violation of the Honor Code exists, the violation must be submitted via an Intervention Form within eight calendar days of the incident. Intervention Forms reporting potential violations of the Honor Code are submitted to the VPSA.

Preceptors who believe that they have witnessed or have knowledge of a violation of the Honor Code should contact the Director of Experiential Education as soon as possible. Preceptors need only state that they wish to report a possible violation of the Honor Code, their name and contact information. The Director of Experiential Education shall follow up by completing an Intervention form and submitting it to the VPSA immediately and/or no

longer than five calendar days of being informed of the suspected violation.

Within three calendar days of receiving the completed Intervention Form the VPSA, or designee, will inform the accused student of the allegations. The student will also be counseled regarding the process for investigating alleged violations of the Honor Code, their student rights, and potential outcomes.

The student may accept responsibility for the alleged Honor Code violation and accept the sanction(s) as outlined in the Student Handbook. Or, the student may choose to not accept responsibility for the alleged Honor Code violation.

The VPSA will exercise professional judgment in selecting his/her course of action. Among the possible courses of action are the following:

- 1) Consult with appropriate members of the College community and conclude that no violation occurred. The matter is discarded and maintained as a confidential transaction between the faculty/Course Director/staff member and the student.
- 2) Consult with appropriate members of the College community and conclude that a violation occurred, and not refer the matter to the Honor Council. The VPSA may attempt to reach an informal resolution, including but not limited to, an intervention between the faculty/Course Director/staff member and student(s).
- 3) Consult with appropriate members of the College community and conclude that a violation occurred, and forward the matter for further informal review.
 - a. The VPSA will assign a faculty or staff member as a Case Liaison. The Case Liaison follows up by conducting interviews from the student or students suspected of committing a violation of the Honor Code and any relevant witnesses, and gathers any other evidence relevant to the report. This informal review is to be concluded within 10 calendar days of submission of the Intervention Form.
 - b. The Case Liaison reports to the VPSA their findings and recommendations. The VPSA will determine if a violation of the Honor Code exists, and take one of the following actions:
 - i. If a “no basis” finding is determined, the report is dismissed and all documents are shredded.
 - ii. If a violation has occurred, the VPSA may attempt to reach an informal resolution, including but not limited to, an intervention between the faculty/Course Director/staff member and student(s), or sanctions outlined in the Student Handbook.
 - iii. If a violation has occurred, the VPSA may refer the matter to the Honor Council for formal review.
 - c. The VPSA may consult with the Honor Council Chair in determining if a violation has occurred, and if so, whether the matter should be referred to the Honor Council for formal review.

Second Stage

If an alleged violation of the Honor Code is forwarded to the Honor Council for formal review, the Honor Council Chair, or his/her designee, will conduct a formal review.

- 1) The Honor Council Chair, or designee, will conduct interviews with the student(s) suspected of an Honor Code violation and any other relevant individuals to the situation, and gather any other evidence relevant to the report. This formal review is to be concluded within 10 calendar days.
- 2) At an Honor Council hearing, the Honor Council Chair, or designee, reports to the VPSA and Honor Council their findings and recommendations.
- 3) The Chair of the Honor Council shall notify the student in writing (by electronic mail and US Mail at the student's address on file with the University) at least 14 calendar days prior to the meeting date.
 - a) The accused student may request in writing a waiver of the 14 day notice period.
 - b) The notice shall include a description of incident(s) constituting a potential Honor Code violation giving rise to the meeting, meeting procedures, date, time, and location of the meeting.
- 4) In response to the meeting notification, the accused student may do any of the following:
 - a) Do nothing and await the meeting;
 - b) Enter a plea of guilty, or notify the Honor Council Chair that he/she is voluntarily withdrawing from the University and subsequently withdraw, which shall be considered an admission of guilt in the matter. In either case, the Committee shall then meet to consider the appropriate sanction (e.g. notation on the student's transcript, etc.);
 - c) Waive the notice period, or request a postponement of the meeting. Requests may be granted or denied in the reasonable discretion of the Honor Council;
 - d) Request a separate meeting from other students being charged for Honor Code violations surrounding the same incident. Requests may be granted or denied in the reasonable discretion of the Honor Council;
 - e) The Honor Council will render one of two decisions at an Honor Council meeting.
 - i) Dismissal: The majority of the voting members feel that the evidence and testimony do not meet the standard of "more likely than not" that a violation occurred and further proceedings will be dismissed.
 - ii) Violation: The majority of the voting members feel that the evidence and testimony meet the standard of "more likely than not" a violation occurred.
 - f) If the Honor Council votes that a violation more likely than not did occur, the Honor Council conducts proceedings to determine the appropriate sanction.
 - g) The Honor Council minutes serve as notification to the VPSA of the Honor Council's

decision.

- h) The VPSA will notify all pertinent parties of the decision and possible sanctions.
- i) All reports, evidence and other material related to the formal review shall be maintained in confidential files by the Office of Student Affairs.
- j) Unless there are documented reasons (i.e. illness, unavailability of witnesses, break schedule, etc.) which must be approved by the VPSA, the Honor Council shall have no more than thirty (30) days from the time the report is submitted to the Chair for formal review to the time it renders and reports its decision.
- k) The Chair of the Honor Council will notify the student of the Honor Council's decision within 10 days of the meeting.

Sanctions

Sanctions will vary from incident to incident, depending upon the following:

- 1) Scope and magnitude of the offense;
- 2) Circumstances in which the offense occurred;
- 3) Prior record of the student being sanctioned for other violations; and
- 4) Evidence suggesting existence or absence of a pattern of Honor Code violations.

A variety of sanctions can be imposed once the Honor Council determines a violation has occurred, including, but not limited to one or more of the following:

- 1) Written reprimand that is kept in the student's file;
- 2) Community or professional service;
- 3) Non-academic probation: Lack of privileges such as representing the College at activities, provision of funds for professional activities, holding elected offices, serving on College committees.
- 4) Grade reduction, including, but not limited to:
 - a. The faculty member gives the student an "F" on the paper or examination in question. This action could result in a final grade for the course at least one letter grade lower than it would have been.
 - b. Repeated violations in either the same or another course results in an automatic "F" in the course in which the second infraction occurred. The student is dropped from the course and barred from further class participation;
- 5) Suspension from the University for a stated period of time;
- 6) Suspension from the University, in which case re-admittance, if any, may be contingent upon predetermined factors established by the Honor Council; and/or
- 7) Dismissal from the program.

Student Rights in Connection with Honor Code Violation Proceedings

Each student is guaranteed the following rights in connection with Honor Council Hearings:

- 1) To be sent notice of the charge and the alleged act(s) or omission(s) upon which the charge is based at least fourteen (14) calendar days before the hearing date;
- 2) To produce witnesses, hear all the evidence upon which the charge is based and answer the evidence through rebuttal (unless the accused fails to attend the hearing after being sent timely notice to his/her last known address);
- 3) To remain silent about any incident in which the accused is a suspect on the basis of self-incrimination;
- 4) To be considered innocent until proven guilty by a preponderance of the evidence; and,
- 5) To have the results of the disciplinary matter presented in writing and to have the opportunity to appeal an adverse decision to the Dean.
- 6) To have a support person attend informal/formal interviews, and/or the Honor Council meeting(s);
- 7) To consult with a member of the Office of Student Affairs, or designee, regarding the Honor Code violation process;
- 8) The status of an accused student will not be changed during the course of the hearing unless the student is considered dangerous to him or herself and/or to others. The Office of Student Affairs will take reasonable steps to protect the student's confidentiality during all stages of the process.

Appeals

Students may appeal the decision of the Honor Council to the Dean of the College of Pharmacy within five (5) calendar days of receiving notification of the Honor Council decision. A written notice of appeal must be delivered to the office of the Dean and state the grounds for the appeal, the reasons why the Committee decision should be changed, and the requested outcome. If there is no timely appeal, the Committee decision is final. The following guidelines apply to appeals

- 1) Dean shall decide all appeals. If the Dean is not available, or if the Dean was intimately involved in the matter, the Dean will appoint a designee to review and decide the appeal.
- 2) The grounds for appeal are as follows:
 - a. Procedural error that prevented a fair decision by the Honor Council;
 - b. Decision of the Honor Council is not supported by the facts or evidence;
 - c. Material evidence or facts, newly discovered, which could not with reasonable diligence have been discovered and introduced at the hearing, have been identified; or
 - d. An unfair sanction was imposed.

- 3) If none of the above referenced grounds for appeal are present, the Dean shall dismiss the appeal, and the decision of the Honor Council is final.
- 4) If the appeal is not dismissed, the Dean may affirm or reverse the previous decision of the Honor Council, and/or may modify the sanction previously imposed.
- 5) The Dean may not impose a more severe penalty than was previously rendered.
- 6) The Dean may choose to schedule his/her own hearing for further consideration.
 - a. If the Dean conducts a hearing, a final decision shall be rendered and communicated to the student within 14 days of the decision to hold a hearing.
- 7) The decision of the Dean is final.
- 8) Written notification of the Dean's decision will be provided to the student, Honor Council Chair and VPSA within four calendar days of the Dean's decision.

Records

Prior to each meeting, one of the Committee members will be designated as recording secretary by the Chair. A handwritten summary of the proceedings shall be housed in confidentiality with the Student Affairs Coordinator following the conclusion of the hearing. These records may be re-opened in the event of an appeal from the Honor Council decision or other future proceedings involving the student or the incident(s) at issue.

Academic Regulations and Policies

The College of Pharmacy has set forth academic regulations, which allow students to achieve their degree objectives, and policies, which dictate student conduct. Students are expected to be familiar with all regulations that affect them.

Changes of Regulations or Course Offerings

The rules and regulations, as stated in the catalog, are announcements and do not serve as a contract between the students and the California Health Sciences University. When considered necessary, the college reserves the right to change, without notice, the calendar, curriculum, rules, and regulations of this catalog. The University reserves the right to withdraw any courses at any time and to change its rules concerning admission of students. The University reserves the right to change, at any time, any academic regulation that affects the granting of degrees. Students will need to meet the new regulations, as long as additional time in residence is not required to meet the new regulations.

Assignment of Unit of Credit

Each semester will consist of 15-weeks. One (1) unit of credit is assigned for each hour spent in the classroom each week or for each hour of direct faculty didactic instruction (that is, per hour of instruction or student in-class time) each week and a minimum of two (2) hours of out-of-class student work (homework). For courses that include a workshop and/or laboratory time, one (1) unit of credit is assigned per three (3) hours spent in the classroom each week. For experiential education, one (1) unit of credit is assigned per two (2) hours each week of experiences, for a total of two (2) units for 75 hours per semester for IPPE, and six (6) units for

each 240-hour, six- week APPE block.

Course Numbering System

The number assigned to a course is a general indicator of the year level of the course, the discipline the course belongs to, and the placement of the course in the sequence of courses within the discipline.

Course	Year	Discipline
500	First	10 = Biomedical Sciences
600	Second	20 = Pharmaceutical Sciences
700	Third	30 = Medical Sciences
800	Fourth	40 = Clinical Sciences
		50 = Administrative Sciences
		60 = IPPE
		70 = APPE
		80 = Elective

Course Load

Each semester, Doctor of Pharmacy students are expected to carry the normal full-time course load of 18 semester hours of credit. In special circumstances, such as prior course failures or readmission, temporary part-time status may occur due to lack of availability of courses; however, continuous part-time study is not an option. A first, second, or third professional-year student carrying less than 12 semester hours is considered a part-time student; a fourth-professional-year student carrying less than 10 semester hours is considered a part-time student.

Grading System and Quality Points

Cumulative grade point averages are computed with a quality point system. The interpretation of the letter grades and their quality point values is as follows:

Grade	Percentage Range	Quality Points
A	90-100%	4.0
B	80-89.9%	3.0
C	70-79.9%	2.0
D	60-69.9%	1.0
F	≤	0
RC	Successful Remediation with Grade of "C"	2.0
RF	Failed Remediation with Grade Below "C"	1.0
P	Passed	Not included in GPA
NP	Not Passed	Not included in GPA
IC	Incomplete	0

IP	In Progress	0
W	Withdrawal	0

The grade of IC (incomplete) may be assigned to a student who otherwise is passing the course but is unable to complete all of the required coursework and/or examinations due to extenuating circumstances (such as illness, death in the family, injury due to accident, etc.). The IC should be removed no later than ten (10) days after it was assigned, unless otherwise specified by prior agreement with the course director and the Associate Dean for Academic Affairs and Assessment to extend the deadline. If the IC is not removed within the stated period of time, it will automatically change to a grade of F. In cases of illness or extreme circumstance, the IC may be changed to a grade of W, with the approval of the Associate Dean for Academic Affairs and Assessment. A student with an IC on their transcript at the beginning of the fourth year APPEs will not be allowed to begin their fourth year rotations until the IC has been removed from the transcript.

Grade Reports

CHSU does not automatically mail grade reports to students. Students may check their semester grades on-line through the Learning Management System (LMS) as soon as grades are posted. The Registrar will mail a copy of an unofficial transcript to each student once all course grades for the previous semester have been received and are final.

Academic Progression Policy

Standard of Performance

Student pharmacists are required to maintain a cumulative 2.00 grade point average (GPA) during the didactic portion of the curriculum. The academic year is divided into two academic terms with the first (fall) term consisting of courses offered between August and December and the second (spring) term consisting of courses offered between January and May.

The student pharmacist's cumulative GPA will be calculated at the end of each academic term. For the first and second years, an academic term is equal to a semester. For the third year, the academic "didactic term" includes courses PHR 764, while the fourth year "APPE" semesters include courses PHR 871, 872, 873, 874, 875, 876, 877.

Final Course Grade Appeal

A student can file an appeal if he/she disagrees with a final course grade. The student must initiate a formal grade appeal process using the Course Grade Appeal form and submit this form to the course director within ten (10) business days of online grade posting. The grade appeal form is located on the school's web site. The course director will respond to the student in writing using the submitted **Course Grade Appeal** form within two (2) business days.

If the appeal is not resolved to the student's satisfaction, he/she can submit the appeal form to the Department Chair within two (2) days of receiving the decision of the course director. The Department Chair will return a decision to the student using the appeal form within two (2) business days of receipt of the formal appeal. If this does not resolve the disagreement over the final course grade the student has two (2) business days to submit the appeal to the

Academic Performance and Standards Committee. If the course director is the Department Chair, the student can appeal the decision made by the course director directly to the Academic Performance and Standards Committee. The Academic Performance and Standards Committee will respond to the student using the appeal form within two (2) business days of receipt of the formal appeal.

If the Academic Performance and Standards Committee cannot resolve the appeal to the student's satisfaction the student has two (2) business days to submit the appeal form to the Dean. The Dean will make the final decision as to whether the appeal will be upheld or not and will notify the student, course director, department chair and the Academic Performance and Standards Committee in writing within two (2) business days of receipt of the formal appeal.

The Dean will notify the Registrar if a grade appeal is upheld so that the Registrar can make the appropriate change in grade in the student's record and on the formal transcript.

Academic Monitoring and Alert Statuses

The academic monitoring and alert program is a referral system through which faculty identify students who are having academic difficulty.

It is the responsibility of the course director to continuously monitor the performance of students in their class in order to identify students who are struggling with their coursework. At a minimum, the course director must review student grades after each block exam. Those students who are earning a score between 70% and 75% on the cumulative individual component in a course will be placed on academic monitoring. Those students who are earning a score below 70% on the cumulative individual component in a course will be issued an academic alert. Students who are identified through academic alerts are required to participate in a formal academic advising program.

When a student is placed on monitoring or alert status by the course director, the Office of the Dean will notify the student's faculty advisor. The faculty advisor will meet with the student to address any issues or concerns as well as develop an academic support plan including review sessions, tutoring services, or academic intervention resources as needed.

When a student has brought their individual component scores to an acceptable level, the course director will remove the monitoring or alert status and notify both the student and faculty advisor.

Remediation

A student who receives one or two D's in a single semester must remediate the course(s) the following summer or re-take the course(s) the next time it is offered. The student may progress to courses that do not require the unsuccessfully completed course(s) as a prerequisite. A grade of D in a repeated course will result in dismissal from the program. A student who makes an F in a course must retake the course the next time it is offered or take an approved on-line course. A student who makes a combined total of three D's and/or F's during the program will be automatically dismissed, regardless of successful remediation or retaking a course.

Remediation will include a comprehensive examination that covers the material presented during the course. Remediation may consist of, but is not limited to, self-study, tutoring, and meetings with the course instructor(s). Satisfactory completion of remediation will be determined by a score of at least 70 percent on the comprehensive remedial examination. A grade of C will be reported to the Registrar for the course successfully remediated and will be used in the calculation of the student's cumulative GPA. If the student does not successfully complete the remediation, the original D grade will be used in the calculation of the student's GPA, and the student will be required to repeat the course the next time the course is offered. Failure to pass a repeated course, or complete the doctoral program in five consecutive years, can result in dismissal from the program.

Academic Probation

A student who earns two (2) D's during a single academic semester, fails to successfully remediate a D grade or chooses not to remediate the D grade, or has a cumulative grade point average of less than 2.0 will be placed on Academic Probation. For removal from Academic Probation the student must pass the course or courses in which the student received the D the next time the course or courses are offered and by maintaining a cumulative grade point average of at least 2.0. The student can progress to those courses that do not require the unsuccessfully completed course as a prerequisite. Students failing to remove themselves from **Academic Probation** will be dismissed from the program.

Academic Suspension

A student who receives one (1) or two (2) F's during a single academic semester will be placed on Academic Suspension and cannot take any courses until the next time the unsuccessfully completed courses are offered. The student must apply for a Leave of Absence. Students who do not complete (with a grade of C or better) failed courses will be dismissed from the program.

Dismissal

Students meeting any one of the following conditions will be dismissed from California Health Sciences University College of Pharmacy provided the Academic Performance and Standards Committee determines that the dismissal is warranted:

- 1) Fails to meet the requirements described as requirements for academic progression;
- 2) Failure to meet any terms of **Remediation**, **Probation**, or **Academic Suspension** as established by the Academic Performance and Standards Committee;
- 3) Engages in conduct subject to dismissal as described in the Academic Honesty: Honor Code section of the General Catalog;
- 4) Foregoes an academic semester without obtaining an approved **Leave of Absence**;
- 5) Fails to complete the degree requirements in five consecutive academic years from the date of the first day the student begins the program. (The requirement for completing the
- 6) Program in five consecutive years may be waived for emergency situations such as prolonged illness, or for the fulfillment of military obligation.)

Appeal

A decision to dismiss a student from the College may be appealed to the Dean in writing within thirty (30) days of notification of dismissal. The Dean will deliver to the student and the Academic Performance and Standards Committee a decision in writing within thirty (30) days of receipt of the formal written appeal. The decision of the Dean is final. Students cannot appeal placement on Academic Probation as this is automatic and depends on individual student academic performance.

Attendance and Excused Absence Request

Students are expected to attend and participate in all class sessions, participate in all introductory and advanced practice experiences, and complete all exams and assessments as scheduled (together defined as “coursework”). Missed coursework has the potential to disrupt individual and team learning, invalidate assessment of learning outcomes, create unfair advantages, and divert faculty and student resources away from teaching and learning. However, occasionally an absence from coursework will be unavoidable.

A student may request an excused absence for personal, emergency, compassionate, professional, or health-related reasons, as listed below. Consideration of the nature of an absence not defined in the list below is at the discretion of the Office of the Dean.

May Request	May Not Request
Medical (self or immediate family)	Car repair or breakdown (please call for alternative transportation if urgent)
Military duty	Disruptions in daycare, unless medical in nature
Immigration & Naturalization	Work scheduling
Jury duty	Weddings
Legal	Reunions
Bereavement (case by case consideration)	Travel delays or vacations
Traffic accident (law enforcement report required)	Undocumented causes
Professional leave (conferences, invited presentations/posters, competitions, co-curricular activities or residency interviews). Requires 14 day advance notification	Professional leave without required 14 day notification. Exceeded duration of absence (see Duration of Absence below)

Duration of Absence

A student may request no more than three academic days of excused absences per course per semester (not including absences for professional or co-curricular activities). In total, excused and unexcused absences shall not exceed five academic days per course per semester. Absences exceeding five academic days may require a student to request a leave of absence or a withdrawal. Please contact the Office of the Dean for further information.

A student seeking an excused absence should complete the Excused Absence Request Form (available from the CHSU website) and seek approval from the Office of the Dean within 3

business days upon return to courses or campus. The Office of the Dean will determine if an absence will be excused or unexcused for their course based upon the categories and criteria outlined in the policy.

Makeup Expectations

Students are responsible to contact the Course Director for arranging makeup coursework or receive a zero. The ability to makeup missed coursework, as well as the makeup time, date, format, duration, and scoring is determined at the sole discretion of the course Director. Students who do not follow the Excused Absence Policy or the Course Director instructions for makeup will receive a zero for the missed coursework. If makeup coursework is offered, students recognize the special nature of the assessment and may NOT appeal the scoring of makeup coursework. If the absence is determined to be unexcused by the Office of the Dean, the student will receive a zero for the missed coursework. See the course syllabus for additional course related policies pertaining to excused and unexcused absences.

Excused Absence Categories and Criteria

Following the submission of the Excused Absence Request Form to the Office of the Dean, it will be determined if an absence will be excused or unexcused for the course based upon the categories and criteria below.

High Stakes Absence

A High Stakes Absence is defined when a student misses ANY of the following: exam, delivering a presentation, project, poster, performance, etc.

This category of absence will be held to the highest standard for documentation and communication. A student requesting to receive an excused High Stakes Absence must satisfy ALL FIVE of the following criteria:

- Nature: The nature of the absence is listed under the 'May Request' list above.
- Urgent and Necessary: The nature of the absence must demand immediate attention by the student to avoid significant harm or loss. NOTE: Staying home or scheduling a medical visit for a routine cold, flu, nausea, migraine, dental visit, physical, annual exam or other non-emergency illness, does not satisfy this criterion.
- Unavoidable: Students must demonstrate that the absence could not have been anticipated and cannot be avoided by way of rescheduling to avoid the High Stakes Absence. Students must also demonstrate they returned to courses as early as possible.
- Timely Communication: The student reaches out in writing (typically by email) directly to the Course Director as soon as it is possible and safe to do so, providing preliminary details of the nature and urgency of the absence. Where possible, this is done in advance of the absence.
- Well-Documented: Please complete the Excused Absence Request form and submit it to the Office of the Dean. The student must provide sufficient written documentation demonstrating in detail the above criteria, no later than 3 business

days after the student returns to ANY course of to campus. This documentation will be verified. The student must respond to requests from the Course Director for additional documentation in a timely manner and no later than 48 hours following each request made by the Course Director of the Office of the Dean.

Makeup coursework for a High Stakes Absence

As any missed assessments or exams may be compromised by the delay in assessment, it is recommended (but not required) that the Course Director add to or replace the original assessment with a one-on-one oral and/or written exam. The student should notify the Course Director immediately upon their return to campus, even if full documentation of the High Stakes Absence is pending, and be prepared to complete the makeup coursework at any time as designated by the Course Director. These expectations are in addition to the Makeup Expectations sections described above.

Low Stakes Absence

A Low Stakes Absence is defined when a student misses assignments not designated within the High Stakes Absence category, typically normal topics without a significant assessment due. The nature of the absence must be listed under the ‘May Request’ list above.

Makeup coursework for Low Stakes Absence

The Course Director may choose to drop the missed coursework from the gradebook or allow for makeup at the Course Director’s discretion, without penalty to the student. It is the responsibility of the student to reach out to their team for copies of missed materials and to the Course Director to schedule any makeups.

Professional Leave

The College of Pharmacy supports the learning and professional development opportunities professional conferences and co-curricular activities can provide students; thus the college has a policy to allow student participation and attendance. Such requests must be submitted at least 14 days in advance of the professional conference or co-curricular event.

Makeup coursework for Professional Leave

The Course Director may choose to drop the missed coursework from the gradebook or allow for makeup at the Course director’s discretion, without penalty to the student. It is the responsibility of the student to reach out to their team for copies of missed materials. These expectations are in addition to the Makeup Expectations section described above.

Appeals

Students may appeal to the Office of the Dean, in writing and with evidence, within 3 business days of the denial of an excused absence request. Feedback may be sought from the Course Director in an appeal, but the final decision resides within the Office of the Dean. Students may not appeal the scoring of makeup coursework.

Late Arrivals to Exams

A student who arrives more than 15 minutes late to an exam may be allowed to take the exam at a later date. Final exam scores will be deducted by 10%. In addition, the student will receive a “letter of unprofessionalism” that will be kept in the student’s file. If the student has an approved excused absence, they will be allowed to take the exam at a later date without penalty. Please see the excused absence policy for further details.

Leave of Absence

A leave of absence is approved for a specified extended period of time that could be for several weeks to a year. If the student will miss a semester, the institution will agree to permit the student to return to the College without formally reapplying for admission to the College. However, the student must return to the College at the beginning of the semester agreed upon on the Leave of Absence form. The Leave of Absence form can be found on the Student Portal. Students requesting a Leave of Absence must discuss their decision with the Dean prior to completing the Leave of Absence form. The Dean must sign the Leave of Absence form for students who take a leave of absence. The completed Leave of Absence form must be submitted to the Office of the Registrar before the leave of absence can take effect. Students approved for a leave of absence can return to the college and to classes without reapplying if the return is within the approved time frame as recorded on the Leave of Absence. Non-attendance to classes does not constitute notification of intent to apply for a leave of absence. The date of leave of absence status is the date that the Registrar receives the signed **Leave of Absence** form.

Class Auditing Regulations

Auditing of courses in the CHSU College of Pharmacy will not be allowed.

Application for Graduation

Students who expect to qualify for graduation must file applications for graduation with the Registrar’s Office in the fall semester of the fourth professional year.

Degree Requirements

Students must meet the following requirements to be approved for graduation from CHSU College of Pharmacy:

- a) Complete the Doctor of Pharmacy curriculum (totaling 154 semester hours) with a passing grade of “C” in each course and at least a 2.0 cumulative grade point average;
- b) Complete thirty-six months of residence in an accredited school of pharmacy, the final eighteen months of which must be completed at the CHSU College of Pharmacy;
- c) Be recommended for graduation by the faculty of the CHSU College of Pharmacy;
- d) Fulfill all financial obligations to the University;
- e) Attend the graduation ceremony.

Awarding of Degrees

The College awards degrees at the end of the semester in which all degree requirements have been met.

Financial Information

CHSU, as an institution not yet granted full accreditation, does not receive federal or state financial aid for its students. CHSU is an approved institution for student loan funding under the iHELP Select Loan Program and Salle Mae. The Office of Financial Aid is available to help students identify other sources of private loans and with financial planning to meet the costs of their education. Students must understand, however, that if they obtain a loan to pay for the CHSU pharmacy program they have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

Tuition and Fees

Please note that these tuition rates and miscellaneous fees are for the 2016-2017 academic year and are subject to change without prior notice.

Annual Tuition and Fees

Tuition	\$43,270.00	Prorated refund based on date of withdrawal from program.
Enrollment Confirmation Fee	\$250.00	Non-refundable; applied to tuition
Student Services Fee	\$100.00	Refundable
Student Association Fee	\$100.00	Refundable
Technology Fee	\$100.00	Refundable
Immunization Certification Fee	\$95.00	Refundable; one-time fee
CPR Training	\$90.00	Refundable; two-time fee
Malpractice Insurance Fee	\$25.00	Non-refundable

Total Estimated Institutional cost* Year 1: \$43,780

Total Estimated Institutional cost* Year 2: \$43,595; Year 3: \$43,685; Year 4: \$43,595

California Health Sciences University requires only one semester of tuition be paid at a time.

Charges Paid to Other Entities

Books and Supplies	\$1,500.00	Annual Estimate
Health Insurance Fee**	\$2,500.00	Annual Estimate
Criminal Background Check and Drug Screen	\$78.00	One-time fee

Total Estimated Non-Institutional cost* Year 1: \$4,223

Total Estimated Non-Institutional cost* Year 2: \$3,000; Year 3: \$3,000; Year 4: \$3,000

Total Estimated Charges* Year 1: \$48,003; Year 2: \$46,595; Year 3: \$46,685; Year 4: \$46,595

*The University reserves the right to change tuition and/or fees without prior notice.

**Only applicable when student does not provide proof of Health Insurance.

Administrative Fees

Late Registration	\$50.00
Late Payment Fee	\$50.00
Registration Reinstatement Fee	\$50.00
Returned Check Fee	\$50 or 5% of face value of check, whichever is greater. (Obligation and fee for returned checks must be paid in cash, cashier's check, or money order. After two returned checks, students are placed on a "cash only" basis with the University.)

Payment of Tuition and Fees

All tuition and fees must be paid in full no later than 30 days prior to the first day of class. A late fee of \$50 will be charged for payment received after the due date, except when a written creditor approved loan that covers all costs has been provided to the College.

If payment has not been received by the end of the drop/add period, the student's registration is subject to withdrawal. In addition, the University reserves the right to deny access to, or use of, University facilities, systems, programs and resources for any student with an outstanding balance due. Payment of tuition and fees is the responsibility of the student, regardless of pending sponsorships or scholarships.

If a student is registered for a particular semester but elects not to attend, the student must officially notify the Registrar in writing. Non-attendance does not cancel charges, and the student will be held financially accountable for all classes for which she/he was registered.

Method of Payment

Tuition, special fees, and other assessments may be paid through ACH on the Student Portal. Students must visit the Ledger section on the Student Portal to access their accounts and to electronically make payments.

Contractual Obligations

The registration of a student signifies the assumption of definite financial obligations between himself or herself and the CHSU. It is an agreement by the student to fulfill the terms of the registration contract.

Debts

No records are released, no future registration is allowed, and the faculty considers no student as a candidate for graduation until all indebtedness to the University has been settled. The Business Office is authorized to withhold and apply to the student's debt any funds needed from the student's payroll check, stipend, scholarships, loans, or any other financial assistance. Unpaid student accounts that are deemed delinquent may be placed with a collection

agency. If such action is required, the student will be liable for any costs associated with such an action.

If a student obtains a loan to pay for the pharmacy program, the student must repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds.

Student Rights Under the Student Tuition Recovery Fund (STRF)

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

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

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

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies:

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

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

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

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

closure, the period determined by the Bureau.

5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act."

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

To qualify for STRF reimbursement you must file a STRF application for reimbursement of prepaid but unused tuition within sixty days of being notified by the Bureau for Private Postsecondary Education (BPPE) that the school has closed. If you do not receive notice from the Bureau, you have 4 years from the date of closure to file a STRF application. If a judgment is obtained you must file a STRF application within two years of the final judgment.

It is important that students keep copies of their enrollment agreement, financial assistance (loans) papers, receipts or any other information that documents the monies paid to the school. Questions regarding the STRF may be directed to the **Bureau for Private Postsecondary Education**, 2535 Capitol Oaks Drive, Suite 400, Sacramento, California, 95833; P.O. Box 980818, West Sacramento, CA 95798-0818; Phone: (916) 431-6959; Fax: (916) 263-1897; email: www.bppe.ca.gov (916) 431-6959.

Tuition Refund Policy

A student has the right to cancel the enrollment agreement and obtain a refund of charges paid thru attendance at the first class session, or the seventh day after enrollment, whichever is later minus the enrollment confirmation fee.

A student who formally withdraws from CHSU prior to the completion of 60 percent of the semester is entitled to a pro-rated refund of tuition and fee charges as described in California Education Code 94920. A student who withdraws after completion of 60 percent of the semester, that is, after the completion of week 9, is not entitled to any refund.

The following formula can be used to calculate the refund:

$(48 \text{ days} - \text{no. of days attended}) \times \text{cost per day for 43 days of instruction} = \text{Refund}$ [48 days is 60 percent of the semester (15 weeks of instruction plus 1 week of final examinations)]

To formally withdraw from the program, a student must withdraw from all courses for the semester by completing and returning, or having a designated representative complete and return, an official Withdrawal Form that can be obtained from the Registrar. The Registrar must receive the completed form before the withdrawal process can be finalized. Refund calculations will be based upon the date the Withdrawal Form is received by the Registrar. Once all calculations are complete, the Finance Office will bill the student for any outstanding balance. When the University has assess charges in error, a full credit and/or refund of the charges will be made.

This refund policy is subject to change if there are future changes to institutional policies with which it may conflict.

A calculation for the return of funds will be completed within 30 days of attendance at the

school, or a calculation for the return of funds will be completed within 30 days of the school's determination that a student has ceased attendance without proper notification.

Non-Title IV financial assistance funds will be returned in the following order:

- 1) CHSU institutionally-funded loans
 - a. CHSU institutionally-funded grants/scholarships
- 2) CHSU endowment-funded-loans
 - a. CHSU endowment-funded grants/scholarships
- 3) Student/parent payments

Credit Balance on Account

All payments made by or on behalf of a student shall be applied to his or her account. The Business Office disburses credit balances on a regular basis.

Honors

Dean's List

A first-, second-, or third-professional-year student, whose grade point average is 3.8 or better for 12 or more semester hours during a semester is given Dean's List standing at the end of the semester. Fourth-professional-year students are given Dean's List standing if they earn the requisite grade point average of 3.8 or better for 10 or more hours during a semester.

Graduation with Honors

Candidates for the Doctor of Pharmacy degree who earn a cumulative grade point average of 3.5 to 3.69 will receive their degree cum laude; those earning a grade point average of 3.7 to 3.89 will receive their degree magna cum laude; those earning a grade point average of 3.9 and above, will receive their degree summa cum laude. To be eligible for honors, a student must have been in residence at CHSU for two years, during which time he or she must have completed a minimum of 72 semester hours.

Doctor of Pharmacy Degree Program

Program Description

California Health Sciences University (CHSU) offers the Doctor of Pharmacy (PharmD) degree through the College of Pharmacy (COP) as the sole professional degree in pharmacy. CHSU's PharmD degree program is designed to provide the scholastic expertise and clinical acumen necessary to prepare graduates to provide high-quality pharmaceutical services to patients in a variety of settings.

Career opportunities are many and varied, such as, but not limited to community practice, hospital pharmacy, the pharmaceutical industry, governmental regulatory agencies and academics are just a few examples. Alternative career opportunities include consulting pharmacy, nuclear pharmacy, drug information, managed care, geriatric, psychiatric or pediatric specialties and academic/teaching. These varied opportunities offer flexibility and

growth to the PharmD graduate.

Transfer Students

A student attending another college or school of pharmacy who wishes to transfer to the CHSU College of Pharmacy may do so provided they earned a baccalaureate degree from an accredited institution, has an undergraduate cumulative GPA of 2.7 or higher, earned a letter grade of at least a “C” for all required courses required for admission, and submits a letter from the Dean of the college of pharmacy they are currently attending indicating that the student is in good academic standing and eligible to progress in their studies through to graduation.

Transfer of course credits will be the decision of the Curriculum Committee, which will issue course-waivers for those courses deemed comparable to CHSU College of Pharmacy courses.

Program Academic and Technical Standards

The California Health Sciences University College of Pharmacy acknowledges Section 504 of the 1973 Vocational Rehabilitation Act and PL 11-336, the Americans with Disabilities Act (ADA) 19903, and requires minimum technical standards be present in students accepted into the Doctor of Pharmacy program. The Doctor of Pharmacy program at CHSU is a rigorous and challenging academic program that requires students to possess specific characteristics and abilities within the cognitive, affective and psychomotor domains, referred to here as technical standards. An applicant or student must be able to combine the functional use of visual, auditory and somatic senses to observe and demonstrate professional knowledge and skills presented in the classroom, laboratories and practice settings. This includes being able to observe a patient accurately at a distance and close at hand, noting verbal and nonverbal signals; visualizing and discriminating findings on a computer monitor or electronic instrumentation display; visualizing and discriminating printed or handwritten words and numbers from a prescription or physician’s order; and observing and evaluating distinguishing text and characteristics of pre-manufactured and extemporaneously prepared or compounded medications.

Conferring the PharmD degree on a student graduating from the college of pharmacy indicates that each student has demonstrated that they have acquired and can apply the knowledge and professional skills essential to the roles and functions of a practicing pharmacist. The acquisition and application of these skills ensure the safety of patients served by the student and pharmacist. Therefore, each student must be able to demonstrate proficiency in these skills with or without reasonable accommodation. These skills are as set forth below in the following Technical Standards that each student must possess in order to successfully complete all of the academic/curricular requirements for the PharmD degree.

The CHSU Admissions Committee reserves the right to deny admission to any applicant who cannot meet the Technical Standards as set forth below, with reasonable accommodations, as determined by the application process, interview and student disclosure. Every applicant is considered without regard to disability. Applicants are not required to disclose the nature of their disability(ies), if any, to the Admissions Committee. Any applicant with questions about these technical standards is strongly encouraged to discuss his/her specific issue(s) with Disability

Services prior to the interview process. If appropriate, and upon the request of the applicant, reasonable accommodations will be provided.

Once admitted to the program, students will be expected to maintain the technical standards and demonstrate them through their coursework, interaction with peers and faculty, and in their professional experiences throughout the program. Reasonable accommodation for persons with documented disabilities will be considered on an individual basis, but a student in the Doctor of Pharmacy program must be able to perform in an independent manner. Students who fail to demonstrate the technical standards while in the program will be evaluated and appropriate action (e.g., remediation, counseling, or dismissal) will be taken. Because this expectation is separate from academic achievement, simply maintaining a passing GPA is not sufficient to prevent a student from being dismissed from the program. Furthermore, the College of Pharmacy reserves the right to dismiss any student from the program who either fails to disclose information relevant to their qualifications under the Technical Standards, or falls out of compliance with the Technical Standards after admission to the program.

Observation

Students must be able to observe demonstrations and conduct exercises in a variety of areas related to contemporary pharmacy practice, including but not limited to monitoring of drug response and preparation of specialty dosage forms. Students must be able to observe demonstrations and experiments in the basic and pharmaceutical sciences, and medical illustrations and models. A student must be able to observe a patient accurately at a distance and close at hand, noting nonverbal as well as verbal signals. The student must be able to observe and interpret presented information. Specific vision-related requirements include, but are not limited to the following abilities: visualizing and discriminating findings on monitoring tests; reading written and illustrated material; discriminating numbers and patterns associated with diagnostic and monitoring instruments and tests; observing the activities of technical staff operating under their supervision; reading information on a computer screen and small print on packages or package inserts; distinguishing shapes, colors, markings, and other characteristics of small objects (e.g. different dosage forms); and competently using instruments for monitoring drug response. Observation requires not only the functional use of the sense of vision, but other sensory modalities as well such as hearing and other somatic senses. For example, observation can be enhanced in some situations by the use of the sense of smell.

Communication

A pharmacy student should be able to speak, hear and observe patients and other health care professionals in order to extract both verbal and non-verbal information, and must be able to communicate effectively with and about patients. Communication includes speech, reading, writing and computer literacy. The student must be able to perceive and respond appropriately to all types of communication (verbal, non-verbal, written) with faculty, staff, peers, patients, caregivers, family of patients, the public, and all members of the health care team.

Specific requirements include, but are not limited to, the following abilities; reading, writing, speaking and comprehending English with sufficient mastery to accomplish

didactic, clinical and laboratory curricular requirements in a timely, professional and accurate manner; eliciting a thorough medication and medical history; and communicating complex findings in appropriate terms that are understood by patients, caregivers, and members of the healthcare team. Each student must be able to read and record observations and care plans legibly, efficiently and accurately. Students must be able to prepare and communicate concise but complete summaries of individual activities, decisions and encounters with patients. Students must be able to complete forms and appropriately document activities according to directions in a complete and timely fashion.

Sensory and Motor Coordination and Function

Pharmacy students must have sufficient motor function to perform basic laboratory skills to accomplish basic pharmacy practice tasks utilizing both gross and fine motor skills. These include but are not limited to: compounding prescriptions; filling prescriptions; counting prescription medications; administering medications; preparing intravenous products; and administering intramuscular and subcutaneous injections. Students' must be able to conduct physical assessments of patients by palpation, auscultation and other diagnostic evaluations. Other motor activities include performing first aid and/or cardiopulmonary resuscitation in the clinical setting.

Students must be able to transport himself or herself to off-site settings and experiential locations in a timely manner. Students must be able to respond promptly to urgencies within the practice setting and must not hinder the ability of their co-workers to provide prompt care. Examples of such emergency treatment reasonably required of pharmacists include arriving quickly when called, rapidly and accurately preparing appropriate emergency medication, and preparing sterile intravenous medications.

Students must be able to use computer-based information systems and have sufficient motor function and coordination required for manipulation of small and large objects. Students must have the ability to move and position another person in a manner that will facilitate physical assessment or other diagnostic lab testing. Lastly, students must exhibit the physical and mental stamina needed while standing or sitting for prolonged periods of time.

Intellectual, Conceptual, Integrative, and Quantitative Abilities

A student should possess sufficient intellectual, conceptual, integrative and quantitative abilities to complete a rigorous and intense didactic and experiential curriculum. These abilities include measurement, calculation, reasoning, analysis, decision-making, judgment, information integration, and solution synthesis. In addition, the student should be able to comprehend three-dimensional relationships and to understand the spatial relationships of structures. Especially important is the appropriate and rapid calculation of dosages for a variety of patient-specific conditions such as renal or hepatic failure, obesity, cardiac or respiratory arrest, etc. Additionally, calculations involving appropriate dilution or reconstitution of drug products, electrolytes, etc. must be made accurately and quickly. Students must be able to retain and recall critical information in an efficient and timely manner. Students must be able to identify and acknowledge the limits of their knowledge to others when appropriate and be able to recognize when the limits of their

knowledge indicate further study or investigation before making a decision. Students must be able to interpret graphs or charts describing biologic, economic or outcome relationships. They must be able to learn through a variety of modalities including, but not limited to, classroom instruction, small group activities, individual study, preparation and presentation of reports, and use of computer technology. Students are expected to be fully alert and attentive at all times in classroom and clinical settings.

Behavioral and Social Attributes

Students must possess the physical and emotional health required for full utilization of his or her intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities attendant to the care of patients, and the development of effective relationships with patients. Students must adapt to changing environments, and possess coping mechanisms to respond appropriately to continue functioning in the face of uncertainties inherent in academic and clinical environments. Qualities and characteristics that will be assessed during the admission and education process are compassion, integrity, concern for others, interpersonal skills, interest, and motivation. Students must recognize and display respect for differences in culture, values, and ethics among patients, faculty, peers, clinical and administrative staff and colleagues. Students must be able to identify and demonstrate appropriate behavior to protect the safety and well-being of patients, faculty, peers, clinical and administrative staff and colleagues. Students must also be able to handle situations appropriately and professionally when those situations may be physically, emotionally, or intellectually stressful, including those situations that must be handled promptly and calmly. At times, this requires the ability to be aware of and appropriately react to one's own immediate emotional responses and environment.

Ethical Values

An applicant and student must demonstrate a professional demeanor, conduct and behavior that are appropriate to his or her standing in the professional degree program. This includes compliance with the administrative rules applicable to the profession of pharmacy and honor codes of the College of Pharmacy and the California Health Sciences University. Under all circumstances, students must protect the confidentiality of any and all patient information in their professional and personal communications. Students must meet the ethical standards set forth in the profession of pharmacy. In addition, students must be able to obtain and maintain a valid Pharmacist Intern license in the State of California and pass the requisite criminal background check, drug tests/screens, immunization/tests, and trainings required by the California Board of Pharmacy, California law and/or California Health Sciences University College of Pharmacy affiliated experiential sites and their accrediting and/or regulatory agencies.

Curriculum

CHSU Global Learning Outcomes (GLOs)

- 1) **Leadership and Team Efficacy** - promotes adaptive change in individuals, groups, organizations, and communities by mobilizing individuals and groups to identify and achieve relevant goals.

- 2) **Critical Thinking** - the habit of mind characterized by the comprehensive exploration of issues, ideas, artifacts, and events before accepting or formulating an opinion or conclusion.
- 3) **Intercultural and Interpersonal Competence** - a set of cognitive affective and behavioral skills and characteristics that support effective and appropriate interaction in a variety of contexts.
- 4) **Communication**
 - a. **Oral** – prepared, purposeful presentation designed to increase knowledge to foster understanding or promote change in the listener's attitudes values beliefs or behaviors.
 - b. **Written** – the development and expression of ideas through writing.
- 5) **Problem Solving** - the process of designing, evaluating, and implementing a strategy to answer an open ended question or achieve a desired goal and involves the ability to identify problems; explore and prioritize potential strategies; and design, implement, and evaluate a viable solution.
- 6) **Professionalism** - a set of cognitive, affective, and behavioral skills and characteristics that engender trust in our ability and willingness to perform a specialized set of services in the best interest of our clients which is engendered through modeling, mentoring, professional service and advocacy and support for career development.
- 7) **Community and Civic Engagement** - working to make a difference in the quality of civic life of our communities and the people in them and developing the motivation knowledge skills and values to do so and which may include *the ability to recognize social determinants of health to diminish disparities and inequities in access to quality care, education of a variety of audiences and patient advocacy.*
- 8) **Emotional Intelligence** – which for our purposes, involves self-awareness, self-management and motivation.
- 9) **Creative and Entrepreneurial Thinking** - both the capacity to combine or synthesize existing ideas, images, or expertise in original ways and the experience of thinking, reacting, and working in an imaginative way characterized by a high degree of innovation, divergent thinking, and risk taking.
- 10) **Interprofessional Collaboration** - occurs when multiple health workers from different professional backgrounds work together with patients, families, care givers, and communities to deliver the highest quality of care.

College of Pharmacy Program Learning Outcomes (PLOs)

Students attending the CHSU College of Pharmacy undergo intensive education and training to give them the knowledge and skills needed to achieve the PLOs. The outcomes listed below follow the educational outcomes outlined by the Center for the Advancement of Pharmacy Education (CAPE) 2013.

Domain 1 – Foundational Knowledge

1.1 Learner (Learner) - Develop, integrate, and apply knowledge from the foundational sciences (i.e., *pharmaceutical, social/behavioral/administrative, and clinical sciences*) to evaluate the scientific literature, explain drug action, solve therapeutic problems, and advance population health and *patient-centered care*.

Domain 2 – Essentials for Practice and Care

2.1. Patient-centered care (Caregiver) - Provide *patient-centered care* as the medication expert (collect and interpret evidence, prioritize, formulate assessments and recommendations, implement, monitor and adjust plans, and document activities).

2.2. Medication use systems management (Manager) - Manage patient healthcare needs using human, financial, technological, and physical resources to optimize the safety and efficacy of medication use systems.

2.3. Health and wellness (Promoter) - Design prevention, intervention, and educational strategies for individuals and communities to manage chronic disease and improve health and wellness.

2.4. Population-based care (Provider) - Describe how *population-based care* influences *patient-centered care* and influences the development of practice guidelines and evidence-based best practices.

Domain 3 - Approach to Practice and Care

3.1. Problem Solving (Problem Solver) – Identify problems; explore and prioritize potential strategies; and design, implement, and evaluate a viable solution.

3.2. Educator (Educator) – Educate all audiences by determining the most effective and enduring ways to impart information and assess understanding.

3.3. Patient Advocacy (Advocate) - Assure that patients’ best interests are represented.

3.4. Interprofessional collaboration (Collaborator) – Actively participate and engage as a healthcare team member by demonstrating mutual respect, understanding, and values to meet patient care needs.

3.5. Cultural sensitivity (Includer) - Recognize *social determinants of health* to diminish disparities and inequities in access to quality care.

3.6. Communication (Communicator) – Effectively communicate verbally and nonverbally when interacting with an individual, group, or organization.

Domain 4 – Personal and Professional Development

4.1. Self-awareness (Self-aware) – Examine and reflect on personal knowledge, skills, abilities, beliefs, biases, motivation, and emotions that could enhance or limit personal and professional growth.

4.2. Leadership (Leader) - Demonstrate responsibility for creating and achieving shared goals, regardless of position.

4.3. Innovation and Entrepreneurship (Innovator) - Engage in innovative activities by using creative thinking to envision better ways of accomplishing professional goals.

4.4. Professionalism (Professional) - Exhibit behaviors and values that are consistent with the trust given to the profession by patients, other healthcare providers, and society.

Schedule of Courses

Students Entering Fall 2016

First Year

Semester 1		Credits
PHR 509	Leadership for Lifelong Learning	3
PHR 511	Biochemistry	4
PHR 514	Calculations Lab	1
PHR 522	Pharmaceutics	5
PHR 540	Compounding and Dispensing Lab	1
PHR 541	Patient Self Care	4
Total Credits		18

Semester 2

PHR 512	Immunology	3
PHR 515	Biostatistics & Evidence Based Medicine	3
PHR 523	Pharmacokinetics	5
PHR 532	Principles of Drug Action I	6
PHR 543	Pharmacy Practice Lab and Patient Assessment	2
Total Credits		19

Second Year

Semester 3

PHR 634	Principles of Drug Action II	6
PHR 644	Patient Care I	8
PHR 649	Advanced Patient Assessment	2
PHR 661	Introductory Pharmacy Practice Experience I	4
Total Credits		20

Semester 4

PHR 635	Principles of Drug Action III	6
PHR 645	Patient Care II	8
PHR 681	Electives	2
PHR 662	Introductory Pharmacy Practice Experience II	3
Total Credits		19

Third Year

Semester 5

PHR 751	Health Care Systems	3
PHR 735	Principles of Drug Action IV	5
PHR 746	Patient Care III	8
PHR 781	Electives	2

PHR 781	Co-Curriculum Portfolio	.5
Total Credits		18.5

Semester 6

PHR 747	Patient Care IV	8
PHR 752	Pharmacy Law and Ethics	4
PHR 753	Pharmacy Management	4
PHR 764	Introductory Pharmacy Practice Experience III	1
PHR 792	Co-Curriculum Portfolio	.5
Total Credits		17.5

Fourth Year

Semesters 7 & 8

PHR 871	Inpatient/Acute Care Medicine	6
PHR 872	Hospital or Health System Pharmacy	6
PHR 873	Ambulatory Care	6
PHR 874	Community Pharmacy	6
PHR 875	Selected APPE (Elective)	6
PHR 876	Selected APPE (Elective)	6
PHR 877	Primary Care	6
Total Credits		42

Students Entering Fall 2015

First Year

Semester 1		Credits
PHR 511	Biochemistry	4
PHR 514	Calculations Lab	1
PHR 521	Medicinal Chemistry	5
PHR 522	Pharmaceutics	5
PHR 541	Patient Self Care	4
Total Credits		19

Semester 2

PHR 522	Immunology	3
PHR 513	Biostatistics	3
PHR 523	Pharmacokinetics	5
PHR 531	Pharmacology I	5
PHR 542	Pharmacy Practice Lab	2
Total Credits		18

Second Year

Semester 3

PHR 632	Pharmacology II	5
PHR 642	Evidence Based Medicine	2
PHR 644	Patient Care I	8
PHR 649	Advanced Patient Assessment	2
PHR 661	Introductory Pharmacy Practice Experience I	4

Total Credits 21

Semester 4

PHR 633	Pharmacology III	5
PHR 645	Patient Care II	8
PHR 681	Electives	2
PHR 662	Introductory Pharmacy Practice Experience II	3
Total Credits		18

Third Year

Semester 5

PHR 734	Pharmacology IV	5
PHR 746	Patient Care III	8
PHR 751	Health Care Systems	3
PHR 781	Electives	2
PHR 791	Co-Curriculum Portfolio	.5
Total Credits		18.5

Semester 6

PHR 747	Patient Care IV	8
PHR 752	Pharmacy Law and Ethics	4
PHR 753	Pharmacy Management	4
PHR 764	Introductory Pharmacy Practice Experience III	1
PHR 792	IPE Portfolio	.5
Total Credits		17.5

Fourth Year

Semesters 7 & 8

PHR 871	Inpatient/Acute Care Medicine	6
PHR 872	Hospital or Health System Pharmacy	6
PHR 873	Ambulatory Care	6
PHR 874	Community Pharmacy	6
PHR 875	Selected APPE (Elective)	6
PHR 876	Selected APPE (Elective)	6
PHR 877	Primary Care	6
Total Credits		42

Students Entering Fall 2014

First Year

Semester 1

PHR 510	Calculations Lab	.5
PHR 511	Biochemistry	4
PHR 521	Medicinal Chemistry	5
PHR 522	Pharmaceutics	5
PHR 541	Patient Self Care	4
Total Credits		18.5

Semester 2		Credits
PHR 512	Immunology	3
PHR 513	Biostatistics	3
PHR 523	Pharmacokinetics	5
PHR 531	Pharmacology I	5
PHR 542	Pharmacy Practice Lab	2
Total Credits		18

Second Year

Semester 3

PHR 632	Pharmacology II	5
PHR 643	Evidence Based Medicine	3
PHR 644	Patient Care I	8
PHR 661	Introductory Pharmacy Practice Experience I	4
Total Credits		21

Semester 4

PHR 633	Pharmacology III	5
PHR 645	Patient Care II	8
PHR 648	Introduction to Patient Assessment	3
PHR 681	Electives	2
Total Credits		17-18

Third Year

Semester 5

PHR 751	Health Care Systems	3
PHR 734	Pharmacology IV	5
PHR 746	Patient Care III	8
PHR 749	Advanced Patient Assessment	2
PHR 762	Introductory Pharmacy Practice Experience II	3
Total Credits		21

Semester 6

PHR 752	Pharmacy Law and Ethics	4
PHR 753	Pharmacy Management	4
PHR 747	Patient Care IV	8
PHR 763	Introductory Pharmacy Practice Experience III	1
PHR 781	Electives	2
PHR 791	IPPE Portfolio	.5
Total Credits		19.5

Fourth Year

Semesters 7 & 8

PHR 871	Inpatient/Acute Care Medicine	6
PHR 872	Hospital or Health System Pharmacy	6
PHR 873	Ambulatory Care	6
PHR 874	Community Pharmacy	6
PHR 875	Selected APPE (Elective)	6

PHR 876	Selected APPE (Elective)	6
PHR 877	Primary Care	6
Total Credits		42

Course Descriptions

Required Didactic Courses

The curricular core is defined as courses required for CHSU students to graduate with a degree in Doctor of Pharmacy. The college has created a curriculum that offers depth, scope, timeliness, quality, sequence, and emphasis to deliver the foundation and support necessary to address the outcomes of the pharmacy degree program. The curriculum also provides the basis for understanding the development and use of medications and other therapies for the treatment and prevention of disease. All didactic courses for the first two years of instruction are conducted on the campus located at 120 N. Clovis Ave., Clovis, CA 93612. All didactic courses for the third year are conducted on the campus located at 45 N. Clovis Ave., Clovis, CA 93612. Pharmacy practice experiences courses are conducted at various hospital and community pharmacies with which CHSU College of Pharmacy has affiliation agreements.

The following is the list of courses offered in the CHSU PharmD program including a short description of the content delivered in each course offered during the 4-year program:

Preparatory Sciences

PHR 509: Lifelong Learning

3 credit hours

Future practitioners must demonstrate competence in a number of general abilities that form the foundation for specific professional activities such as patient care, practice management, lifelong learning, and the like. This course provides introduction to, and practice in, the application of methodologies in assessment and self-assessment, critical thinking, problem-solving, critical reading and study for deep comprehension and learning, teaming, creative thinking, and self-management.

Biomedical Sciences

PHR 511: Biochemistry

4 credit hours

This course will discuss the basic principles of the molecular basis of cellular function and control mechanisms of the human body, as well as biochemistry of macromolecules, enzymes, and metabolic pathways.

PHR 512: Immunology

3 credit hours

This course introduces students to the concepts and principles of immunology including the development and functions of B- and T-cells, the complement immune system, and auto-immune diseases. Prerequisites: PHR 511.

PHR 513 Biostatistics

3 credit hours

Understanding and applying basic principles will be emphasized throughout the course.

The biostatistics section is designed to prepare the student to critically assess statistical output reported in the medical literature. The advantages and disadvantages of using statistical software will be demonstrated. A section on pharmacoepidemiology will focus on methods for discovering, reporting and appraising adverse drug events.

PHR 514: Calculations Lab 1 credit hour

This course will review the basic calculations that are necessary for the practice of pharmacy. These calculations include dosage calculations, ratio equations, determining molarity, molar equivalents, and the use of basic ratios required in dilutions and compounding.

Pharmaceutical Sciences

PHR 522: Pharmaceutics

5 credit hours

This course will introduce students to the physicochemical principles important for the formulation, preparation, stability, and performance of pharmaceutical dosage forms. The course will focus on the theory, technology, formulation, evaluation, regulatory aspects, and dispensing of basic dosage forms such as tablets, capsules, solutions, suspensions, emulsions, semisolids, topical, aerosol and few novel drug delivery systems.

PHR 523: Pharmacokinetics

5 credit hours

This course introduces students to pharmacokinetic concepts and principles. It introduces the principles of bioavailability, volume of distribution, clearance, elimination rate constant, and half-life, and will include drug dosing techniques in various clinical situations. Prerequisite: PHR 514, PHR522.

Medical Sciences

PHR 532: Principles of Drug Action I

6 credit hours

Course content to be provided at a later date. Prerequisites: PHR 511

PHR 632: Pharmacology II

5 credit hours

This course introduces students to the pathophysiology and pharmacological treatments of cardiovascular and endocrine disorders. Sites of intervention by medications and their side effects will be emphasized in the treatment of hypertension, arrhythmias, stroke, dyslipidemia, diabetes, thyroid disorders, and disorders of the adrenal and pituitary glands. Prerequisite: PHR 523, PHR531.

PHR 633: Pharmacology III

5 credit hours

This course introduces students to the pathophysiology and pharmacological treatments of neurological and psychiatric disorders. Sites of intervention by medications used to treat these disorders and their side effects will be emphasized in the treatment of affective/mood disorders, psychoses, epilepsy, anxieties, movement disorders, and sleep disorders. Prerequisites: PHR 531.

PHR 634: Principles of Drug Action II

6 credit hours

Course content to be provided at a later date. Prerequisites PHR 523, PHR 532

PHR 635: Principles of Drug Action III**6 credit hours**

Course content to be provided at a later date. Prerequisite PHR 532

PHR 734: Pharmacology IV**5 credit hours**

This course will introduce students to the pathophysiology and pharmacological treatments of gastrointestinal disorders such as acid disorders, nausea and vomiting, diarrhea and constipation, inflammatory bowel disease, irritable bowel syndrome. This course will also introduce students to the mechanism of action, pharmacokinetics and side effects of anti-microbial, anti-protozoal, anti-fungal, anti-viral and cancer chemotherapeutic agents. Prerequisites: PHR531.

PHR 735: Principles of Drug Action IV**5 credit hours**

Course content to be provided at a later date. Prerequisite PHR 532

Clinical Sciences**PHR 540: Compounding & Dispensing****1 credit hour**

This course is designed to provide students with an opportunity to learn and practice important pharmaceutical compounding techniques and dispensing used in optimizing a patient's drug therapy. This course will utilize a problem-based/interactive instructional approach, and problem solving exercises to provide students with knowledge, skills and attitude used for the extemporaneous preparation of a variety of dosage forms. This course will reinforce concepts of various pharmaceutical compounding techniques from didactic course principles to real world problem-based settings.

PHR 541: Patient Self Care**4 credit hours**

Patient Self-Care teaches the student the process of patient interviewing, patient assessment, product selection of over-the-counter (OTC) medications and complementary alternative medication (CAM). This course is interactive and designed to introduce a systematic approach for evaluating a patient's self-care needs.

PHR 542: Pharmacy Practice Lab**2 credit hours**

This course will engage students in simulations designed to introduce them to self-care patient counseling, dispensing medications, compounding prescriptions, preparing IV admixtures using aseptic techniques, patient assessment, and medication therapy management. Prerequisites: PHR541.]

PHR 642 Evidence-Based Medicine**2 credit hours**

This course introduces the student to the concept and principles of Evidence-Based Medicine. The course develops the knowledge and skills necessary for using scientific evidence in clinical decision-making. The course focuses particularly on the analysis and application of descriptive, relational, and qualitative research evidence, and the critical analysis of research on intervention effectiveness. Students will examine issues of internal, external, and statistical validity as they relate to the appropriate use of evidence for clinical decision-making. Prerequisite: PHR 513.

PHR 644: Patient Care I**8 credit hours**

This course introduces students to the pharmacotherapy of pulmonary, renal, genitourinary, women's health, hematopoietic and musculoskeletal disorders. Clinical evaluation and assessment of patients will be emphasized in this course which will complement the development of treatment plans for patients based on their existing health status. Dosage forms, routes of administration, adverse effects, pharmacokinetics, potential drug interactions, medication safety, and patient counseling principles of the medications used in the treatment of the disorders will be emphasized. Prerequisites: PHR 523, PHR 532, PHR 541.

PHR 645: Patient Care II**8 credit hours**

This course introduces students to the pharmacotherapy of cardiovascular and endocrine disorders. Clinical evaluation and assessment of patients will be emphasized in this course which will complement the development of treatment plans for patients based on their existing health status. Dosage forms, routes of administration, adverse effects, pharmacokinetics, and potential drug interactions and medication safety of the medications used in the treatment of the disorders will be emphasized. Prerequisites: PHR 632, PHR 644, PHR 649.

PHR 746: Patient Care III**8 credit hours**

This course introduces students to the pharmacotherapy of neurological and psychiatric disorders. Clinical evaluation and assessment of patients will be emphasized in this course which will complement the development of treatment plans for patients based on their existing health status. Dosage forms, routes of administration, adverse effects, pharmacokinetics, and potential drug interactions and medication safety of the medications used in the treatment of the disorders will be emphasized. Prerequisites: PHR 633, PHR 645.

PHR 747: Patient Care IV**8 credit hours**

This course introduces students to the pharmacotherapy of infectious diseases, cancers and gastrointestinal disorders. Clinical evaluation and assessment of patients will be emphasized in this course which will complement the development of treatment plans for patients based on their existing health status. Dosage forms, routes of administration, adverse effects, pharmacokinetics, and potential drug interactions and medication safety of the medications used in the treatment of the disorders will be emphasized. Prerequisites: PHR 734, 746.

Administrative Sciences**PHR 751: Health Care System****3 credit hours**

This course introduces students to the organization, financing, and delivery of health care services in the United States and presents the challenges that the changing health care system has for patients, pharmacists, and society. This course also covers policy-making processes. Current prescription drug policies and the avenues that pharmacists can use to influence policies that promote safe, effective, and accessible drug therapy and provide

patient-centered pharmacy care will be discussed.

PHR 752: Pharmacy Law

4 credit hours

This course introduces students to the scope and authority of programs that relate to the legal practice of pharmacy by providing students with an understanding of regulatory agencies and how the practice of pharmacy interacts with the various regulatory agencies.

PHR 753: Pharmacy Management

4 credit hours

This course is designed to introduce students to the essentials of pharmacy practice management. Systems theory, organizational structures, personnel issues, and accounting principles will be covered. Inventory and formulary management, and creating a pharmacy practice management plan will be explored. Economic principles utilized to manage drug therapy for specific patient populations will also be covered.

Introductory Pharmacy Practice Experiences (IPPEs)

PHR 661, 662, 762/764: IPPEs I-III

4,3,1 credit hours

The IPPEs will be based in community, hospital or institutional, ambulatory, long-term care, and primary care settings. Each IPPE consists of a minimum of 75 hours per semester and includes, but is not limited to, the following supervised activities:

- 1) preparing and dispensing medications pursuant to a new prescription, prescription refill, or drug order;
- 2) evaluating the accuracy of a prescription verifying that the information is correct;
- 3) compounding parenteral and non-parenteral drug products;
- 4) dispensing medications and devices in accordance with legal requirements;
- 5) determining appropriate storage of compounded medications before and after dispensing;
- 6) providing safe, accurate and time-sensitive medication distribution;
- 7) compounding, dispensing, or administering a medication, pursuant to a new prescription, prescription refill, or drug order;
- 8) evaluating and processing a new prescription, prescription refill, and medication order in accordance to the law;
- 9) assessing patient histories taking into consideration the situation including cultural, social, educational, economic, and other patient-specific factors that affect self-care behaviors, medication use and adherence;
- 10) obtaining, recording, and interpreting a patient's history;
- 11) interpreting a patient's history to determine the presence of a disease, medical condition, or drug-related problem(s), and assess the need for treatment and/or referral;
- 12) recording all patient information accurately, legally and succinctly;

- 13) performing a basic review of a patient's medication profile to identify medication allergies, correct doses, duplicate medications, and significant drug interactions;
- 14) describing the mechanism of action and adverse effects of medications at the molecular, cellular, systems, and whole organism levels;
- 15) identifying brand and generic names, dosage forms and usual dosing ranges for common medications;
- 16) performing accurate pharmaceutical calculations, especially those involved in the preparation of compounded oral, topical, rectal, ophthalmic, or parenteral preparation;
- 17) performing accurate pharmacokinetic calculations of appropriate doses;
- 18) demonstrating caring, ethical, and professional behavior when interacting with peers, professionals, patients, and caregivers;
- 19) appropriately and accurately providing basic medication counseling to a patient or caregiver receiving a medication;
- 20) counseling patients on proper self-care, preventative-care and wellness strategies to maintain health.

Prerequisites: PHR 561, completion of all previous semester courses.

Advanced Pharmacy Practice Experiences (APPEs)

The required Advanced Pharmacy Practice Experiences (APPE I-VI) are based in community pharmacies, institutional pharmacies, acute care general medicine, and ambulatory care settings. Selective APPE's are offered in oncology, critical care, nuclear pharmacy, and other specialized pharmacy care settings. Each APPE is 240 hours (40 hours/week X 6 weeks) induration.

PHR 871, 872, 873, 874, 875, 876 & 877: APPEs I-VII 6 Credit hours each

APPE activities include, but are not limited to, the following:

- 1) all of the above IPPE activities;
- 2) obtaining and interpreting patient information, including appropriate cultural, social, educational, economic, and other patient-specific factors affecting self-care behaviors, medication use and adherence to determine the presence of a disease, medical condition, or drug-related problem(s);
- 3) obtaining medication history from a patient including drug allergies, a description of allergic reactions, drugs being taken, doses being used, over-the-counter medications being taken, and herbal/natural products being used;
- 4) gathering the information necessary to evaluate a patient's drug therapy;
- 5) identifying and prioritizing a patient's drug-related problems;
- 6) citing the spectrum and indications for commonly used antibiotics;

- 7) listing and describing the mechanisms by which common drug interactions occur;
- 8) identifying target drug concentrations for Narrow Therapeutic index drugs;
- 9) assessing the risks associated with identified drug related problems;
- 10) applying mathematical principles (e.g., accurately performing dose calculations, kinetics) in pharmacy practice;
- 11) providing accurate written and verbal responses to drug information requests;
- 12) using effective written, visual, verbal, and nonverbal communication skills to counsel and educate a patient or caregiver regarding appropriate medication use;
- 13) demonstrating and describing proper administration techniques for various drug delivery systems (e.g., inhalers, eye drops, etc.);
- 14) collecting accurate and comprehensive drug information from appropriate sources to make informed, evidence-based, patient-specific or population-based decisions and to develop medication treatment plans;
- 15) collecting, summarizing, analyzing and applying information from the biomedical literature to patient-specific or population-based health needs;
- 16) demonstrating utilization of drug information resources;
- 17) communicating and defending alternative therapeutic medication treatment strategies to the prescriber or other health care professionals to correct or prevent drug-related problems;
- 18) collecting and interpreting drug information from biomedical literature or drug information resources to make informed, evidence-based decisions regarding medication treatment plans;
- 19) using effective written, visual, verbal, and nonverbal communication skills to accurately respond to drug information questions.

Prerequisites: Satisfactory completion of all didactic courses and IPPEs.

University Facilities

CHSU College of Pharmacy occupies a 32,000 square foot building located at 120 North Clovis Avenue in Clovis, CA. This facility includes two 2,200 square foot classrooms which are large enough to accommodate 84 students using an active learning paradigm. A 1,168 square foot library and learning resource center equipped with computers, printers and copiers is available to the students for study and conducting searches of primary and secondary literature for class and research projects. The librarian's office is included in the library and learning resource center space which allows the librarian to be readily accessible to students requiring assistance. A 1,330 square foot student lounge is available to students to use as a place to meet for lunch and preparation of food for special occasions sponsored by student clubs and groups. This building also houses 24 offices for faculty and staff, as well as offices for the President, Provost, Dean, Associate Dean for Student Development and Professionalization, Assistant Dean for Education,

Vice President for Student Affairs and Enrollment, Director of Experiential Education, Assistant Director of Director of Student Affairs, Director of Admissions, Director of Financial Aid and Registrar, Executive Director of Information Technology and the Chair of Biomedical and Pharmaceutical Sciences. These officers are situated in the building so as to be accessible to students during office hours or by appointment.

The building contains a 2,139 square foot research lab for use by faculty and students. The research laboratory contains a laminar flow hood, biological safety cabinet, tabletop centrifuge, ultra-low temperature freezer, refrigerators, water purification station, CO₂ incubator and other equipment for use in studies involving medicinal chemistry and cell/tissue cultures.

The campus includes a 2,686 square foot pharmacy practice laboratory learning center including a clinic consisting of five examination rooms equipped with examination table, blood pressure cuffs, oto/ophthalmoscopes, peak flow meters, glucose monitors and additional instruments. This laboratory also contains a designated area for the counseling of patients. The pharmacy practice laboratory learning center will give students the opportunity to learn and become comfortable with patient assessment techniques. The pharmacy practice lab also contains three air flow hoods in which students can learn aseptic techniques required for preparing parenteral solutions. In addition, the pharmacy practice lab contains equipment for compounding including mortar and pharmacy balances.

CHSU has expanded the campus by adding a 17,000 square foot Annex building located across the street at 45 N. Clovis Avenue. This facility includes a third large classroom, two smaller classrooms for electives, two collaboration rooms, seven group study rooms, two large quiet study rooms with individual cubicles, flexible study spaces, student lounge, and faculty offices. This building will be used mostly by the third year students.

Library Resources

Library Resources

The Health Sciences Library is staffed 40 hours per week during the academic year, as follows: Monday through Thursday, 8:00 am – 5:00 pm and Friday, 7:00 am – 4:00 pm. The Library also provides students with extended library access during exam periods. Security personnel are on duty for extended building hours during exam periods.

CHSU Library comprises more than 1250 square feet with seating for 40, including tables with six public access computers, small tables and larger tables; three printer/photocopier/scanner/fax machines; sufficient shelving for the print collections and an information services desk equipped with the EOS Integrated Library System. In addition, staff from Technology Services are located close by, and therefore, are readily available to assist library users with their technology needs. Student ID swipe cards enable College of Pharmacy students to make photocopies and to access specific areas of the building.

Silent, quiet and collaborative study opportunities are provided via three mechanisms. The first is the Health Sciences Library, which is designated as a silent and quiet study area. The second is made up of the seven small group rooms available throughout the College of Pharmacy building and in designated areas in our new facility across the street. The third will

be the ability to identify any quiet space in other clinical locations and to use wireless access to enable it as a small-group or individual study area. Examples include the student lounge, conference rooms and even the courtyards on our College of Pharmacy campus.

The Health Sciences Library serves the entire university and offers services that support teaching, learning and research. The Library has over 300 print books, primarily in support of our curriculum. However, the vast majority of the Library resources are digital. We have licenses for over 140 electronic books, 3250 electronic journals, 17 databases, and other health sciences tools and resources. The Library's collection focuses on pharmacy and related health sciences topics, including drug information, pharmacy practice, pharmaceuticals, pharmacology, pharmacokinetics, evidence-based medicine, and toxicology. In addition, we provide links to hundreds of electronic books, thousands of electronic journals, and dozens of databases that are open-access or are otherwise freely available.

Information on library privileges, hours and services can be obtained by going to the CHSU Health Sciences Library website, at: <http://chsu.org/library/>

Library Collections in Support of the PharmD Program

The Library's print and non-print holdings are selected and either licensed or purchased on the basis of recommendations from our curriculum leaders and through consultation with peer libraries, or other similar digital libraries that serve a PharmD program. The core collection of print and non-print resources identified by other PharmD programs will be reviewed for relevance to the College of Pharmacy curriculum, and the collection will be evaluated annually to determine whether use and curriculum objectives warrant updating. CHSU Library is over 95 percent electronic; therefore, our students work in a wireless environment, and have unlimited access to our electronic holdings regardless of their location. The vast majority of our digital resources have been set up as institutional, or site, licenses. Therefore, these resources accommodate the needs of our students, faculty and staff.

The Health Sciences Library recognized from the beginning that faculty members and students would need to be able to work from beyond the main campus location. The Library also recognized that it would need to extend library access to hospitals and clinics, and to other patient care settings and ad hoc learning spaces and times beyond the direct control of the College of Pharmacy. Thus, all CHSU Library electronic resources are available 24/7 from anywhere in the world where Internet service is available. The Library website is another means of providing students, faculty and staff with access to the library and information services from home or from other off-campus sites. Through the website, students, faculty and staff have access to a wide variety of resources, including the online catalog, licensed and open-access electronic resources, including e-books, e-journals and databases, information user guides and forms, staff contact information, and general library news.

A CHSU Library "Did You Know – Now You Know!" email alerting service provides students, faculty and staff with the latest information about electronic resources and services, available through the Health Sciences Library. Additional methods for promoting the Health Sciences Library include online and in-person announcements.

Library Portal

Students will be given access to computer services during orientation. The IT Systems Administrator will provide temporary passwords to the students so that they can access online resources available through the library portal. Students will also be able to use computers in the library allowing them able to access online resources. It is expected that students will create a password for themselves and not share this password with anyone else. Sharing of passwords is considered an Honor Code violation. Questions regarding computers, computer software, and other technical issues should be directed to the IT Systems Administrator.

Copying and Printing

Copy machines and printers are available for students to use. All printing can be done from any of the seven computers located in the library, as well as, a student's own personal laptop. Students will be charged a nominal fee for printing. To view and or edit your print jobs, please visit: chsu-print:9191/user

Mobile Computing

Access to the library resources will be available to the students while off campus by going to the CHSU website and logging in to the password-protected library portal. Misuse of these services will be considered a violation of the Honor Code, which could result in dismissal from the program.

Campus Technology

CHSU Student Laptop Recommendation

There are many elements of the teaching and learning environment at CHSU that require computer technology to complete assignments, interact with instructors and other students, and achieve learning outcomes. This communication provides information on the minimum technical hardware and software requirements for mobile computers that are recommended for CHSU students. For recommendation updates, please refer to the CHSU website.

Most laptops offered for sale in the past 2 years meet the hardware requirements listed below. Laptop models that are currently available for purchase meeting the requirements include:

Windows Laptop: Dell Latitude E5510, Intel Core i5 520M 2.4ghz 4GB RAM 320GB Disk

Apple Laptop: Apple MacBook (A1286) Intel Core i5 540M 2.53ghz 4GB RAM 500GB Disk

This recommendation should provide you with the information needed to secure mobile computer technology that will operate effectively to support the learning activities at CHSU. Please contact the CHSU IT Help Desk at support@chsu.org with any question or concerns.

Recommended elements for Windows Laptops are as follows:

- 1) Hardware:
 - a) Capable of running the Microsoft Windows Operating System 7 or above
 - b) 4GB of ram or higher.

- c) CPU processor equivalent to Intel i5 430m 2.3 GHZ or higher processor
- d) 100GB or larger hard/flash drive
- e) Display resolution of 1024 x768 or higher
- f) Must support audio output and video input and output
- g) Wireless card to support 802.1N wireless network access via WPA2 Enterprise encryption
- h) Capable of Bluetooth wireless communication

2) Software:

- a) Microsoft Windows Operating System 7 or above
- b) MS Office 2010 (Word, Excel, PowerPoint, Outlook)
- c) Browsers: Chrome or IE
- d) Adobe Reader 9 or later
- e) Video player software to be able play to play MP4 files
- f) Current version of ExamSoft Client ((www.examsoft.com/chsuparm))

Required elements for Apple laptop purchases are as follows:

1) Hardware:

- a) Capable of running the OSX 10 operating system or above
- b) Minimum requirement at least 2010 MacBook Pro (A1286-EMC 2353)
- c) 4GB of ram or higher
- d) CPU Intel processor equivalent to Intel i5 430m 2.3 GHZ or higher processor
- e) Intel Core i5 520m 2.4Ghz or higher processor
- f) 100GB or larger hard/flash drive
- g) Display resolution of 1024 x768 or higher
- h) Must support audio output and video input and output
- i) Wireless card to support 802.1N wireless network access via WPA2 Enterprise encryption

2) Capable of Bluetooth wireless communication

a) Software:

- b) OSX operating system (OS X 10.7 or above) MS Office 2010 (Word, Excel, PowerPoint, Outlook)
- c) Browsers: Chrome or Safari
- d) Adobe Reader

- e) Video player software to be able play MP4 files
- f) Current version of ExamSoft Client (www.examssoft.com/chsuparm)

Student E-mail and Distribution Lists

CHSU assigns email accounts to students. The primary means of official communication with students will be through their CHSU email accounts unless otherwise prohibited by law. Faculty will send course announcements, assignments and other information to students using the learning management system which is linked to student email. Staff and administrators will also send information to students through email. It is expected that students will frequently and regularly check their CHSU email accounts. For convenience, the CHSU email account can be configured to forward to another external email account. It is the responsibility of the student to ensure that the forwarding system has been correctly setup and working properly. Students should remember that the Internet does not guarantee the privacy and confidentiality of information. Sensitive material transferred over the Internet (including FTP and E-mail) may be at risk of detection by a third party. Caution must be exercised when transferring material in any form. For further information, refer to the Information Management Policy.

Official University email accounts and class-specific distribution lists may be provided to students through the learning management system in order to facilitate their education and communication with faculty and fellow students. Official distribution lists are for the express use of university-related business and are not to be used as a joke list, invitation list for private parties, business, or political endeavors. Such use of a distribution list will be considered a violation of the Honor Code and will be treated as such with the possibility of dismissal of the student violating the use of a distribution lists. For further information, refer to the Acceptable Use Policy and the Electronic Mass Communication Policy.

Students should report problems with their CHSU email address to the IT Help Desk by submitting an email to support@chsu.org.

Use of Technology: General Principles

The University provides Internet access for its employees, faculty, and students for university business and educational use. Computer workstations and Internet access are provided to students and faculty who require it for the performance of their duties. Access to the Internet using university resources is a privilege not a right. The CHSU technology resources are intended to support and enhance the academic mission and administrative functions of the. The appropriate use of CHSU networks and supporting infrastructure, computing equipment, computer peripherals such as printers, operating systems, software, or any combination thereof owned or licensed by the University or under the custody or control of the University is guided by the Acceptable Use Policy, which states the rules and regulations regarding the use of these technologies.

Appropriate use should always be legal, ethical, and consistent with the University's mission, policies, and procedures. The University reserves the right to log (i.e. keep a record of) Internet use and to monitor utilization by users. Students given Internet access are expected to use the

Internet to enhance the performance of their work and study responsibilities. No student shall place university material (copyrighted software, internal correspondence, confidential materials, etc.) on any publicly accessible Internet site without prior permission.

Compliance with expectations put forward in this policy is a shared responsibility between students, faculty members, and preceptors. Students may use computers, smart phones, and similar devices in the classroom and on pharmacy practice experiences as allowed by the professor or preceptor for consulting online textbooks, retrieving primary medical literature, and using drug information databases. Other specific uses of electronic devices in the classroom and during pharmacy practice experiences is unacceptable. Unacceptable use includes accessing social media sites, “surfing” the web, shopping, entertainment, and similar off-task behaviors.

Mobile Devices

The University recognizes the growing trend regarding student possession of mobile devices including laptops, tablets, and smartphones with video, camera, and/or voice recording capabilities. In support of each individual’s reasonable expectation of privacy and the copyright and intellectual property laws, the use of these mobile device features must be in conjunction with express consent. Students are expressly forbidden to video, photograph or make voice recordings without the express consent of the subject(s) being photographed or recorded. Any student whose use of their mobile device violates another’s reasonable expectation of privacy or produces any media as a result of the mobile device capabilities without express consent may be found in violation of this policy. Violations of this policy may lead to disciplinary action that may result in confiscation of the mobile device and referral to Student Services as a violation of the Honor Code. For more information, refer to the Privacy Policy.

In order not to disturb the work of others in the classroom, mobile devices are to be set to a non-audible mode (vibrate or flashing light) during all classes (classroom or laboratory) and meetings. Incoming calls are not to be answered permitted until the class or meeting is over.

Mobile devices are also to be set to a non-audible mode while a student is on his or her experiential education rotations so that calls will not disrupt any activity at the site. However, the preceptor will have the final decision regarding mobile device use by a student while at his or her rotation site. You may have and use a laptop computer in class, but it may only be used for course-related purposes. No other computing activities will be permitted. Unauthorized computer use during class may result in loss of computing privileges and/or wireless network access. A laptop computer will be needed for taking examinations as these will be administered using an examination management software program.

Computing Resources

The computing resources of the University are intended for use in instruction, research and conducting of the educational and business purposes of the University. All users must have proper authorization for the use of university computing resources. Users are responsible for seeing that these computing resources are used in an effective, ethical, and legal manner. Users must apply standards of normal academic and professional ethics and considerate

conduct to their use of university computing resources. Users must be aware of the legal and moral responsibility for ethical conduct in the use of computing resources. Users have a responsibility not to abuse the network and resources, and to respect the privacy, copyrights, and intellectual property rights of others.

Policy violations generally fall into five categories that involve the use of computing resources:

- 1) For purposes other than university programs of instruction and research and the legitimate business of the University
- 2) To harass, threaten, discriminate, stalk, intimidate, or otherwise cause harm or attempt to cause harm to specific individuals or classes of individuals
- 3) To impede, interfere with, impair, or otherwise cause harm to the activities of others
- 4) To download, post or install to university computers, or transport across university networks, material that is illegal, proprietary, in violation of license agreements, in violation of copyrights, in violation of university contracts, or otherwise damaging to the institution
- 5) To recklessly, willfully, negligently, or maliciously interfere with or damage CHSU computer or network resources or computer data, files, or other information

Examples of policy violations related to the above five categories include, but are not limited to:

- 1) Using computer resources to invade the privacy of another
- 2) Sending an individual or group repeated and unwanted (harassing) email or using email to threaten someone
- 3) Accessing, or attempting to access, another individual's data or information without proper authorization (e.g., using another's computing account and password to look at their personal information)
- 4) Creating a false email address
- 5) Propagating electronic chain mail, pyramid schemes or sending forged or falsified email
- 6) Obtaining, possessing, using, or attempting to use someone else's password regardless of how the password was obtained
- 7) Posting a university site-licensed program to a public bulletin board
- 8) Releasing or threatening to release a virus, malware, worm, or other program that damages or otherwise harms a system, network, or data
- 9) Preventing others from accessing services
- 10) Viewing, distributing, downloading, posting or transporting child or any pornography via the Web, including sexually explicit material for personal use that is not required for educational purposes
- 11) Violating federal copyright, intellectual property, and/or trademark laws or the CHSU

copyright, intellectual property, and/or policy

12) Promotion of personal political beliefs

13) Distribution of unsolicited materials to others

When a student is found in violation of Internet use policies, the University may immediately suspend the student's Internet privileges and in those instances where criminal or illegal conduct is suspected, the school may also contact the appropriate local, state, and federal agencies. For further information, refer to the Acceptable Use Policy.

Computing Account Security Agreement

CHSU requires students to hold and maintain one official university computer account that is used to access major computing resources, including email. Use of a CHSU computing account requires acceptance of the Acceptable Use Policy and conditions stated below.

- 1) You must not share your account with other individuals for any reason. Your computer account is to be used only by you.
- 2) The password to your account must be kept secure. Commit your password to memory. You may change your password at any time. Always choose a password that is difficult to guess. Your password must be eight characters in length and contain a combination of both letters and numbers. It must not be any word that can be found in a dictionary. Choose a password that is meaningful to you but not obvious to others.
- 3) CHSU computer systems will monitor your password on a regular basis. If your password is guessed by the system, you will be notified by electronic mail. If you receive such notification, immediately change your password to prevent anyone from tampering with your account.
- 4) CHSU is not responsible for the loss of any files, documents or electronic mail you may store online. It is your responsibility to make backups of your files.
- 5) If you do not access your account for a period of six months, it will be deleted from the system.
- 6) Situations of inappropriate conduct and violations of this agreement will be addressed by the appropriate procedures and agents (e.g. Vice President for Student Affairs, Assistant Director of Student Services, etc.). In cases where a student violates any of the terms of this agreement, the University may, in addition to other remedies, temporarily or permanently deny access to any and all CHSU computing resources, and appropriate disciplinary actions will be taken, up to and including dismissal. For further information, refer to the Acceptable Use Policy. and the Computing and Communications Confidentiality Policy.

Remote Access to CHSU Online Systems

In order to access university computing resources from off-campus sites, all CHSU students are expected to provide their own Internet access service through a suitable Internet service provider.

ID Cards

All students admitted to CHSU are expected to obtain a Student ID Card that will also serve as a CHSU name badge. The Office of Operations will arrange for the taking of photos and the issuance of these photo ID cards during Orientation. Student ID Cards include CHSU-issued student identification numbers that are different from social security numbers. Student ID Cards also function as library cards for utilizing CHSU Library resources. The Student ID card must be worn and visible at all times on campus and at all clinical sites. There is no charge for the initial Student ID Card. However, lost, stolen, misplaced or abused cards must be reported immediately and replaced by the Office of Operations at a cost of \$20 to the student. This Student ID Card is necessary for full access to all university facilities and services. The use of a Student ID Card by anyone other than its original holder is prohibited.

Web Pages: Use of Material

It is against federal law and the university policy to violate copyrights or patents of others on or through the Internet. Students may not download or use copyrighted material without obtaining proper written authorization. You should assume that materials you find on the Web are copyrighted unless a disclaimer or waiver is expressly stated. If you have received formal permission to use material owned by another, place a notice on the page that contains the copied material.

Security

The IT Department has been granted authority to access files for the maintenance of the systems, storage or backup of information, or resolving system problems. Further, the University may access usage data, such as network session connection times and end-points, CPU and disk utilization, security audit trails, etc. In certain situations, the IT Department may be required to review and/or provide to others user's files, messages, or other communications. For further information, refer to the Computing and Communications Confidentiality Policy.

The University maintains a backup schedule of most user areas. However, individuals are responsible for backing up their own data. The University disclaims any and all liability resulting from any and all situations in which we are unable to recover data in user storage areas for reasons such as system crashes or technical failures of any type. Users are cautioned to keep a copy of any data posted in user storage areas. The University assumes no liability for data and loss of data in any and all areas.

Enforcement

Students of CHSU must act responsibly and with the highest ethics in the use of the technologies provided to them by the University. The University considers any violation of acceptable use principles or guidelines to be a serious offense, and reserves the right to copy and examine any files or information resident on university recourses allegedly related to unacceptable use, and to protect its network from systems and events that threaten or degrade operations. Failure to comply with the guidelines above may result in suspension of privileges, or civil or criminal action under state or federal law.

All users have the responsibility to report any discovered unauthorized access attempts or other improper usage of the Acceptable Use Policy. If a security or abuse problem with the Acceptable Use Policy is observed by or reported to a user, such user shall immediately report the same to the IT Department.

Termination of Services

Upon ceasing enrollment at the University, a student will no longer have access to e-mail and network accounts, effective immediately upon separation from the University. Also, upon ceasing enrollment with the University, the student shall immediately return all resources owned or issued by the University, and shall make every attempt to return any data or other files associated with the University that may be held on personal equipment.

Administration

President	Florence Dunn
Provost and Interim Dean	Wendy Duncan, PhD, FNAP
Vice President of Marketing and Communications	Richele Kleiser
Vice President of Student Affairs and Enrollment	Carolyn Harris, PhD
Assistant Vice President for Operations	Jimmy Dunn
Controller	Aron Flores, CPA
Associate Dean for Student Development and Professionalization	Patty Havard, PharmD
Assistant Dean for Education	Will Ofstad, PharmD, BCPS, CDE
Chair, Dept. of Pharmaceutical and Biomedical Sciences and Director of Research	Inder Seghal, PhD, DVM
Chair, Dept. of Clinical and Administrative Sciences	Asim M. Abu-Baker, PharmD
Chief of Staff	McKenna Walker, MAEd, AET
Director of Institutional Assessment, Effectiveness, Research and Compliance	Julie Marty-Pearson, PsyD
Director of Experiential Education	Huma Ibrahim, PharmD
Director of Admissions	Leslie Williams
Director of Financial Aid and Registrar	Kevin Hoover
Assistant Director of Student Affairs	Hibba Munjy, MA
Executive Director of Information Technology	John Briar
Health Sciences Librarian	Anna Yang, MLIS

Faculty

Clinical and Administrative Sciences

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Alireza FakhriRavari, PharmD

Christopher Foley, PharmD

Patty Havard, PharmD

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Amy Richardson, PharmD

Stanley Snowden, PharmD, MSCR

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Sree N. Pattipati, PhD

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Anitha Shenoy, PhD

Vinayak Shenoy, PhD

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