

# CALIFORNIA NORTHSTATE UNIVERSITY

June 2020 Volume 1

THE PROVISIONS OF THIS CATALOG REFLECT  
INFORMATION AS OF THE DATE OF PUBLICATION.

## NOTICE:

This University General Catalog is not a contract nor an offer to enter into a contract and is updated on an annual basis. While every effort is made to ensure the accuracy of the information provided in this University General Catalog, it must be understood that all courses, course descriptions, designations of instructors, curricular and degree requirements and other academic information described herein are subject to change or elimination at any time without notice or published amendment to this catalog. In addition, California Northstate University reserves the right to make changes at any time, without prior notice, to programs, policies, procedures and information, which are described in this University General Catalog only as a convenience to its readers. Fees and all other charges are subject to change at any time without notice. Students should consult the appropriate academic or administrative department, college, or other service provider for currently accurate information on any matters described in this University General Catalog; contact information is available at <http://www.cnsu.edu/>

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.

IT IS THE RESPONSIBILITY OF THE INDIVIDUAL STUDENT TO BECOME FAMILIAR WITH THE ANNOUNCEMENTS AND REGULATIONS OF THE UNIVERSITY PRINTED IN THIS GENERAL CATALOG.

California Northstate University will provide assistance to the visually impaired regarding the information contained in this catalog. Questions should be directed to the office or department concerned.

The 2020-2021 University General Catalog covers the academic year from June 1, 2020 to May 31, 2021.

# University General Catalog Academic Year 2020-2021

## **Professional and Undergraduate Programs**

College of Medicine

College of Pharmacy

College of Psychology

Master of Science in Pharmaceutical Sciences

Master of Healthcare Administration

College of Health Sciences



CALIFORNIA  
NORTHSTATE  
UNIVERSITY

# Contents

CNU GENERAL INFORMATION .....	8	Grade Appeal.....	40
Name, Address, and Website .....	8	Graduation Requirements .....	41
Catalog and School Performance Fact Sheet.....	8	Catalog Rights.....	41
Catalog Availability and Modification Policy.....	8	Exit Interview.....	42
Notice Concerning Transferability of Credits and		Commencement.....	42
Credentials Earned at our Institution .....	8	Academic Progression Policy.....	42
Solvency Statement.....	8	USMLE Step Examinations .....	44
CNU Colleges and Programs .....	9	Policy on Assignment of Clerkship Grades .....	44
ABOUT THE UNIVERSITY.....	10	Policy on Deficient Grades.....	45
Mission & Vision.....	10	Academic Suspension.....	45
Institutional Learning Outcomes (ILOs).....	10	Dismissal.....	45
CNU Degree Programs.....	10	Attendance .....	45
Accreditation Information.....	11	Excused Absence Policy .....	45
WSCUC WASC Senior College and University		Leave of Absence.....	48
Commission (WSCUC).....	11	Withdrawal from University/College .....	49
Bureau for Private Postsecondary Education (BPPE)		Readmission to the University/College .....	49
.....	11	Complaint/Grievance Policy.....	49
Accreditation Council for Pharmacy Education		COM Course Descriptions .....	51
(ACPE).....	12	Department of Medical Education .....	51
Liaison Committee on Medical Education (LCME)	12	Office of Research .....	57
American Psychological Association (APA) .....	12	M3 Clerkships.....	58
COLLEGE OF MEDICINE.....	13	M4 Sub-Internships .....	59
Mission, Vision, and Values .....	13	M4 Electives .....	59
Educational Philosophy.....	13	DEGREE REQUIREMENTS .....	78
Learning Outcomes.....	13	AAMC MEDICAL SPECIALTIES.....	79
Program Learning Outcomes.....	13	COM 2020-2021 Academic Calendar .....	81
Co-Curricular Learning Outcomes .....	14	COLLEGE OF PHARMACY .....	83
Program Competencies and Learning Outcomes Mapping		Mission, Vision, and Values.....	83
.....	15	Educational Philosophy .....	83
CNUCOM Program Learning Objectives .....	16	Learning Outcomes.....	83
Admission to the MD Program.....	30	Program Learning Outcomes .....	83
Requirements.....	30	Co-Curricular Learning Outcomes.....	83
Application Process .....	30	Experiential Educational Expectations.....	84
Transferring from Other Institutions .....	31	Professional Standards .....	86
Technical Standards .....	31	Technical Abilities .....	86
Student Enrollment Agreement .....	32	General Abilities .....	86
Catalog, Performance Fact Sheet, and Website .....	32	Licensure.....	86
Student's Right to Cancel, Withdraw, and Refund	32	Completion of Program and Licensing.....	86
Tuition & Fees .....	34	California Intern Pharmacist.....	86
Scholarships.....	35	California Pharmacist .....	86
General Policies .....	36	NAPLEX/MPJE.....	87
Orientation and Registration.....	36	Admission to the PharmD Program .....	88
License Information for U.S. or Canadian Medical		Traditional Four-Year Doctor of Pharmacy	
School Graduates .....	36	Requirements .....	88
Address Where Instruction Will Be Provided.....	37	Professional and Technical Standard Requirements	
Instructions/Course Delivery .....	37	.....	89
Awards: Non-Academic .....	37	Transferring from Other Institutions .....	90
Policy on Stress & Fatigue Management.....	37	International Applicants.....	91
Student Mistreatment Policy.....	38	Student Enrollment Agreement.....	91
Academic Policies and Procedures .....	40	Catalog, Performance Fact Sheet, and Website.....	91
Academic Calendar .....	40	Student's Right to Cancel, Withdraw, and Refund	91
Credit Hour Policy .....	40	Tuition & Fees .....	92
Grading Convention.....	40	General Policies.....	94
		Orientation and Registration .....	94
		Intern License .....	94
		Address Where Instruction Will Be Provided .....	94
		Thermal Camera Use for Temperature Checks .....	94
		Instruction/Course Delivery.....	94
		Academic Policies & Procedures.....	96

Academic Calendar.....	96	Student Complaint / Conduct Resolution Policy.....	126
Credit Hour Policy.....	96	Tier 2: Formal Resolution Procedure.....	126
Grading.....	96	Tier 3: Appeal and Dispute Resolution.....	126
Academic Honors.....	96	Resolution of Matters involving Alleged Criminal	
Course Grade Appeal Policy.....	96	Conduct.....	127
Milestone and Capstone Exams.....	97	Record of Student Complaints and Conduct	
Early Alert Policy.....	97	Proceedings.....	127
Progression Issues.....	98	Anonymous Reporting.....	127
Course Remediation.....	98	Curriculum Description.....	128
Graduation & Commencement.....	100	Integrative Case Presentation and Oral Examination	
Attendance Policy.....	101	.....	128
Excused Absence Policy.....	101	Dissertation and Defense.....	128
Course Add /Drop Policy.....	102	Clinical Training.....	128
Leave of Absence.....	102	PsyD Course Descriptions.....	129
Withdrawal from the College/University.....	102	Didactic Courses.....	129
Readmission to the College/University.....	102	Practicum Experiences.....	131
Complaint/Grievance Policy.....	102	Internship Experience.....	132
For complaints related to accreditation standards, please		PsyD Curriculum.....	133
see Accreditation Information on page 10 of this catalog.		Full Curriculum (All 5 Years).....	138
.....	103	PsyD Academic Calendar.....	140
COP Course Descriptions.....	104	Academic Calendar (2020-2021).....	140
COP PharmD Curriculum.....	111	MASTER OF SCIENCE in PHARMACEUTICAL SCIENCES.....	141
COP 2020-2021 Academic Calendar.....	112	Mission and Vision.....	141
COLLEGE OF PSYCHOLOGY.....	114	Accreditation.....	141
Our Core.....	114	Program Overview.....	141
Educational Philosophy.....	114	Program Objectives.....	141
Non-discrimination.....	114	MPS at CNU: Strengths & Unique Features.....	141
Learning Outcomes.....	115	Curriculum.....	141
Program Learning Outcomes (PLOs).....	115	Thesis/Course Track.....	141
Discipline Specific Knowledge.....	115	Capstone/Course Track.....	141
Profession-Wide Competencies.....	115	Elective Course Options (Subject to Change).....	142
Program Overview and Licensure.....	116	Program Learning Outcomes (PLOs).....	142
Transferring Credits from Other Institutions.....	118	Admissions.....	143
International Applicants.....	118	Educational Prerequisites.....	143
International Coursework and English Proficiency		Applying to M.S. in Pharmaceutical Sciences:.....	143
Requirements.....	118	Student Enrollment Agreement.....	143
International Transcripts.....	118	Catalog, Performance Fact Sheet, and Website..	143
Student Enrollment Agreement.....	119	Student's Right to Cancel and Refund.....	143
Catalog, Performance Fact Sheet, and Website...	119	Student's Right to Withdraw and Refund.....	144
Student's Right to Cancel, Withdraw, and Refund		Student Tuition Recovery Fund (STRF) Disclosures	
.....	119	.....	144
Tuition & Fees.....	120	Tuition, Fees and Related Disclosures.....	145
General Policies.....	121	General Policies.....	146
Orientation and Registration.....	121	Orientation & Registration.....	146
Address Where Instruction Will Be Provided.....	121	Address Where Instruction Will Be Provided.....	146
Thermal Camera Use for Temperature Checks.....	121	Thermal Camera Use for Temperature Checks.....	146
Instruction/Course Delivery.....	121	Catalog, School Performance Fact Sheet, and	
Academic Policies and Procedures.....	122	Website.....	146
Academic Calendar.....	122	Instruction/Course Delivery.....	146
Credit Hour Policy.....	122	Description of Facilities.....	146
Grading Policy.....	122	Academic Policies and Procedures.....	147
Attendance Policy.....	124	Academic Calendar.....	147
Tardiness.....	125	Credit Hour Policy.....	147
Excused Absences.....	125	Grading.....	147
Extended Absence.....	125	Grade Appeals Procedure.....	147
Leave of Absence.....	125	Academic Progression Policy.....	148
Return from Leave of Absence.....	125	Degree Requirements.....	148
Withdrawal from the College/University.....	126	Attendance Policy.....	149
Administrative Withdrawal from the		Leave of Absence.....	149
College/University.....	126		

Journal Club & Attendance at Seminars and Thesis Presentations.....	150	Learning Outcomes.....	174
Assisting in Research and Teaching.....	150	Program Learning Outcomes (PLOs).....	175
MPS Thesis Advisory Committee.....	150	Curricular Learning Outcomes:.....	175
Student Grievance Policy.....	151	General Education Learning Outcomes (GELOs).....	175
Student Services.....	151	Academic Programs.....	177
MPS Course Descriptions.....	152	Bachelor of Science (BS).....	177
Core Courses.....	152	Bachelor of Sciences and Doctor of Medicine (BS-MD) Pathways.....	177
MPS Curriculum.....	154	Bachelor of Sciences and Doctor of Pharmacy (BS to PharmD) Pathways.....	178
MPS 2020 - 2021 Academic Calendar.....	155	3+5 Bachelor of Science to Doctor of Psychology Pathway (BS to PsyD).....	179
<b>MASTER OF HEALTHCARE ADMINISTRATION</b> .....	156	Pre-Med Post-Baccalaureate (PMPB) Coursework.....	179
Mission and Vision.....	156	Admission to the College of Health Sciences.....	180
Accreditation.....	156	Pre-Med Post-Baccalaureate (PMPB).....	180
Program Overview.....	156	College Admission Criteria.....	180
Program Objectives.....	156	Admission Criteria for First-Time College Student.....	180
MHA at CNU: Strengths & Unique Features.....	156	Admission Criteria for Transfer Students.....	180
Curriculum.....	157	Admission Criteria for International Students.....	181
Core Curriculum.....	157	Bachelor of Science in Health Sciences (BSHS)....	181
Leadership Concentration.....	157	Bachelor of Science and Doctor of Medicine Pathways (BS to MD).....	182
Analytics and Intelligence (A.I.) Concentration....	157	Bachelor of Science and Doctor of Pharmacy (BS to PharmD).....	183
Service Excellence Concentration.....	158	Bachelor of Science to Doctor of Psychology (3+5 BS to PsyD).....	184
Program Learning Outcomes (PLOs).....	158	Bachelor of Science to Master of Pharmaceutical Sciences (3+2 BS to MPS).....	184
Applying to Master of Healthcare Administration.....	159	Advanced Placement (AP) & International Baccalaureate (IB) Credit Evaluation Policy.....	185
Student Enrollment Agreement.....	159	Pre-Medical Post-Baccalaureate (PMPB).....	187
Catalog, Performance Fact Sheet, and Website...	159	Technical Standards.....	187
Student's Right to Cancel and Refund.....	159	Student Enrollment Agreement.....	188
Student's Right to Withdraw and Refund.....	160	Catalog, Performance Fact Sheet, and Website...	188
Student Tuition Recovery Fund (STRF) Disclosures.....	160	Student's Right to Cancel, Withdraw, and Refund.....	189
Tuition, Fees and Related Disclosures.....	160	Tuition & Fees.....	190
General Policies.....	161	General Policies.....	193
Orientation & Registration.....	161	Orientation and Registration.....	193
Address Where Instruction Will Be Provided.....	162	Address Where Instruction Will Be Provided.....	193
Thermal Camera Use for Temperature Checks.....	162	Thermal Camera Use for Temperature Checks....	193
Catalog, School Performance Fact Sheet, and Website.....	162	Catalog, School Performance Fact Sheet, and Website.....	193
Instruction/Course Delivery.....	162	Instruction/Course Delivery.....	193
Description of Facilities.....	162	Academic Policies and Procedures.....	195
Academic Policies and Procedures.....	162	Academic Calendar.....	195
Academic Calendar.....	162	Credit Hour Policy.....	195
Credit Hour Policy.....	162	Grading.....	195
Grading.....	162	Academic Honors.....	196
Grade Appeals Procedure.....	163	Grade Change Policy.....	196
Academic Progression Policy.....	163	Course Grade Appeal Policy.....	196
Degree Requirements.....	164	Academic Standing and Formal Warning Policy.....	196
Attendance Policy.....	164	Course Remediation Policy.....	197
Leave of Absence.....	165	Academic Progression Policy.....	197
Assisting in Research and Teaching.....	165	Transient Student Credit Policy.....	199
MHA Thesis Advisory Committee.....	165	Degree Requirements for the Bachelor of Science in Health Sciences.....	200
Student Grievance Policy.....	166	Degree Honors.....	200
Student Services.....	166	Commencement.....	200
MHA Course Descriptions.....	167	Attendance Policy.....	200
Core Courses.....	167		
Elective Courses.....	168		
MHA Academic Schedule.....	171		
<b>COLLEGE OF HEALTH SCIENCES</b> .....	174		
Mission, Vision, and Values.....	174		
Educational Philosophy.....	174		

Formal Excused Absence Policy .....	200	Library/Learning Resources .....	230
Leave of Absence Policy .....	200	EDUCATIONAL AND RESEARCH EQUIPMENT.....	233
Course Enrollment Policy .....	201	UNIVERSITY POLICIES AND PROCEDURES .....	234
Course Placement Policy .....	201	Admissions.....	234
Course Repeat Policy .....	201	Admissions - Legacy.....	234
Course Add/Drop and Withdrawal Policy.....	202	International Students (Visa Services).....	234
Academic Integrity and Good Conduct Code of Honor .....	202	Language Rights .....	235
Complaint/ Grievance Policy .....	204	Academic Freedom.....	235
Petition for Admission to or Change in Pathways .....	205	Awards: Non-Academic.....	235
CHS Course Descriptions.....	206	Non-Discrimination.....	235
CHS 2020-2021 Academic Calendar.....	217	Alcohol/Chemical Dependence/Impairment Policy .....	235
CHS 2021-2022 Academic Calendar.....	218	Animals on Campus.....	237
<b>FINANCIAL SERVICES &amp; DISCLOSURES</b> .....	219	Bicycles.....	237
Financial Aid.....	219	Building Access .....	237
Financial Aid Contact Information.....	219	Cell Phones .....	238
What is Financial Aid?.....	219	Children in the Academic Environment Policy.....	238
Financial Aid Eligibility?.....	219	Complaint/Grievance Policy .....	238
How to Apply for Financial Aid?.....	219	Computer/Technical Support.....	238
Types of Financial Assistance .....	219	Copyright Compliance Policy.....	239
Financial Disclosures.....	220	Disability Policy .....	239
Payment and Prerequisite Due Dates and Options .....	220	Disorderly Assembly/Conduct Policy.....	239
Student's Right to Cancel, Withdraw, and Refund .....	220	Distance Education Policy.....	239
Student's Right to Withdraw and Refund .....	220	E-Professionalism and Social Media Policy.....	239
Financial Aid and Loan Obligations.....	221	Confidential Information (HIPAA) .....	240
Student Tuition Recovery Fund (STRF) Disclosures .....	221	Representation of University Entities.....	240
Statement of Nonparticipation in Government .....	222	Food in Class/Laboratory.....	240
Financial Aid Programs .....	222	Free Speech .....	240
<b>STUDENT RECORDS</b> .....	223	Fundraising .....	240
Office of the Registrar.....	223	Gambling .....	240
Contact Information.....	223	Harassment.....	240
Student Records.....	223	Anti-Sexual Harassment/Harassment/Assault & Disruptive Conduct Policy.....	240
CAMS Student Portal .....	223	Lesbian, Gay, Bisexual, Transgender, & Questioning (LGBTQ) Non- Discrimination Policy.....	241
Changes or Corrections to Personal Information .....	223	Conduct Disruptive to the University Community Policy (SaVE Act) .....	241
Legal Name Change Request.....	223	Harassment, Assault, and Disruptive Conduct Investigations .....	242
Change of Address .....	224	Reporting Sexual Harassment, Harassment, Assault, or Disruptive Conduct.....	242
Enrollment and Degree Verifications .....	224	Stalking .....	242
Transcript Request.....	224	Hazing Policy.....	242
Application for Graduation .....	224	Health Insurance.....	242
Diplomas.....	224	Medical Emergencies.....	243
Directory Information and Access to Student Records .....	225	Missing Student Policy.....	243
Student Rights under FERPA .....	225	Outside Work.....	243
<b>STUDENT SERVICES</b> .....	227	Parking.....	243
Alcohol & Drug Prevention; Dependency Referral.....	227	Smoking/Smokeless Tobacco.....	244
Career Services, Planning, and Counseling .....	227	Student Travel.....	244
Disability Accommodation Services.....	228	Student Record Privacy (FERPA) .....	244
Health Insurance .....	229	Theft.....	244
Healthy Lifestyle Services and Programming.....	229	Vandalism.....	244
Housing.....	229	Visitors .....	245
Maternity/Childbirth/Adoption Accommodations .....	229		
Mental Health Counseling Referral Services .....	230		
Tutor Services.....	230		
Alumni Services.....	230		
Information Technology Services.....	230		

Voter Registration .....	245
Weapons Policy .....	245
Safety and Security.....	245
Who to Call When You Need Help .....	245
Clery Act .....	245
Megan’s Law.....	245
Campus Access Cards.....	245
Annual Security Report – Tables and Additional Information .....	245
DIRECTORY .....	248
UNIVERSITY ADMINISTRATION.....	248
COLLEGE OF MEDICINE.....	250
COLLEGE OF PHARMACY .....	253
COLLEGE OF PSYCHOLOGY.....	255
COLLEGE OF GRADUATE STUDIES .....	256
MASTER OF SCIENCE in Pharmaceutical Sciences.....	256
MASTER OF HEALTH ADMINISTRATION .....	256
COLLEGE OF HEALTH SCIENCES .....	257
CNU OFFICE DIRECTORY .....	259

# CNU GENERAL INFORMATION

## Name, Address, and Website

California Northstate University  
9700 West Taron Drive  
Elk Grove, CA 95757  
Main Campus Telephone: 916-686-7400  
Website: <http://www.cnsu.edu>

Telephone numbers for CNU colleges, offices, and departments are provided in DIRECTORY, page 255, of this catalog.

## Catalog and School Performance Fact Sheet

The University General Catalog (hereinafter referred to as "Catalog") provides important information on CNU's educational programs, policies, procedures, and student services. "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" (CEC 94909(a)(3)(B)).

This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, salaries or wages, and the most recent three- year cohort default rate, if applicable, prior to signing the Student Enrollment Agreement. By signing the Enrollment Agreement, the student is acknowledging that the catalog, disclosures, and information located on the website have been made available to the student to read and review.

## Catalog Availability and Modification Policy

The University General Catalog is available to members of CNU community and prospective students on each College's website at [www.cnsu.edu](http://www.cnsu.edu). A link to the Catalog is provided under the "About" heading near the top of the homepage. The Catalog is updated annually during the summer break and more often if necessary due to a significant change in law or University or College policy. The Catalog is subject to change without notice as CNU deems necessary and appropriate. Changes to the publication be reflected in the annual publication of the Catalog. Significant changes that occur between Catalog publications will be published in a supplement. The supplement is available on the CNU website.

## Catalog Questions

Students with questions related to this catalog should contact CNU Office of the Registrar. 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:

1747 North Market Blvd. Suite 225  
Sacramento, CA 95834

Website: [www.bppe.ca.gov](http://www.bppe.ca.gov); Tel: 888 370-7589; Fax: 916-263-1897.

## Notice Concerning Transferability of Credits and Credentials Earned at our Institution

The transferability of credits you earn at California Northstate University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree and diploma you earn in your 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 Northstate University to determine if your credits, degree, and diploma will transfer.

## Solvency Statement

In accordance with the requirements of California Education Code Section 94909(a)(12),

California Northstate University (CNU) confirms that:

- CNU does not have a pending petition in bankruptcy;
- CNU is not operating as a debtor in possession;
- CNU has not filed a petition in bankruptcy within the preceding five years or beforehand;
- CNU has not had a petition in bankruptcy filed against it within the preceding five years or beforehand that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).



## CNU Colleges and Programs



### CNU Elk Grove Campus

9700 West Taron Drive

Elk Grove, CA 95757

Tel: 916-686-7400

#### College of Medicine

- Doctor of Medicine (MD)

#### College of Pharmacy

- Doctor of Pharmacy (PharmD)

#### Pharmaceutical Sciences

- Master of Science in Pharmaceutical Sciences (MPS)



### CNU Rancho Cordova Campus

2910 Prospect Park Drive

Rancho Cordova, CA 95670

Tel: 916-686-7300

#### College of Psychology

- Doctor of Psychology (PsyD)

#### College of Health Science

- Bachelor of Science in Health Sciences (BS)
- Pre-Medical Post-Baccalaureate (non-degree)

#### Health Administration

- Master of Health Administration (MHA)

# ABOUT THE UNIVERSITY

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

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

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

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

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

As CNU continues its growth, other highly demanded health care sciences-based professional programs Doctor of Psychology was created in the College of Psychology, Master of Pharmaceutical Sciences and Master of Health Administration were created in the College of Graduate Studies.

## Mission & Vision

**University Mission:** To Advance the Science and Art of Healthcare.

**Our Vision:** To provide innovative education and healthcare delivery systems.

Our Values:

- **Working** as a team
- **Embracing** diversity and workplace excellence
- **Caring** about our students, our staff, our faculty, and our profession
- **Advancing** our university, our goals, and our discipline
- **Responding** to challenges that may impede Mission
- **Enhancing** communication and partnership

## Institutional Learning Outcomes (ILOs)

Students are expected to master the Institutional Learning Outcomes (ILOs; learning outcomes expected of every student at California Northstate University). While the approach and specific outcomes vary in each program, all program and course learning outcomes are derived from these six fundamental institutional outcomes. At graduation, the student will have mastered:

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

## CNU Degree Programs

### Pharmacy (PharmD)

CIF Code: 51.2001

A program that prepares individuals for the independent or employed practice of preparing and dispensing drugs and

medications in consultation with prescribing physicians and other health care professionals, and for managing pharmacy practices and counseling patients. Includes instruction in mathematics, physics, chemistry, biochemistry, anatomy, physiology, pharmacology, pharmaceutical chemistry, pharmacognosy, pharmacy practice, pharmacy administration, applicable regulations, and professional standards and ethics.

#### **Medicine (MD)**

CIF Code: 51.1201

A program that prepares individuals for the independent professional practice of medicine, involving the prevention, diagnosis, and treatment of illnesses, injuries, and other disorders of the human body. Includes instruction in the basic medical sciences, clinical medicine, examination and diagnosis, patient communications, medical ethics and law, professional standards, and rotations in specialties such as internal medicine, surgery, pediatrics, obstetrics and gynecology, orthopedics, neurology, ophthalmology, radiology, clinical pathology, anesthesiology, family medicine, and psychiatry.

#### **Clinical Psychology (PsyD)**

CIF Code: 42.2801

A program that prepares individuals for the independent professional practice of clinical psychology, involving the analysis, diagnosis, and clinical treatment of psychological disorders and behavioral pathologies. Includes instruction in clinical assessment and diagnosis, personality appraisal, psychopathology, clinical psychopharmacology, behavior modification, therapeutic intervention skills, patient interviewing, personalized and group therapy, child and adolescent therapy, cognitive and behavioral therapy, supervised clinical practice, ethical standards, and applicable regulations.

#### **Pharmaceutical Sciences (MPS)**

CIF Code: 51.2010

A program that focuses on the basic sciences that underlie drugs and drug therapy and that prepares individuals for further study and/or careers in pharmaceutical science and research, pharmaceutical administration and sales, biotechnology, drug manufacturing, regulatory affairs, and related fields. Includes instruction in mathematics, biology, chemistry, physics, statistics, pharmaceuticals, pharmacology and toxicology, dosage formulation, manufacturing, quality assurance, and regulations.

#### **Health/Health Care Administration/Management (MHA)**

CIF Code: 51.0701

A program that prepares individuals to develop, plan, and manage health care operations and services within health care facilities and across health care systems.

#### **Health Professions and Related Clinical Sciences, Other (BS)**

CIF Code: 51.9999

Any instructional program in the health professions and related clinical sciences.

## **Accreditation Information**

### **WSCUC WASC Senior College and University Commission (WSCUC)**

California Northstate University is accredited by the WASC Senior College and University Commission (WSCUC), 985 Atlantic Avenue, #100, Alameda, CA 94501, Tel: 510-748-9001.

### **Complaints Related to Accreditation Standards (WSCUC)**

Accreditation by the Accrediting Commission for Senior Colleges and Universities represents the Commission's judgment that an institution is satisfactorily achieving its mission and educational purposes and that it meets or exceeds the Commission's standards of quality, integrity, and effectiveness.

The Commission values information provided by students, employees, and others in determining whether an institution's performance is consistent with the Standards of Accreditation and Commission policies and procedures.

The Commission has two established means for receiving comments from students, employees and members of the public about its member institutions:

1. complaints
2. third-party comments

As a general rule, complaints are written by employees and students who have grievances that draw into question the member institution's adherence to one or more Commission Accreditation Standards or Policies. Third-party comments are usually more general comments of a substantive nature about a member institution.

Individuals should review the Policy on *Complaints and Third-Party Comments Policy* at the WASC website to ascertain the appropriate means to communicate comments and complaints. <https://www.wasc senior.org/content/complaints-and-third-party-comment-policy>.

California Northstate University encourages students to first seek internal resolution to any conflict.

### **Bureau for Private Postsecondary Education (BPPE)**

Approval to operate as a degree-granting college in California was obtained from the Bureau for Private Postsecondary Education (BPPE) on April 15, 2007. Approval to operate means compliance with state standards as set forth in the California Education Code.

### **Complaints Related to BPPE Licensing Standards**

A complaint may be filed by completing the BPPE Complaint Form available from the BPPE website, <https://www.bppe.ca.gov/enforcement/complaint.shtml>, or calling the Bureau's Enforcement Section at the following

address and telephone number: Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, Tel: 916-431-6959, FAX: 916-263-1897.

California Northstate University encourages students to seek internal resolution to any conflict.

## **Accreditation Council for Pharmacy Education (ACPE)**

California Northstate University's Doctor of Pharmacy program is accredited by the Accreditation Council for Pharmacy Education, 135 South LaSalle Street, Suite 4100, Chicago, IL 60503, Tel: 312-664-3575; FAX 312-664-4652, website [www.acpe-accredit.org](http://www.acpe-accredit.org).

### **Complaints Related to ACPE Accreditation Standards**

ACPE accredited colleges of pharmacy have an obligation to respond to any written complaints by students lodged against the University, or the pharmacy program that are related to the standards and the policies and procedures of ACPE.

CNUCOP encourages students to first seek internal resolution to any conflict. Complaints may also be made directly to the Associate Dean for Student Affairs and Admissions. The written complaints will be kept on file and made available for inspection at onsite ACPE evaluations. Any student who wishes to file a complaint related to ACPE standards and policies should first visit the ACPE website at <http://www.acpe.org> to access the accreditation standards and policies. If the complaint is found to be related to one or more of the ACPE standards or policies listed and has not been resolved by the College/University the student may file a complaint directly to ACPE, <http://www.acpe-accredit.org/complaints/>

## **Liaison Committee on Medical Education (LCME)**

The U.S. Department of Education recognizes the LCME for accreditation of medical education programs leading to the M.D. degree in the United States. CNUCOM has currently reached Step 3 (preliminary accreditation) of a five (5) step accreditation process.

For more information about our accreditation progress please visit <http://medicine.cnsu.edu/about/accreditation-licensing>.

For further information on LCME: Liaison Committee on Medical Education (LCME), Association of American Medical Colleges, 2450 N Street, N.W., Washington, DC 20037 Tel: 202-828-0596, <http://www.lcme.org/>

### **Complaints Related to LCME Accreditation Standards**

The Liaison Committee on Medical Education (LCME) is required by the U.S. Secretary of Education to require its medical programs to record and handle student complaints regarding a school's adherence to the LCME Standards. LCME must demonstrate a link between its review of complaints and

its evaluation of a program in the accreditation process. Therefore, in order to demonstrate compliance with the U.S. Department of Education Criteria for Recognition, and with the prior review and advice of Department of Education personnel, LCME requires medical schools to provide an opportunity for medical students to provide comments and/or complaints about the school's adherence to LCME's Standards.

The colleges and schools of medicine accredited by LCME have an obligation to respond to any written complaints by students lodged against the college or school of medicine, or the medical program that are related to the standards and the policies and procedures of LCME.

Any student who wishes to file a complaint may visit the LCME website ([www.lcme.org](http://www.lcme.org)) to access the standards and the procedures for filing a complaint directly to LCME. Complaints may also be made directly to the Associate Dean of Student Affairs, Admissions and Outreach. The written complaints are kept on file and made available for inspection at onsite evaluations.

California Northstate University College of Medicine encourages students to first seek internal resolution to any conflict.

## **American Psychological Association (APA)**

The College of Psychology will be pursuing American Psychological Association accreditation. This takes place in three phases. The first is "Intent to Apply" status. This step can now be initiated in Summer 2018. It involves the submission of a self-study report reviewed by the APA to determine whether or not the program is on track to meeting requirements for accreditation.

Within three years after the PsyD program is granted "Intent to Apply" status and no sooner than when two classes are enrolled in the program and one has completed a term of practicum service may the program submit for "Accredited, on contingency" status. This requires a second self-study and a site visit by APA.

Within three years after receiving "Accredited, on contingency" status and after the inaugural class has completed internship, the College of Psychology can apply for full accreditation from APA. This requires a third self-study with proximal and distal data and a second site visit.

### **Complaints Related to APA Accreditation Standards**

Complaints are to be directed to the Commission on Accreditation (CoA). The CoA can only review complaints against programs that are currently accredited. Please visit the APA website for information related to filing a complaint: <http://www.apa.org/ed/accreditation/about/other-questions.aspx>.

California Northstate University College of Psychology encourages students to first seek internal resolution to any conflict.

# COLLEGE OF MEDICINE

## Mission, Vision, and Values

**Mission:** To advance the art and science of medicine through education, service, scholarship, and social accountability.

*Education:* To provide the environment for its graduates to become life-long learners in the field of medicine.

*Scholarship:* To identify leaders in basic science, translational, clinical, and educational research, development of educational materials and processes, and thought leadership in science and education to foster a scholarly environment for the medical school.

*Service:* To assist in serving the underserved in the community as a critical function of the medical school.

*Social Accountability:* To stress community service, community health, access to health care, global health, global health education, health care policy and advocacy, and diversity as essential elements of the medical school.

**Vision:** To develop a community-based medical school that delivers innovative programs in education, research, and patient care.

**Values:** The core values of California Northstate University College of Medicine are:

1. Excellence in Medical Care
2. Professionalism
3. Ethics
4. Compassion
5. Social Accountability
6. Innovation

## Educational Philosophy

The California Northstate University College of Medicine (CNUCOM) curriculum is designed to help students become physicians who are self-directed and lifelong learners. The four (4) year curriculum is designed to facilitate and optimize student learning in a progressive and integrated manner both in didactic and experiential courses. CNUCOM recognizes the need to implement varied educational styles in order for students to become competent self-directed, life-long learners. Therefore, there will be a variety of formats for instruction ranging from lecture to completely self-directed.

The curriculum is a completely clinical presentation-based, integrated curriculum. Clinical presentations frame the introductory material in the Foundations of Clinical Medicine. All subsequent courses in the pre-clerkship Phase A curriculum (Year 1 and Year 2) integrate biochemistry, cell biology, embryology, genetics, anatomy, histology, immunology, microbiology, nutrition, pathology, pharmacology, and physiology with the clinical presentations. The Medical Skills course runs concurrently with the systems-based courses and is designed to integrate doctoring skills each week in order to reinforce and enhance the information being taught in the rest of the curriculum. Masters

Colloquium is a biweekly course designed to foster professionalism, ethics, and global health knowledge and behaviors throughout the Phase A curriculum.

The required clerkships and electives in Phases B and C carry our clinical presentation curriculum through completion of the medical education program. CNUCOM has aligned many of our Phase A clinical presentations with nationally recognized "must see" cases during the clerkships years, Phases B and C. Students will have the opportunity to master the basic sciences and foundational clinical skills associated with the clinical presentations in Phase A. Students will then see these clinical presentations again as live patients in Phases B and C and hone their clinical skills and develop a deeper understanding of therapeutics and treatment.

## Learning Outcomes

### Program Learning Outcomes

Upon successful completion of CNUCOM Doctor of Medicine program, students will be able to demonstrate the following learning program learning outcomes:

1. **Patient Care.** Demonstrate ability to provide evidence-based care that is compassionate, respectful of patients' differences, values, and preferences. Demonstrate the ability to listen, clearly inform, communicate and educate patients for the promotion of health and the treatment of illness; advocate for disease prevention, wellness and the promotion of healthy lifestyles including a focus on population health. Demonstrate ability to accurately evaluate relevant social and clinical information in the context of the patient's visit.
2. **Medical and Scientific Knowledge.** Demonstrate knowledge about established and evolving biomedical and clinical sciences. Demonstrate ability to apply this knowledge to the practice of medicine. Demonstrate ability to appraise and assimilate scientific evidence into their own ongoing learning, research, and patient care.
3. **Communication and Interpersonal Skills.** Demonstrate compassionate and effective interpersonal communication skills toward patients and families. Demonstrate ability to articulate information (written and oral) in an organized and clear manner in order to educate and inform patients, families, and colleagues.
4. **Professionalism.** Demonstrate a commitment to the highest standards of professional responsibility and adhere to ethical principles. Students should display the personal attributes of compassion, honesty, integrity, and cultural empathy in all interactions with patients, families, and the medical community.
5. **Healthcare Systems.** Demonstrate knowledge of and responsibility to the larger context of health care (social, behavioral, economic factors). Demonstrate the ability to effectively call on system resources to provide optimal care.

6. **Reflective Practice and Personal Development.** Demonstrate ability to reflect upon their experiences with the goal of continual improvement. Demonstrate habits of analyzing experiences that affect their well-being and their relationships with groups and individuals. Demonstrate self-motivation and awareness of and responsiveness to their own limitations.

## Co-Curricular Learning Outcomes

Upon successful completion of CNUCOM Doctor of Medicine program, students will be able to demonstrate the following co-curricular learning outcomes:

1. **Social Awareness and Cultural Sensitivity.** Demonstrate awareness of and responsiveness to social and cultural differences by adapting behaviors appropriately and using effective interpersonal skills.
2. **Professionalism and Advocacy.** Demonstrate professional behavior and effective interactions with other healthcare professionals, community members, and/or patients and advocate for initiatives to improve patient care, health outcomes, and the profession of pharmacy.
3. **Self-Awareness and Learning.** Demonstrate self-awareness through reflection and the development of appropriate plans for self-directed learning and development.
4. **Innovation and Entrepreneurship.** Demonstrate innovation and creativity to develop novel strategies to accomplish professional goals, or students demonstrate an understanding for how innovation and creativity influence the development of novel strategies to accomplish professional goals.
5. **Public Health and Education.** Apply skills learned in the classroom to create and effectively deliver public health initiatives and health-related education to the community.
6. **Service and Leadership.** Demonstrate the ability to lead and work collaboratively with others to accomplish a shared goal that improves healthcare.

# Program Competencies and Learning Outcomes Mapping

CNUCOM has adapted the six ACGME competencies to the vision and mission of the school and have adopted those as expected program learning objectives (PLO's). These six general competencies reflect the knowledge, skills, behaviors, and attitudes that medical students will be expected to exhibit as evidence of their achievement. Medical students will demonstrate competency in these six areas as a requirement for graduation. For each of the six general competencies, there are a series of educational learning objectives (learning outcomes) which define the competency.

## Map of CNUCOM Competencies to ACGME Competencies

ACGME CNUCOM	Patient Care	Med/Sci Knowledge	Communication/ Interpersonal Skills	Professionalism	Health Care Systems	Reflective Practice/ Personal Development
Patient Care						
Medical/Science Knowledge						
Communication/ Interpersonal Skills						
Professionalism						
Practice-Based Learning & Improvement						
System-Based Practice						

# CNUCOM Program Learning Objectives

The Curriculum Committee has developed and approved specific expectations about students' advancement towards achievement (mastery) of the PLOs for each academic phase of our curriculum.

## 1) Patient Care [PC]

**Scope:** Students must provide evidence-based care that is compassionate, appropriate, and effective for the promotion of health and the treatment of illness. Students should be able to evaluate relevant diagnostic information.

Spectrum of assessment methods to evaluate the achievement of the "Patient Care" competency:

- Faculty feedback in pre-clerkship settings including Clinical Cases Sessions, Masters Colloquium and Medical Skills courses.
- Faculty and resident direct observation and evaluations during clinical clerkships.
- Patient case logs.
- Standardized Patient Examination (SPE).
- Medical Skills Lab: Standardized patient, simulation exercises
- Objective Structured Clinical Examination (OSCE)
- Self-assessment and Peer assessment.
- USMLE Step 2 Clinical Knowledge Exam and Clinical Skills Exam.

Sub-Competency Category	Educational Program Objective(s) Mapped & Hyperlinked to PCRS	Outcome Measure(s)
PC1: Clinical History Taking	Gather essential and accurate information about patients and their conditions through history-taking and demonstrates the ability to organize all relevant clinical history in a timely manner <b>(1.2)</b>	<ul style="list-style-type: none"> <li>• Faculty feedback in pre-clerkship settings including Clinical Cases Sessions and Medical Skills courses</li> <li>• Faculty and resident direct observation and evaluations during clinical clerkships</li> <li>• OSCE</li> </ul>
	Able to identify alternative sources and or intuitively fill in the history gaps <b>(1.2)</b>	
	Shares knowledge in topics of disease prevention with patient <b>(1.7,1.9)</b>	
	Documents how psychological/social/cultural situations have impacted the health, disease, care-seeking, care compliance, and barriers to and attitudes toward care <b>(1.2, 2.5)</b>	
	Demonstrates ability to inquire (non-judgmentally) about alternative medical practices being utilized by the patient at the time of presentation <b>(1.2)</b>	
PC2:Patient Examination	Perform a full or focused physical exam on an adult patient in a logical sequence appropriate for the scheduled visit in a timely manner for pediatric, adolescent, adult and elderly patients <b>(1.1, 1.2)</b>	<ul style="list-style-type: none"> <li>• Faculty feedback in pre-clerkship settings including Clinical Cases Sessions and Medical Skills courses</li> <li>• Faculty and resident direct observation and evaluations during clinical clerkships</li> <li>• OSCE</li> <li>• USMLE Step 2 Clinical knowledge Exam and Clinical Skills Exam</li> </ul>
	Can perform a complete, full mental and functional assessment of an elderly patient <b>(1.1, 1.2)</b>	
	Can fully assess a pediatric patient for developmental delay and genetic abnormalities <b>(1.2)</b>	
	Can identify pertinent positives and negatives in the exam to accurately determine stage of medical condition <b>(1.2)</b>	
	Can utilize clinical findings to prioritize additional anatomic or physiologic testing <b>(1.3, 1.5)</b>	
PC3: Medical Notes	Can accurately complete a written H&P in a timely fashion with a well-developed differential diagnosis using the CP clinical algorithms to develop a differential diagnosis <b>(1.2, 4.5)</b>	<ul style="list-style-type: none"> <li>• Faculty feedback in pre-clerkship settings including Clinical Cases Sessions and Medical Skills courses</li> <li>• Faculty and resident direct observation and evaluations during clinical clerkships</li> <li>• OSCE</li> </ul>
	Can complete a SOAP note using CP clinical algorithms to assist in developing a problem list <b>(1.2, 4.2)</b>	



	<p>Can utilize the problem list to develop a well thought out plan for ongoing treatment. <b>(1.6)</b></p> <p>Integrates periodic evaluation of the care plan to re-evaluate the efficacy of the plan to ensure treatment success <b>(1.2, 1.3, 1.5, 1.6, 2.1)</b></p>	<ul style="list-style-type: none"> <li>• USMLE Step 2 Clinical knowledge Exam and Clinical Skills Exam</li> </ul>
PC4: Oral Presentations	<p>Can accurately and professionally present a H&amp;P or SOAP note to an attending in a timely fashion indicating when to use “not relevant” or “no pertinent positives” <b>(1.2, 4.2)</b></p> <p>Includes a differential or problem list with treatment updates <b>(1.2, 1.5, 1.6)</b></p> <p>Includes accurate assessments with prioritized diagnosis or problem list using relevant CP clinical algorithms <b>(1.6)</b></p> <p>Can participate in a discussion of prioritized diagnostic approaches and is able to identify where patient teams and consultants are needed <b>(1.3, 1.4, 1.5, 1.6, 1.8, 4.2, 4.3)</b></p>	<ul style="list-style-type: none"> <li>• Faculty feedback in pre-clerkship settings including Masters Colloquium, Clinical Cases Sessions, and Medical Skills courses</li> <li>• OSCE</li> <li>• Self-assessment and peer assessment</li> <li>• Faculty and resident direct observation and evaluations during clinical clerkships</li> <li>• USMLE Step 2 Clinical Skills Exam</li> </ul>
PC5: Medical Skills	<p>Perform all medical, diagnostic, and surgical procedures considered essential for the area of practice <b>(1.1)</b></p> <p>Can describe and practice the basic principles of universal precautions in all settings <b>(1.3)</b></p> <p>Has achieved certification in BLS <b>(1.1, 6.6)</b></p> <p>Has achieved certification in ACLS <b>(1.1, 6.6)</b></p>	<ul style="list-style-type: none"> <li>• Faculty feedback in pre-clerkship settings including Medical Skills Courses</li> <li>• Medical Skills Lab: Standardized patient, simulation exercises</li> <li>• OSCE</li> <li>• Passing BLS and ACLS certification exam</li> <li>• Faculty and resident direct observation and evaluations during clinical clerkships.</li> <li>• USMLE Step 2 Clinical knowledge Exam and Clinical Skills Exam</li> </ul>
PC6: Patient Care Teams	<p>Can explain how the composition of an adult and pediatric outpatient/hospital Patient Care Team (PCT) differs on each clinical service and can recognize and evaluate when their services should be ordered to facilitate recovery <b>(1.3, 1.5, 1.8, 1.6 4.2, 6.1)</b></p> <p>Make appropriate patient referral decisions and follow up the care outcome to ensure continuity of care while the patient moves between different providers/settings. <b>(1.8)</b></p>	<ul style="list-style-type: none"> <li>• Faculty feedback in pre-clerkship settings including Medical Skills Courses</li> <li>• Faculty and resident direct observation and evaluations during clinical clerkships</li> </ul>
PC7: Patient Management	<p>Can describe a well thought out plan of management of all patients with acute and chronic illnesses in the adult population <b>(1.5, 1.6)</b></p> <p>With appropriate supervision, participate in counselling &amp; education of patients and their families enabling them to share in decision making and the care plan. <b>(1.7)</b></p> <p>With appropriate supervision, participate in providing preventive and health maintenance services. <b>(1.9)</b></p> <p>With appropriate supervision can construct a detailed patient management plan utilizing appropriate PCT members <b>(1.6, 6.2)</b></p>	<ul style="list-style-type: none"> <li>• Faculty feedback in pre-clerkship settings including Clinical Cases sessions and Medical Skills courses</li> <li>• Faculty and resident direct observation and evaluations during clinical clerkships</li> <li>• OSCE</li> </ul>
PC8: Cost Effective Comparison in Treatment	<p>Is able to recognize that there are differences in the cost of treatment options <b>(1.3, 1.5, 1.6, 6.3)</b></p> <p>Can discuss treatment costs in the context of efficacy, social and cultural factors <b>(1.3, 1.5, 1.6, 6.3)</b></p> <p>Can use the cost effectiveness information to recommend a stepped approach to the treatment of common medical conditions in the adult patient <b>(1.3, 1.5, 1.6, 6.3)</b></p>	<ul style="list-style-type: none"> <li>• Faculty feedback in pre-clerkship settings including Masters Colloquium, Clinical Cases Sessions, and Medical Skills courses</li> <li>• Faculty and resident direct observation and evaluations during clinical clerkships</li> </ul>

## 2) Medical and Scientific Knowledge [MSK]

**Scope:** Students must demonstrate knowledge about established and evolving biomedical and clinical sciences. They must showcase an ability to apply this knowledge to the practice of medicine. Students should be able to appraise and assimilate scientific evidence into their own ongoing learning, research, and patient care.

Spectrum of assessment methods to evaluate the achievement of the “Medical & Scientific Knowledge” competency:

- Written examinations (both individual and team-based) in basic science courses and clinical clerkships
- NBME shelf exams
- Faculty feedback in pre-clerkship settings including small groups, Clinical Cases Sessions, Masters Colloquium and Medical Skills courses
- Self-Directed Student Scholarly Project
- Faculty and resident evaluations during clinical clerkships
- Written and oral case presentations
- Objective Structured Clinical Examination (OSCE)
- Peer assessment and self-assessment
- USMLE Step 1 and Step 2
- Institutionally developed written examinations in system based courses and clinical clerkships
- NBME shelf exams

Sub-Competency Category	Educational Program Objective(s) Mapped & Hyperlinked to PCRS	Outcome Measure(s)
MSK1: Knowledge of Medical Practices	Can evaluate how the major organ systems contribute to both health and disease <b>(2.1, 2.2, 2.3, 2.4)</b>	<ul style="list-style-type: none"> <li>• Institutionally developed written examinations in system based courses and clinical clerkships</li> <li>• NBME shelf exams</li> </ul>
	Can explain how the organ system pathophysiology is reflected in the CP clinical algorithms and can relate this information to a clinical team <b>(2.1, 2.2, 2.3, 2.4)</b>	<ul style="list-style-type: none"> <li>• Faculty feedback in pre-clerkship settings including Clinical Cases, Master Colloquium, and Medical Skills courses</li> <li>• Faculty and resident evaluations during clinical clerkships</li> <li>• OSCE</li> <li>• Peer assessment and self-assessment</li> <li>• USMLE Step 1 and Step 2</li> </ul>
	Apply clinical reasoning to construct CP clinical algorithms to propose differential diagnosis <b>(2.1, 2.3, 1.2, 1.3, 1.4)</b>	<ul style="list-style-type: none"> <li>• Faculty feedback in pre-clerkship settings including Clinical Cases, and Medical Skills courses</li> <li>• Faculty and resident evaluations during clinical clerkships</li> <li>• OSCE</li> <li>• USMLE Step 2</li> </ul>
	Can explain the anticipated clinical response to correctly selected medications for a specific number of medical conditions to patients, family members and team members <b>(2.1, 2.3, 1.3, 1.4, 1.7, 4.1)</b>	<ul style="list-style-type: none"> <li>• Faculty feedback in pre-clerkship settings including Clinical Cases, Master Colloquium, and Medical Skills courses</li> <li>• OSCE</li> <li>• Faculty and resident evaluations during clinical clerkships</li> </ul>
	Recognizes the most common drug interactions and their likely signs of presentation in the elderly and can explain them to patient and family <b>(2.1, 2.2, 2.3, 1.2, 1.3, 1.4, 1.7, 4.1)</b>	<ul style="list-style-type: none"> <li>• Institutionally developed written examinations in system based courses and clinical clerkships</li> <li>• Faculty feedback in pre-clerkship settings including Clinical Cases, Master Colloquium, and Medical Skills courses</li> <li>• OSCE</li> <li>• Faculty and resident evaluations during clinical clerkships</li> <li>• USMLE Step 1 and Step 2</li> </ul>
	Recognizes what types of medical knowledge is required for each individual members of the PCT (patient care team) <b>(2.1, 2.3, 6.1, 6.2)</b>	<ul style="list-style-type: none"> <li>• Faculty feedback in pre-clerkship settings including Clinical Cases, and Medical Skills courses.</li> <li>• Faculty and resident evaluations during clinical clerkships</li> </ul>

		<ul style="list-style-type: none"> <li>• OSCE</li> <li>• Peer assessment and self-assessment</li> <li>• USMLE Step 1 and Step 2</li> </ul>
MSK2: Problem Solving & Diagnosis	Can correlate the findings of a patient at clinical presentation with specific CP clinical algorithms and prioritize the conditions in the order of most to least likely <b><u>(2.1, 2.3, 1.2, 1.3)</u></b>	<ul style="list-style-type: none"> <li>• Institutionally developed written examinations in system based courses and clinical clerkships</li> <li>• NBME shelf exams</li> <li>• Faculty feedback in pre-clerkship settings including Clinical Cases, and Medical Skills courses</li> <li>• Faculty and resident evaluations during clinical clerkships</li> <li>• OSCE</li> <li>• Peer assessment and self-assessment</li> <li>• USMLE Step 1 and Step 2</li> </ul>
	Recognizes and is able to explain both typical as well as atypical presentations for commonly seen clinical conditions in clerkships <b><u>(2.1, 2.3, 1.2, 2.1, 2.3)</u></b>	
	Can construct comprehensive problem lists categorized as both acute versus chronic conditions and prioritize therapeutic interventions <b><u>(2.1, 2.3, 2.4, 1.5, 1.6)</u></b>	
	Can order appropriate diagnostic tests needed to facilitate both diagnosis and evaluate response to therapy in a cost and time effective manner <b><u>(2.1, 2.3, 1.2, 1.4, 1.5)</u></b>	
	Can analyze and evaluate diagnostic tests in regards to sensitivity/specificity <b><u>(2.1, 2.3, 1.2, 1.4)</u></b>	<ul style="list-style-type: none"> <li>• Institutionally developed written examinations system based courses and clinical clerkships</li> <li>• NBME shelf exams</li> <li>• USMLE Step 1 and Step 2</li> </ul>
MSK3: Medical Treatment	Can identify preventive, curative, and palliative therapeutic strategies <b><u>(2.12.2, 2.3, 2.4, 2.5, 2.6, 1.5, 1.6)</u></b>	<ul style="list-style-type: none"> <li>• Institutionally developed written examinations in system based courses and clinical clerkships</li> <li>• NBME shelf exams</li> <li>• Faculty feedback in pre-clerkship settings including Clinical Cases, and Medical Skills courses</li> <li>• Faculty and resident evaluations during clinical clerkships</li> <li>• OSCE</li> <li>• USMLE Step 1 and Step 2</li> </ul>
	Can identify and judge, from direct observation/experience, how cost and social/cultural issues affect the selection of therapeutic interventions <b><u>(2.1, 2.3, 2.4, 2.5, 1.3, 1.5, 6.3)</u></b>	<ul style="list-style-type: none"> <li>• Institutionally developed written examinations in system based courses and clinical clerkships</li> <li>• Faculty feedback in pre-clerkship settings including Clinical Cases, Masters Colloquium, and Medical Skills courses</li> <li>• NBME shelf exams</li> <li>• Faculty and resident evaluations during clinical clerkships</li> <li>• OSCE</li> <li>• USMLE Step 1 and Step 2</li> </ul>
	Can select and defend basic therapeutic recommendations for preventive, curative and palliative therapies seen in the clerkships <b><u>(2.1, 2.2, 2.3, 2.4, 2.5, 1.5, 1.6, 3.4, 3.5, 3.6)</u></b>	<ul style="list-style-type: none"> <li>• Institutionally developed written examinations in system based courses and clinical clerkships</li> <li>• NBME shelf exams</li> <li>• Faculty feedback in pre-clerkship settings including Clinical Cases, and Medical Skills courses</li> <li>• Faculty and resident evaluations during clinical clerkships</li> <li>• OSCE</li> <li>• USMLE Step 1 and Step 2</li> </ul>
	Effectively utilizes ongoing diagnostic tests to modify recommended therapeutic strategies <b><u>(2.1, 2.3, 1.4, 1.5, 1.6)</u></b>	<ul style="list-style-type: none"> <li>• Faculty feedback in pre-clerkship settings including Clinical Cases, and Medical Skills courses</li> </ul>

		<ul style="list-style-type: none"> <li>• Faculty and resident evaluations during clinical clerkships</li> <li>• OSCE</li> <li>• Peer assessment and self-assessment</li> </ul>
MSK4: Life-Long Learning	Can discuss the study design, data analysis and scientific findings of a journal article relevant to their patient's medical condition <b><u>(2.1, 2.2, 2.3, 3.6)</u></b>	<ul style="list-style-type: none"> <li>• Successful completion of a scholarly project</li> <li>• Faculty feedback in pre-clerkship settings including Clinical Cases and Masters Colloquium</li> <li>• Faculty and resident evaluations during clinical clerkships</li> </ul>
	Routinely reads medical journals <b><u>(2.1, 3.3, 3.7)</u></b>	<ul style="list-style-type: none"> <li>• Successful completion of a scholarly project</li> <li>• Faculty feedback in pre-clerkship settings including Clinical Cases and Masters Colloquium</li> <li>• Faculty and resident evaluations during clinical clerkships</li> <li>• Peer assessment and self-assessment</li> </ul>
	Organizes a self-educating approach for life-long learning through observation, research, and analysis <b><u>(2.1, 2.6, 3.1, 3.2, 3.3, 3.5, 3.6, 3.7, 3.10)</u></b>	<ul style="list-style-type: none"> <li>• Successful completion of a scholarly project</li> <li>• Faculty feedback in pre-clerkship settings including Clinical Cases and Masters Colloquium</li> <li>• Faculty and resident evaluations during clinical clerkships</li> <li>• Peer assessment and self-assessment</li> </ul>
MSK5: Research or Knowledge Expansion	Through research and/or community service, in the context of the "Self-Directed Student Scholarly Project", the student will develop, apply, translate and/or communicate medical knowledge to their peers and/or community <b><u>(2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 3.8)</u></b>	<ul style="list-style-type: none"> <li>• Successful completion of a scholarly project</li> <li>• Faculty feedback in pre-clerkship settings including Clinical Cases and Masters Colloquium</li> <li>• Faculty and resident evaluations during clinical clerkships</li> <li>• OSCE</li> <li>• Peer assessment and self-assessment</li> </ul>

### 3) Communication and Interpersonal Skills [C]

**Scope:** Students must demonstrate compassionate and effective interpersonal communication skills toward patients and families necessary to deliver effective medical care and promote shared decision making. Students must be able to articulate information and ideas (written and oral) in an organized and clear manner to educate or inform patients, families, colleagues, and community.

Spectrum of assessment methods to evaluate the achievement of “Communication & Interpersonal Skills” competency:

- Faculty feedback in pre-clerkship settings including Clinical Cases Sessions, Masters Colloquium and Medical Skills course
- Faculty and resident direct observation and evaluations during clinical clerkships
- Patient case logs
- Presentation of written and oral clinical information
- Standardized patient evaluations, simulation and inter-professional exercises
- Objective Structured Clinical Examination (OSCE)
- Peer assessment, self-assessment
- USMLE Step 2 Clinical Skills Exam
- Multiple choice questions (MCQ's)

Sub-Competency Category	Educational Program Objective(s) Mapped & Hyperlinked to PCRS	Outcome Measure(s)
C1: Doctor-Patient Communication	Utilizes communication strategies involving nonverbal, verbal and written modalities to communicate with patients <b>(4.1)</b>	<ul style="list-style-type: none"> <li>• Faculty feedback in pre-clerkship settings including Clinical Cases, Medical Skills, and Masters Colloquium</li> <li>• Faculty and resident evaluations during clinical clerkships</li> <li>• OSCE</li> <li>• Peer assessment and self-assessment</li> </ul>
	Demonstrates how to ask clarifying questions in a way that is socially and culturally sensitive <b>(4.1, 1.2)</b>	
	Creates rapport with the patient in order to generate an effective environment for counseling on wellness and disease prevention strategies <b>(4.1)</b>	
	Effectively uses health coaching strategies <b>(3.8, 4.1)</b>	
	Can effectively communicate medical errors to patients <b>(4.6)</b>	
C2: Communication with family members	Utilizes effective communication strategies involving nonverbal, verbal and written skills to communicate with patient’s family members <b>(4.1)</b>	<ul style="list-style-type: none"> <li>• Faculty feedback in pre-clerkship settings including Clinical Cases, Medical Skills, and Masters Colloquium</li> <li>• Faculty and resident evaluations during clinical clerkships</li> <li>• OSCE</li> <li>• Peer assessment and self-assessment</li> </ul>
	Can recognize and effectively communicates his/her legal limitations due to patient privacy <b>(4.1, 4.2, 4.3, 5.3)</b>	
	Can ask for the support/assistance of patient’s family members for encouraging changes in disease prevention or wellness strategies <b>(4.1)</b>	
	Can effectively communicate medical errors to family members <b>(4.6)</b>	
C3: Communication with Medical Team	Can effectively communicate a H&P and SOAP note in both written and oral format <b>(4.2, 4.3)</b>	<ul style="list-style-type: none"> <li>• Faculty feedback in pre-clerkship settings including Medical Skills</li> <li>• Faculty and resident evaluations during clinical clerkships</li> <li>• OSCE</li> <li>• Peer assessment and self-assessment</li> </ul>
	Can effectively communicate new patient problems or complaints in healthcare to the medical team <b>(4.2, 4.3)</b>	
	Can question medical decisions in a non-confrontational manner <b>(4.2, 4.3, 4.4, 3.9, 7.1)</b>	
	Effectively shares relevant information with the team <b>(4.2, 4.3, 4.4, 3.9)</b>	
C4: Communication with Faculty	Identifies gaps or deficiencies in understanding on each clerkship and can effectively communicate educational needs to the interns, residents, and faculty to increase knowledge <b>(4.2, 4.3, 4.4, 3.1, 3.3)</b>	<ul style="list-style-type: none"> <li>• Faculty and resident evaluations during clinical clerkships</li> <li>• Faculty feedback in pre-clerkship settings including Medical Skills</li> <li>• OSCE</li> <li>• Peer assessment and self-assessment</li> </ul>
	Can discuss personal ethical/social or cultural issues with faculty members to resolve any personal conflicts that may arise in the	

	management or treatment decisions made for the benefit of the patient <b>(4.2, 4.3, 4.7, 7.1)</b>	
C5: Communication with Community	Can communicate medical knowledge to the community at large in a professional manner <b>(4.1, 3.8)</b>	<ul style="list-style-type: none"> <li>• Faculty and resident evaluations during clinical clerkships</li> <li>• Faculty feedback in pre-clerkship settings including Medical Skills</li> <li>• OSCE</li> <li>• Peer assessment and self-assessment</li> </ul>

## 4) Professionalism [P]

**Scope:** Students must demonstrate a commitment to the highest standards of professional responsibility and adherence to ethical principles. Students must display the personal attributes of compassion, honesty, integrity, and cultural competence in all interactions with patients, families, and the medical community.

Spectrum of assessment methods to evaluate the achievement of the “Professionalism” competency:

- Faculty feedback in pre-clerkship settings including Clinical Cases Sessions, Masters Colloquium and Medical Skills courses
- Faculty and resident direct observation and evaluations during clinical clerkships
- Presentation of clinical information
- Completion of HIPAA training
- Standardized patient evaluations
- Simulation and inter-professional exercises
- Objective Structured Clinical Examination (OSCE)
- Praise/concern professionalism incident reports
- Peer assessment
- Self-assessment
- USMLE Step 2 Clinical Skills Exam
- Institutionally developed written examinations in system based courses and clinical clerkships
- NBME shelf exams

Sub-Competency Category	Educational Program Objective(s) Mapped & Hyperlinked to PCRS	Outcome Measure(s)
P1: Ethical Behavior	Demonstrates respect, compassion and honesty in his/her approach to all patients and family members <b>(5.1)</b>	<ul style="list-style-type: none"> <li>• Faculty feedback in pre-clerkship settings including Clinical Cases, Masters Colloquium, and Medical Skills courses</li> <li>• Faculty and resident direct observation and evaluations during clinical clerkships</li> <li>• Presentation of clinical information</li> <li>• Completion of HIPAA training</li> <li>• OSCE</li> <li>• Praise/concern professionalism incident reports</li> <li>• Peer &amp; self-assessment</li> </ul>
	Recognizes and discloses one’s errors to appropriate residents/Clerkship Directors and when they involve patient care, seeks guidance on how and with whom that disclosure will be made to the patient or family <b>(5.4, 5.6, 4.6)</b>	
	Always displays professional attire and behavior <b>(1.10)</b>	
	Demonstrates the ability to maintain-professional behavior in encounters with quarrelsome, hostile, abusive, arrogant or dismissive patients, family members or clinical staff <b>(5.6, 4.7, 7.1)</b>	
	Uses clinical hygiene for the prevention of nosocomial infection transmission <b>(5.4, 5.5, 3.10, 1.3)</b>	
P2: Ethical Responsibility	Obtains patient consent for all therapies and/or procedures in which s/he is involved <b>(5.6)</b>	<ul style="list-style-type: none"> <li>• Faculty feedback in pre-clerkship settings including Clinical Cases, Masters Colloquium, and Medical Skills</li> <li>• Faculty and resident direct observation and evaluations during clinical clerkships</li> <li>• Presentation of clinical information</li> <li>• Completion of HIPAA training</li> <li>• Standardized patient evaluations</li> <li>• Simulation and inter-professional exercises</li> <li>• OSCE</li> <li>• USMLE Step 2 Clinical Skills Exam</li> <li>• Masters Colloquium on professionalism</li> </ul>
	Can identify and relate full disclosure of the risks and benefits of a therapy or procedure <b>(5.6, 1.5)</b>	

	Can discuss alternative therapies/procedures with their relevant risks and benefits <b>(5.1, 5.6)</b>	<ul style="list-style-type: none"> <li>• Simulation and inter-professional exercises</li> <li>• OSCE</li> <li>• USMLE Step 2 Clinical Skills Exam</li> <li>• Institutionally developed written examinations in system based courses and clinical clerkships</li> <li>• NBME shelf exams</li> </ul>
	Can identify and adhere to institutional standards involved in patient care <b>(5.6, 6.1)</b>	<ul style="list-style-type: none"> <li>• Faculty and resident direct observation and evaluations during clinical clerkships</li> <li>• Presentation of clinical information</li> <li>• Standardized patient evaluations</li> <li>• Simulation and inter-professional exercises</li> <li>• OSCE</li> </ul>
P3: Ethical Principles and Boundaries	Recognize his/her role as the patient's advocate for clinical care <b>(5.2, 5.4, 7.2)</b>	<ul style="list-style-type: none"> <li>• Faculty and resident direct observation and evaluations during clinical clerkships</li> <li>• Presentation of clinical information</li> <li>• Standardized patient evaluations</li> <li>• Simulation and inter-professional exercises</li> <li>• OSCE</li> </ul>
	Demonstrates evidence of maintaining patient privacy <b>(5.3)</b>	<ul style="list-style-type: none"> <li>• Faculty feedback in pre-clerkship settings including Clinical Cases, Masters Colloquium, and Medical Skills</li> <li>• Faculty and resident direct observation and evaluations during clinical clerkships</li> <li>• Presentation of clinical information</li> <li>• Completion of HIPAA training</li> <li>• Standardized patient evaluations</li> <li>• Simulation and inter-professional exercises</li> <li>• OSCE</li> </ul>
	Demonstrates ability to treat all patients with dignity even when the approach is not reciprocated <b>(5.1, 5.5)</b>	<ul style="list-style-type: none"> <li>• Faculty feedback in pre-clerkship settings including Clinical Cases, Masters Colloquium, and Medical Skills</li> <li>• Faculty and resident direct observation and evaluations during clinical clerkships</li> <li>• Presentation of clinical information</li> <li>• Standardized patient evaluations</li> <li>• Simulation and inter-professional exercises</li> <li>• OSCE</li> <li>• Masters Colloquium on professionalism</li> </ul>
	Recognizes his/her legal limits on imposing medical care that is considered to be in the best interest of the patient when it is being refused <b>(5.6)</b>	<ul style="list-style-type: none"> <li>• Faculty and resident direct observation and evaluations during clinical clerkships.</li> <li>• Presentation of clinical information</li> <li>• Standardized patient evaluations</li> <li>• Simulation and inter-professional exercises</li> <li>• OSCE</li> </ul>
P4: Professional Relationships	Demonstrates integrity, honesty, and authenticity in interactions with faculty and the medical community <b>(5.4, 5.6, 7.1, 7.3, 8.5)</b>	<ul style="list-style-type: none"> <li>• Faculty feedback in pre-clerkship settings including Clinical Cases, Masters Colloquium, and Medical Skills</li> <li>• Faculty and resident direct observation and evaluations during clinical clerkships</li> </ul>
	Can identify conflicts of interest in financial and organizational arrangements in the practice of medicine <b>(5.6, 6.5)</b>	
	Can identify and utilize standards established by specific professional societies <b>(5.6)</b>	<ul style="list-style-type: none"> <li>• Faculty feedback in pre-clerkship settings including Clinical Cases, Masters Colloquium, and Medical Skills</li> <li>• Faculty and resident direct observation and evaluations during clinical clerkships</li> </ul>



		<ul style="list-style-type: none"><li>• Presentation of clinical information</li><li>• Standardized patient evaluations</li><li>• Simulation and inter-professional exercises</li><li>• OSCE</li><li>• Institutionally developed written examinations in system based courses and clinical clerkships</li><li>• NBME shelf exams</li></ul>
--	--	--

## 5) Health Care Systems [HC]

**Scope:** Students must demonstrate knowledge of and responsibility to the larger context of health care (social, behavioral, economic factors). They should have the ability to effectively call on system resources to provide optimal care.

Spectrum of assessment methods to evaluate the achievement of the “Healthcare Systems” competency:

- Faculty feedback in pre-clerkship settings including Clinical Cases, Masters Colloquium, and Medical Skills
- Faculty and resident direct observations and evaluations during clinical clerkships
- Patient case logs
- Presentation of written and oral clinical information
- Standardized patient evaluations, simulation center evaluations
- Objective Structured Clinical Examination (OSCE)
- Peer assessment, Self-assessment
- NBME shelf exams

Sub-Competency Category	Educational Program Objective(s) Mapped & Hyperlinked to PCRS	Outcome Measure(s)
HC1: Healthcare Delivery Systems	Can identify all members and their roles in a patient care team (PCT) and explain which are specific to certain specialty areas of medical practice <b>(6.1, 6.2, 7.2)</b>	<ul style="list-style-type: none"> <li>• Faculty feedback in pre-clerkship settings including Clinical Cases, Masters Colloquium, and Medical Skills</li> <li>• Faculty and resident direct observations and evaluations during clinical clerkships</li> <li>• Standardized patient evaluations, simulation center evaluations</li> <li>• OSCE</li> <li>• NBME shelf exams</li> </ul>
	Can identify the major components of a healthcare system and understands how they can impact access, cost and compliance <b>(6.1, 6.2, 6.3, 7.2)</b>	
	Can navigate different hospital/clinic infrastructures in providing patient care <b>(6.1)</b>	<ul style="list-style-type: none"> <li>• Faculty and resident direct observations and evaluations during clinical clerkships</li> <li>• Patient case logs</li> <li>• Presentation of written and oral clinical information</li> <li>• Standardized patient evaluations, simulation center evaluations</li> </ul>
	Can identify major monetary investment and legal needs in designing a student-run free clinic <b>(6.3)</b>	<ul style="list-style-type: none"> <li>• Faculty and resident direct observations and evaluations during clinical clerkships</li> <li>• Peer assessment, Self-assessment</li> </ul>
	Can interpret and use multiple forms of health information technologies including electronic medical records, patient registries, computerized order entry and prescribing systems <b>(6.1, 3.7)</b>	<ul style="list-style-type: none"> <li>• Faculty feedback in pre-clerkship settings including Clinical Cases, Masters Colloquium, and Medical Skills</li> <li>• Faculty and resident direct observations and evaluations during clinical clerkships</li> <li>• Patient case logs</li> <li>• Standardized patient evaluations, simulation center evaluations</li> <li>• OSCE</li> </ul>
HC2: Delivery Systems Improvement	Recognizes the importance of current models of medical practice performance evaluation <b>(6.6, 3.5)</b>	<ul style="list-style-type: none"> <li>• Faculty feedback in pre-clerkship settings including Clinical Cases, Masters Colloquium, and Medical Skills</li> <li>• Faculty and resident direct observations and evaluations during clinical clerkships</li> <li>• Patient case logs</li> <li>• Presentation of written and oral clinical information</li> <li>• Standardized patient evaluations, simulation center evaluations</li> <li>• OSCE</li> </ul>
	Recognizes the importance of quality assessment and benchmarking in practice improvement <b>(6.6, 3.1, 3.2, 3.3, 3.5, 3.10)</b>	
	Uses system approaches to prevent common medical errors and hazards <b>(6.1, 6.4)</b>	<ul style="list-style-type: none"> <li>• Faculty feedback in pre-clerkship settings including Clinical Cases, Masters Colloquium, and Medical Skills</li> <li>• Faculty and resident direct observations and evaluations during clinical clerkships</li> <li>• Patient case logs</li> <li>• Presentation of written and oral clinical information</li> </ul>

		<ul style="list-style-type: none"> <li>• Standardized patient evaluations, simulation center evaluations</li> <li>• OSCE</li> <li>• Peer assessment, Self-assessment</li> </ul>
	<p>Participates in Phase B and/or C clinic rotation quality assessment for education performance improvement <b><u>(6.6, 3.1, 3.2, 3.3, 3.4, 3.5)</u></b></p>	<ul style="list-style-type: none"> <li>• Faculty and resident direct observations and evaluations during clinical clerkships</li> <li>• Presentation of written and oral clinical information</li> <li>• Standardized patient evaluations, simulation center evaluations</li> <li>• OSCE</li> </ul>

## 6) Reflective Practice and Personal Development [RP]

**Scope:** Student must be able to reflect upon their experiences with the goal of continual improvement. They must also demonstrate habits of analyzing experiences that affect their well-being, relationships with groups and individuals. They must demonstrate self-motivations, and awareness and responsiveness to their own limitations.

Spectrum of assessment methods to evaluate the achievement of the “Reflective Practice and Personal Development” competency:

- Self-assessment
- Patient case logs/journal
- Evaluation by team members and peers in small group activities/clinical teams
- Faculty feedback in pre-clerkship settings including Clinical Cases Sessions, Masters Colloquium and Medical Skills courses
- Faculty and resident evaluations during clinical clerkships
- Objective Structured Clinical Examination (OSCE)

Sub-Competency Category	Educational Program Objective(s) Mapped & Hyperlinked to PCRS	Outcome Measure(s)
RP1: Personal Assessment	Can accept and respond appropriately to suggestions/constructive criticisms of performance including changing when necessary and discarding inappropriate feedback <b>(3.5, 8.1)</b>	<ul style="list-style-type: none"> <li>• Self-assessment</li> <li>• Evaluation by team members and peers in small group activities/clinical teams</li> <li>• Faculty feedback in pre-clerkship settings including Clinical Cases Sessions, Masters Colloquium and Medical Skills</li> <li>• Faculty and resident evaluations during clinical clerkships</li> <li>• OSCE</li> </ul>
	Demonstrates the use of self-assessment and reflection skills for growth and development <b>(3.1, 3.2, 3.3, 8.1)</b>	<ul style="list-style-type: none"> <li>• Self-assessment</li> <li>• Evaluation by team members and peers in small group activities/clinical teams</li> <li>• Faculty feedback in pre-clerkship settings including Clinical Cases Sessions, Masters Colloquium and Medical Skills</li> <li>• Faculty and resident evaluations during clinical clerkships</li> </ul>
	Uses self-assessment to identify gaps in knowledge and skill sets and finds an approach to fill such gaps <b>(3.1, 3.2, 3.3, 8.1)</b>	<ul style="list-style-type: none"> <li>• Self-assessment</li> <li>• Patient case logs/journal</li> <li>• Evaluation by team members and peers in small group activities/clinical teams</li> <li>• Faculty feedback in pre-clerkship settings including Clinical Cases Sessions, Masters Colloquium and Medical Skills</li> <li>• Faculty and resident evaluations during clinical clerkships</li> </ul>
	Can give a balanced description of personal performance in a confident and skillful manner <b>(3.1, 3.3, 8.1)</b>	<ul style="list-style-type: none"> <li>• Self-assessment</li> <li>• Evaluation by team members and peers in</li> </ul>

		<p>small group activities/clinical teams</p> <ul style="list-style-type: none"> <li>• Faculty feedback in pre-clerkship settings including Clinical Cases Sessions, Masters Colloquium and Medical Skills</li> <li>• Faculty and resident evaluations during clinical clerkships</li> </ul>
RP2: Time Management	<p>Can develop realistic plans and timelines to achieve desired outcomes <b>(3.2, 3.3)</b></p> <p>Can refine and implement correction to timelines when appropriate <b>(3.5, 3.10)</b></p> <p>Can implement corrective actions/changes to correct deficiencies and/or promote personal growth <b>(3.5, 8.1, 8.4)</b></p>	<ul style="list-style-type: none"> <li>• Evaluation by team members and peers in small group activities/clinical teams</li> <li>• Faculty feedback in pre-clerkship settings including Clinical Cases Sessions, Masters Colloquium and Medical Skills</li> <li>• Faculty and resident evaluations during clinical clerkships</li> </ul>
RP3: Stress/Wellness Management	<p>Works to identify a passion within the field of medical practice <b>(8.1)</b></p> <p>Able to identify an outlet for personal stress and anxiety <b>(8.2)</b></p> <p>Is able to identify the signs, symptoms and triggers of personal stress and anxiety <b>(8.1, 8.2)</b></p> <p>Capable of developing a personalized program for physical/mental health <b>(8.2, 8.4)</b></p> <p>Can recognize and identify when to seek help <b>(8.1)</b></p>	<ul style="list-style-type: none"> <li>• Self-assessment</li> <li>• Evaluation by team members and peers in small group activities/clinical teams</li> <li>• Faculty feedback in pre-clerkship settings including Clinical Cases Sessions, Masters Colloquium and Medical Skills</li> <li>• Faculty and resident evaluations during clinical clerkships</li> </ul>
RP4: Conflict Resolution	<p>Demonstrates open-mindedness to the opinions and approaches of others <b>(8.3, 8.4)</b></p> <p>Can articulate opinions in a non-confrontational manner <b>(8.3, 8.6)</b></p> <p>Can formulate strategies to diffuse confrontational situations between team members and/or patient/family members and the patient care team <b>(8.3, 8.6, 8.7)</b></p> <p>Can effectively negotiate with patients/family members to gain cooperation in the medical plan of treatment <b>(1.7, 3.8, 4.1, 8.6)</b></p>	<ul style="list-style-type: none"> <li>• Faculty feedback in pre-clerkship settings including Clinical Cases Sessions, Masters Colloquium and Medical Skills</li> <li>• OSCE</li> <li>• Patient case logs/journal</li> <li>• Evaluation by team members and peers in small group activities/clinical teams</li> <li>• Faculty and resident evaluations during clinical clerkships</li> </ul>

# Admission to the MD Program

Applications to the California Northstate University College of Medicine (CNUCOM) are through the American Medical College Application Service (AMCAS) administered by the American Association of Medical Colleges (AAMC) at [www.aamc.org/amcas](http://www.aamc.org/amcas).

## Requirements

Applicants are expected to meet the minimum requirements listed below:

- Required minimum coursework
- 2 semesters/ 3 quarters/ 1 year of college level English
- 2 semesters/ 3 quarters/ 1 year of Biology with Laboratory1
- 2 semesters/ 3 quarters/ minimum of 8 units of Inorganic (General) Chemistry with Laboratory1
- 2 semesters/ 3 quarters/ minimum of 8 units of Organic Chemistry with Laboratory1
- 2 semesters/ 3 quarters/ 1 year of Physics1
- 2 semester/ 3 quarters of college level Math (Statistics and/or Calculus preferred)1
- 1 semester/1 quarter/ or 3 units of Biochemistry1

CNUCOM prefers a baccalaureate degree from a regionally accredited, four-year institution within the United States; or a non-U.S. equivalent institution.

- Be a US citizen or a legal resident with a Green Card.
- Recommended coursework (not required):
  - Social sciences
  - Behavioral sciences
  - Foreign Languages
  - Anatomy
  - Physiology
  - Microbiology
  - Immunology
- Preferred MCAT & GPA for competitive candidates:
  - GPA: 3.40
  - New MCAT<sup>2</sup>: 508
- Minimum MCAT & GPA requirements acceptable
  - GPA: 2.80
  - New MCAT<sup>2</sup>: 497

<sup>1</sup>IB or AP credits are not accepted.

<sup>2</sup>Only scores from the new MCAT exam from within the past three years are accepted.

An applicant is not required to have completed all the above requirements when applying for admission to the College; however, they must be completed prior to the first day of Orientation.

Applicants are required to meet the College of Medicine [Technical Standards](#) for admissions to the College.

If there is a question about the level of English proficiency of an applicant whose first language is not English, and the applicant is otherwise qualified for admission, the respective Committee may require that the student submit scores from the Test of English as a Foreign Language (TOEFL) examination and the Test of Spoken English (TSE).

All applicants deemed eligible to be admitted as regular students into College of Medicine must be:

- a) Persons who have a high school diploma or its recognized equivalent, or
- b) Persons are beyond the age of compulsory school attendance in the State of CA, i.e. at least 18 years of age and pass a test that demonstrates the student's ability to benefit (ATB) from the educational program in which the student is enrolled

## Foreign Graduates/Coursework

CNUCOM accepts applications from graduates of foreign institutions provided they hold either US citizenship or US Permanent Resident status at the time of application. Foreign residents with F1 status should not apply.

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

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

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

Foreign students who do not have a Bachelor's degree from a U.S. institution must complete one year of English composition, and the public speaking, economics, and psychology prerequisite courses at a U.S. college.

## Application Process

### AMCAS Application

Applications are managed through the online AMCAS (American Medical College Application Service) portal.

There is a non-refundable fee for the application.

The AMCAS application deadline is December 18, 2020. Early decision applicants must submit their applications to AMCAS by August 1, 2020.

## Official Transcripts

An applicant must request that a set of official transcripts be forwarded directly to AMCAS by the Registrar of each institution the applicant has attended.

## Letters of Recommendation

CNUCOM requires three letters of recommendation, including one (1) from a healthcare provider (1) from a professor teaching the BCPM course (1) other (e.g. Research Advisor, Non-Science Professor, Community Leaders, Employer). In lieu of the three letters, applicants can choose to submit one *Pre-Med Committee Letter* AND one letter from either category above.

Submit all letters of recommendation to the AMCAS letter service only.

## Supplemental Application

Upon receipt of the AMCAS application packet, the material will be reviewed by the Office of Student Affairs, Admissions and Outreach. Candidates, who are qualified on the basis of their completion, or likelihood of completing the requirements for admission, will be invited to submit a Supplemental Application. There is a \$100 non-refundable fee for processing the Supplemental Application. CNUCOM is not accepting fee waiver for supplemental application fee.

## Interviews

Highly qualified candidates will be invited to an on-campus interview with faculty and staff. Invitations are made on the basis of a review academic preparation, personal statement, letters of recommendations, and any other supporting documentation. Applicants will receive their invitation to Interview Day via email. Only applicants who have completed an on-campus interview are offered admission to the College of Medicine.

Interviews are conducted at the College of Medicine campus in Elk Grove, California. Only individuals who have received an invitation from the Office of Student Affairs, Admissions and Outreach will be interviewed.

The interview process includes a writing prompt, presentations and interviews with faculty and staff at California Northstate University. The process takes about one day.

During the period when interviews are taking place, the Admissions Committee will meet on a regular basis to consider applicants who have interviewed with the College of Medicine. Applicants are notified of the decision of the College of Medicine regarding their application as soon as possible.

Please review our website for more information about Interview Day at <http://medicine.cnsu.edu/admissions-com/admissions/interview-day>.

## Decision Notification

Notification of the decision of the Admissions Committee continues until the class is filled. Accepted applicants may reserve their positions in the incoming class with a \$100 non-refundable deposit. All admission decision are final. Requests for admission decision appeals will not be accepted.

## Deferred Matriculation

CNUCOM does not offer options of deferred matriculation at this time.

## Early Decision Program

CNUCOM participates in the Early Decision Program. Please visit our website for dates at <http://medicine.cnsu.edu/students-com/admissions/admissions-timeline>.

## Transferring from Other Institutions

CNUCOM is currently not accepting any transfer students from other medical program. In addition, the Doctor of Medicine program does not have any articulation or transfer agreements with any other college or university at this time.

## Technical Standards

The Technical Standards describe the essential abilities required of all candidates:

- Reasonable accommodation in achievement of the standards is defined under U.S. federal statutes applied to individuals with disabilities. Such accommodations are intended to support the successful completion of all components of the MD degree.
- Standards in five areas must be met by all candidates: Observation, Communication, Motor Function, Cognitive, and Professional.

### **1. Observation. Candidates are reasonably expected to:**

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

### **2. Communication**

- Communicate in verbal and written form with health care professionals and patients, including eliciting a complete medical history and recording information regarding patients' conditions.

- Perceive relevant non-verbal communications such as changes in mood, activity, and posture as part of a physical examination of a patient.
- Establish therapeutic relationships with patients.
- Demonstrate reading skills at a level sufficient to individually accomplish curricular requirements and provide clinical care for patients using written information.

### 3. Motor Function

- Perform physical examinations and diagnostic procedures, using such techniques as inspection, percussion, palpation, and auscultation.
- Complete routine invasive procedures as part of training, under supervision, using universal precautions without substantial risk of infection to patients.
- Perform basic laboratory tests and evaluate routine diagnostic tools such as EKGs and X-rays.
- Respond in emergency situations to provide the level of care reasonably required of physicians.
- Participate effectively in physically taxing duties over long hours and complete timed demonstrations of skills.

### 4. Cognitive

- Measure, calculate, analyze, synthesize, extrapolate, and reach diagnostic and therapeutic judgments.
- Recognize and draw conclusions about three-dimensional spatial relationships and logical sequential relationships among events.
- Formulate and test hypotheses that enable effective and timely problem-solving in diagnosis and treatment of patients in a variety of clinical modalities.
- Understand the legal and ethical aspects of the practice of medicine.
- Remain fully alert and attentive at all times in clinical settings.

### 5. Professionalism

- Demonstrate the judgment and emotional stability required for full use of their intellectual abilities.
- Possess the perseverance, diligence, and consistency to complete the Pre-Med Post-Baccalaureate curriculum and prepare to enter the independent practice of medicine.
- Exercise good judgment in the diagnosis and treatment of patients.
- Complete all responsibilities attendant to the diagnosis and care of patients within established timelines.
- Function within both the law and ethical standards of the medical profession.
- Work effectively and professionally as part of the health care team.
- Relate to patients, their families, and health care personnel in a sensitive and professional manner.
- Participate effectively in physically taxing duties over long work hours, function effectively under stress, and display flexibility and adaptability to changing and uncertain environments.

- Maintain regular, reliable, and punctual attendance for classes and clinical responsibilities.
- Contribute to collaborative, constructive learning environments, accept constructive feedback from others, and respond with appropriate modifications.

## Student Enrollment Agreement

The Student Enrollment Agreement must be completed and submitted to the college in order to show intent to enroll in the program. The Student Enrollment Agreement is a legally binding contract when it is signed by the incoming student and accepted by the institution.

By signing the Enrollment Agreement, the student is acknowledging that the catalog, disclosures, and information located on the website have been made available to the student to read and review.

Any questions or concerns regarding the Student Enrollment Agreement should be directed to the college or university department.

## Catalog, Performance Fact Sheet, and Website

Before signing the Student Enrollment Agreement, the prospective student is strongly urged to visit the University and College website at [www.cnsu.edu](http://www.cnsu.edu), and to read and review the CNU General Catalog and School Performance Fact Sheet (SPFS). The SPFS contains important performance data for the institution. The Catalog contains important information and policies regarding this institution.

## Student's Right to Cancel, Withdraw, and Refund

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

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

After the cancellation period described above, you have the right to withdraw from the University at any time. Withdrawal shall occur when you give written notice of withdrawal to the Registrar at the University's address shown at the top of the first page of the Enrollment Agreement. When withdrawing from the college/university, please complete the Official College Withdrawal form available from the Registrar's request



form website: <https://www.cnsu.edu/registrar/>. Do not use this form to indicate your intent to cancel your enrollment agreement.

**For information on refund calculations due to cancellation or college withdrawal, please see the FINANCIAL SERVICES & DISCLOSURES on page 219 of this catalog.**

## Tuition & Fees

All tuition, fees, expenses, and policies listed in this publication are effective as of June 2020 and are subject to change without notice by California Northstate University.

In the tables below, M1, M2, M3, and M4 indicate the student's year in the program (e.g. M1 is a first-year student; M2 is a second-year student, etc.).

Tuition is charged on a full-time, semester basis. Generally, tuition and fees are charged to a student's account thirty (30) days prior to the start of each semester term. The above is based on the assumption that a student will attend each semester term on a full-time basis, which allows for a student to graduate after successfully completing four (4) years of coursework consisting of 150 semester credit hours.

International students are not charged additional fees or charges associated with vouching for student status.

Payment deadlines, loan obligations, refund calculations due to cancellation and withdraw, and the Student Tuition Recovery Fund (STRF) disclosures are located in FINANCIAL SERVICES & DISCLOSURES (page 221).

### 2020-2021 MD Tuition & Fees

Tuition & Fees (T&F)	Amount	Class
Tuition	\$59,644.00	M1, M2, M3, M4
Student Association/Support Fee	\$500.00	M1, M2, M3, M4
Student Disability/Liability Coverage Fee	\$91.00	M1, M2, M3, M4
Technology Fee	\$50.00	M1, M2, M3, M4
STRF Student Tuition Recovery Fund (STRF) (nonrefundable) (new fee effective 2/8/21) <sup>9</sup>	\$122.50	M1
Medicine Lab Fee (Anatomy, Medical Skills, and Research)	\$500.00	M1, M2
Scholarly Research Projects Fee	\$125.00	M2
Orientation Fee	\$75.00	M1
Medicine Kit <sup>2</sup>	\$100.00	M1
USMLE Step 1 Preparation Package	\$239.00	M1, M2
Kaplan Preparation Package	\$700.00	M2
CBSE Exams x2 Fee	\$110.00	M2
Background Check Fee	\$75.00	M3
UWorld Programs Fee	\$429.00	M2
Clerkship (Bootcamp) Orient. Fee	\$40.00	M3
CCSE Exam x1 Fee	\$55.00	M3
Graduation Fees <sup>3</sup>	\$500.00	M4
M1 Total Estimated Tuition & Fees per Year <sup>4</sup>	\$61,219.00	

M2 Total Estimated Tuition & Fees per Year <sup>4</sup>	\$62,408.00	
M3 Total Estimated Tuition & Fees per Year <sup>4</sup>	\$60,475.00	
M4 Total Estimated Tuition & Fees per Year <sup>4</sup>	\$60,805.00	

**Total estimated cost for the entire 4-year Doctor of Medicine program is \$244,907.00**

Estimated Other/Optional Educational Related Costs <sup>4</sup>	Amount	Class
Health Insurance premium <sup>5</sup>	\$3,200.00	M1, M2, M3, M4
Laptop	\$1,100.00	M1
Room and Board (housing and food costs, not paid to CNU) <sup>6</sup> (based on 12 months)	\$25,167.00	M1, M2, M3, M4
Transportation (not paid to CNU) <sup>6</sup> (based on 12 months)	\$4,830.00	M1, M2, M3, M4
Books and Supplies (estimate)	\$1,000.00	M1, M2, M3
Residency Application/Travel Fee <sup>7</sup>	\$3500.00	M3, M4
USMLE – Step 1 <sup>7</sup>	\$645.00	M2
UWorld Programs Fee <sup>7</sup>	\$495.00	M3
USMLE – Step 2 CK <sup>7</sup>	\$645.00	M3
USMLE – Step 2 CS <sup>7</sup>	\$1,300.00	M4
Remediation Fee (only if participant)	\$300.00	M1, M2
M1 Total Estimated Cost per Year <sup>8</sup>	\$96,816.00	
M2 Total Estimated Cost per Year <sup>8</sup>	\$97,550.00	
M3 Total Estimated Cost per Year <sup>8</sup>	\$99,312.00	
M4 Total Estimated Cost per Year <sup>8</sup>	\$98,801.00	

1 Tuition, fees, and charges are determined for the entire length of the program at the time of signing an Enrollment Agreement with CNU so long as state, federal and oversight fees do not change in any substantive way.

2 Estimated amount: Kit includes one stethoscope, one pen light, one pocket eye chart, tuning fork (c-128), adult Babinski reflex hammer, sphygmomanometer (pocket aneroid), and the case.

3 Covers regalia, diploma cover, transcripts, etc.

4. Costs and expenses a student may incur as part of participation in the applicable year of the MD program, whether or not paid directly to CNUCOM. These expenses include estimated out-of-pocket cost of living expenses for the year.

5 Optional, estimated, and will vary based on number of insured members.

6 Estimated amount of student's individual housing, transportation, and food costs, not operated or charged by CNUCOM.

7 Estimated, based on the 2019 fee schedule for the USMLE.

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

9 The STRF fee charge was re-instated to \$0.50 per \$1,000 of institutional charges on February 8, 2021.

## Scholarships

Information regarding various scholarships can be found on College of Medicine's website, [www.cnsu.edu/financial-aid/com](http://www.cnsu.edu/financial-aid/com), *Financial Aid, Types of Assistance, Grants and Scholarships* as well as within the Grants and Scholarships section of this catalog, page 219.

# General Policies

## Orientation and Registration

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

Registration for classes requires:

1. All admission contingencies be fulfilled.
  - a. Admission contingencies include proof of medical insurance coverage, all required immunizations, a cleared background check, and any other institutional requirements. Students may enroll in the Student Health Insurance Plan to satisfy the insurance requirement. For a complete list of required immunizations, please review the requirements at:  
<http://medicine.cnsu.edu/students-com/admissions/admission-steps>
2. Completion of all new student paperwork.
3. Financial aid clearance from the Financial Aid Office.

New students must submit the *Emergency Contact and Medical Information Form* to the Office of the Registrar by the end of Orientation. To make updates, a new form must be submitted to the Registrar. The Office of the Registrar requires submission of the Authorization to Release Student Records if a student desires to grant a personal third-party (such as a parent, spouse, etc.) access to his/her student record. Please refer to the "[Directory Information and Access to Student Records](#)" section of this catalog for more information.

New students should review their local, home, and billing contact information via the Student Portal and update as needed. It is the student's responsibility to maintain valid contact information throughout their enrollment at CNU. Instructions for accessing the Student Portal is sent by the CNU IT department to the student's CNU email address.

Registration is conducted by the Registrar prior to the start of each semester for new and continuing students. Students with business, financial, or other registration holds on their account will not be registered until the Registrar is notified that the hold has been cleared. Students who are in compliance with institutional requirements or who have a hold on their student account at the time of registration are required to satisfy the requirement and may also be required to submit the Course Add/Drop form by the end of the Add/Drop period to register or make schedule changes.

## License Information for U.S. or Canadian Medical School Graduates

### Completion of Program and Licensing

Completion of the educational program leading to a degree and/or diploma is dependent upon student performance and success. The requirements for licensure in the profession are established by the state where licensure is sought. Completion of the educational program and obtaining a degree or diploma does not by itself guarantee licensure. Students are expected to remain current with other licensing requirements, including but not limited to the licensure examination and technical standards they may be required to meet in order to be licensed by the state in which they seek to practice. In addition, maintaining such technical standards is a condition for continued enrollment in this program; reasonable accommodations as defined and required by law may apply to persons with disabilities.

### Licensure Eligibility

Information regarding the Medical Board of California Physician Licensure eligibility can be found at: [http://www.mbc.ca.gov/Applicants/Physicians and Surgeons](http://www.mbc.ca.gov/Applicants/Physicians_and_Surgeons)

To be eligible for a Physician's and Surgeon's license, applicants must have received all of their medical school education from and graduated from a medical school recognized or approved by the Medical Board of California or must meet the requirements of Business and Professions Code section 2135.7. The medical school's name must exactly match the name on the Board's list of recognized medical schools. Prior to submitting an application, please refer to the Board's website to verify your medical school is recognized:

#### Medical Schools Recognized by the Medical Board of California

If you did not attend or graduate from a recognized or approved medical school you may be eligible for licensure pursuant to section 2135.7 of the Business and Professions Code (effective 1/2013).

California Business and Professions Code section 30 requires mandatory disclosure of a Social Security Number (SSN), Individual Taxpayer Identification Number (ITIN), or Federal Employer Identification Number (FEIN). The number is used for tax enforcement purposes, for purposes of compliance with any judgment order for family support in accordance with Section 17520 of the Family Code, or for verification of licensure or examination status by a licensing examination entity which uses a national examination and where licensure is reciprocal with the requesting state.

## Address Where Instruction Will Be Provided

Class sessions are conducted at 9700 West Taron Drive, Elk Grove CA 95757. Experiential education and clinical rotations and service learning activities are conducted at assigned professional clinical locations and community sites as established by agreement among the student, professional preceptor, and College.

## Thermal Camera Use for Temperature Checks

In response to the COVID-19 pandemic and in order to protect the health and safety of all persons on California Northstate University's ("CNU") campuses, CNU has implemented the use of thermal cameras at the entrances to both campuses. These cameras are used to determine if a person seeking entry to one of our buildings is displaying a fever. Unvaccinated individuals must use the thermal imaging cameras. If after two scans the cameras indicate the person has a fever, entry will be denied to that individual. No exceptions shall be made to this policy. Anyone failing to abide by this policy will be removed from campus. Absences due to failing the thermal camera scan is considered as excused and approved absence for students. Student must communicate with the faculty on record for that session for any required makeup. Failure to complete the required "makeup" will affect the course performance.

## Instructions/Course Delivery

The College of Medicine offers innovative medical education integrated by organ system instead of the typical discipline based education. Students learn by using a mixture of lectures, small group sessions, Clinical Cases and Case Based Learning. In the pre-clinical years, students receive at least 130 hours of instruction regarding history and physical examination. The clerkships are conducted at a variety of community based hospitals in the Sacramento area and surrounding Central Valley. CNUCOM also has affiliations in the Bay area and Southern California. All courses are delivered in English and English language services are not provided.

## Awards: Non-Academic

During the academic year, students are notified in class, by email or a posting to the *CNUCOM News* bulletin board, of criteria, dates, nomination information, and deadlines of certain awards, scholarships, or honors. The College of Medicine Awards Committee coordinates selection of recipients of the College of Medicine honors, scholarships and awards. The Office of Student Affairs, Admissions and Outreach coordinates an Award and Scholarship Ceremony at the end of each academic year. Recipients and their friends and family are invited by formal invitation to attend this event to receive an official recognition of their achievement.

## Policy on Stress & Fatigue Management

### Purpose

In medical education, and specifically in clinical care settings, patient safety, as well as the personal safety and well-being of the student, mandates implementation of an immediate and proper response sequence. Student excess fatigue and/or stress may occur in patient care settings or in non-patient care settings. In non-patient care settings, responses may vary depending on the severity of and the demeanor of the student. The following is intended as guidelines for recognizing and observing excessive student fatigue and or stress in non-patient care and patient care settings.

All students will be trained on stress, fatigue, and burnout. Any release from duty assignments due to stress/fatigue that exceed the requirements for completion of educational objectives must be made up in order to meet curriculum requirements.

### Responsibility of the Supervising Faculty: Classroom Setting

- In the classroom setting, if a faculty recognizes a student is demonstrating evidence for excess fatigue and/or stress, the faculty should notify the student's College Master, who, in turn, should discuss the possible reasons and opportunities for support.
- The College Master may recommend that the student meets with the Assistant Dean of Student Affairs and Admissions to identify available support.

### Responsibility of the Supervising Faculty: Clinical Setting

- If a student in a clinical setting demonstrates evidence of excessive fatigue and/or stress, faculty supervising the student should immediately release the student from further clinical duties and responsibilities. If the student exhibits signs of excessive fatigue, the supervising faculty should advise the student to rest for at least a 30- minute period before operating a motorized vehicle. The student may also call someone to provide transportation back home.
- The faculty and/or supervising resident should privately discuss with the student the possible causes of stress/fatigue in order to identify ways to reduce fatigue/stress.
- The faculty and/or supervising resident must immediately notify the Clerkship Director of the decision to release the student from further clinical duties.
- A student who is released from further clinical duties due to stress or fatigue cannot resume clinical duties without permission by the Clerkship Director.

### **Student Responsibility**

- Students who perceive they are manifesting excess fatigue and/or stress have the professional responsibility to immediately notify their attending/precepting faculty and Clerkship Director without fear of reprisal.
- Students who recognize a peer student exhibiting excess fatigue and/or stress must immediately report their observations and concerns to the attending/precepting faculty and the Clerkship Director.

### **Clerkship Director Responsibility**

- Upon removal of a student from duties, the Clerkship Director must determine the need for immediate change in duty assignments for peer students in the clerkship and/or the clinical site.
- The Clerkship Director will notify the departmental chair to discuss methods to reduce student fatigue.
- The Clerkship Director will meet with the student in person. If discussion with the Clerkship Director is judged to be inadequate, the student will be referred to the Director of Student Affairs and Admissions for provision of appropriate services and/or counseling.

## **Student Mistreatment Policy**

### **Purpose**

The purposes of this policy are to outline expectations of behaviors that promote a positive learning environment for CNUCOM medical students and other learners and to identify grievance procedures to address alleged violations. This policy offers a definition of these expectations through its Learning Environment Statement, provides examples of unacceptable treatment of medical students, and describes the procedures available to report incidents of mistreatment in a safe and effective manner.

### **Policy**

CNUCOM is committed to assuring a safe and supportive learning environment that reflects the institution's values: professionalism, respect for individual rights, appreciation of diversity and differences, altruism, compassion, and integrity. Mistreatment of medical students is unacceptable and will not be tolerated.

### **Procedures**

1. Distribution by the Student and Faculty Handbooks as outlined by this policy are to be shared with all students (new and continuing), all new residents and faculty teachers, and on an annual basis with all current instructors (e.g. residents, faculty, nurses, administrators).
2. Examples of Mistreatment—Students should use this Mistreatment Policy to address discriminatory, unfair, arbitrary or capricious treatment by faculty or staff. CNUCOM defines mistreatment as behavior that is inconsistent with the values of the university's Anti-Discrimination Policy Statement

noted below and which unreasonably interferes with the learning process. When assessing behavior that might represent mistreatment, students are expected to consider the conditions, circumstances, and environment surrounding such behavior.

3. Examples of discriminatory, unfair, arbitrary or capricious treatment include, but are not limited to:
  - a. Verbally abusing, belittling, or humiliating a student.
  - b. Intentionally singling out a student for arbitrary treatment that could be perceived as punitive.
  - c. Unwarranted exclusion from reasonable learning opportunities.
  - d. Assignment of duties as punishment rather than education.
  - e. Pressuring students to exceed established restrictions on work hours.
  - f. Exploitation of students in any manner, e.g. performing personal errands.
  - g. Directing students to perform an unreasonable number of "routine hospital procedures", i.e. "scut" on patients not assigned to them or where performing them interferes with a student's attendance at educational activities, e.g. rounds, classes.
  - h. Pressuring a student to perform medical procedures for which the student is insufficiently trained (i.e. putting a student in a role that compromises the care of patients).
  - i. Threatening a lower or failing grade/evaluation to a student for inappropriate reasons.
  - j. Committing an act of physical abuse or violence of any kind, e.g. throwing objects, aggressive violation of personal space.
  - k. Making unwelcome sexual comments, jokes, or taunting remarks about a person's protected status as defined in the University's Anti-Discrimination Policy Statement.

### **Reporting Concerns of Possible Mistreatment**

Medical students who themselves experience or observe other students experiencing possible mistreatment are encouraged to discuss it with someone in a position to understand the context and address necessary action. The individual considering making a report of mistreatment should first, if possible, attempt to resolve the matter directly with the alleged offender. Suggested options for medical students include:

1. DISCUSS it with their College Master, the Assistant Dean of Student Affairs, Admissions and Outreach, or the clerkship/course/sequence director.
2. REPORT it (utilizing one of three options below and hopefully prevent such behavior in the future):
  - a. File a formal report with the Assistant Dean of Student Affairs, Admissions and Outreach.
  - b. File an anonymous report via the CNUCOM website. This mechanism includes options for prompt attention OR withholding the report until a future date.

- c. File an identified or anonymous report on campus using the College's official Student Complaint /Grievance Form located outside the Office of the Student Affairs, Admissions and Outreach.
- Medical Students requesting complete anonymity should be made aware that doing so may interfere with the university's ability to investigate the concern and their ability to receive information about the follow-up investigation. Medical Students may also choose to pursue claims of unlawful discrimination or harassment in compliance with the University's Anti-Discrimination Policy Statement:  
*"California Northstate University College of Medicine (CNUCOM) is committed to cultivating a diverse community that recognizes and values inherent worth in individuals, fosters mutual respect, and encourages individual growth. The College believes that diversity enhances and enriches the quality of our academic program. CNUCOM provides equal opportunity in education and employment and does not discriminate on the basis of race, color, creed, religion, national origin, ethnicity, gender identity, gender expression, age, sexual orientation, political affiliation, veteran status, or disability."*

#### **Responding to Concerns of Mistreatment**

Every effort is made to respond to concerns of mistreatment in a professional manner to minimize the risk of retaliation. The Assistant Dean of Student Affairs, Admissions and Outreach and the Associate Dean of Faculty Affairs and Assessment will be provided with written notice of reported concerns of mistreatment of Medical Students (corresponding with the date indicated on the report), and conduct an initial inquiry into the circumstances. Consistent with Faculty Handbook guidelines on Disruptive or Inappropriate Behavior, and depending on the identity of the alleged offending party, the Assistant Dean of Student Affairs, Admissions and Outreach will engage the appropriate process channels for implementing notice to the offending party, and for investigation and implementation of potential corrective action. Aggregate and de-identified data on reports of mistreatment of Medical Students will be shared with the Curriculum Committee and the President's Executive Council at least quarterly.

#### **No Retaliation**

Retaliation is strictly prohibited against persons who in good faith report, complain of, or provide information in a mistreatment investigation or proceeding. Individuals who believe they are experiencing retaliation are strongly encouraged to contact the Assistant Dean of Student Affairs, Admissions and Outreach. Alleged retaliation will be subject to investigation and may result in disciplinary action up to and including termination or expulsion.

# Academic Policies and Procedures

Please visit [medicine.cnsu.edu](http://medicine.cnsu.edu), Student Services, to view all of our academic policies.

## Academic Calendar

The academic calendar consists of two didactic course semesters lasting from 16—20 weeks long for first and second-year students. Third-year students complete clinical clerkships throughout the calendar year. Fourth-year students complete electives throughout the calendar year.

## Credit Hour Policy

1 credit is assigned per hour each week of classroom or direct 1 credit for every 15 lecture hours and 30 preparation/homework hours (*LEC*). 1 credit for every 25 workshop hours and 25 preparation/homework hours (*AL*). 1 credit for every 30 laboratory hours and 30 preparation/homework hours (*LAB*). 1 credit hour for every week with scheduled at least 40 hours in an integrated curriculum, including (a) mixed methods of teaching [e.g., lecture, small group, TBL, flipped classroom, clinical skills, patient encounter, etc.] and (b) assigned self-preparation time (*LAL*). 1 credit hour for every week with assigned at least 36 clinical hours during clerkship or other clinical rotations (*EL*).

Code	Course Type	Code	Course Type
AL	Active Learning course	LAL	Lecture & Active Learning course
EL	Experiential Learning	LEC	Lecture course
LAB	Laboratory course		

## Grading Convention

	Definition		Definition
<b>H</b>	90-100%, Pass with Honors	<b>I</b>	Incomplete, but work of passing quality (temporary grade)
<b>HP</b>	80-89%, High Pass* (only for M3 year)	<b>Y</b>	Provisional, requiring remediation (temporary grade)
<b>P</b>	70-89%, Pass	<b>W</b>	Official Withdrawal
<b>F</b>	<70%, Fail		

\*HP (High Pass) grade is issued only for M3 clerkship courses effective: 9/1/2017.

The work of all students in any of the required courses for the MD degree is reported in terms of the following grades: H (Pass with Honors), HP (High Pass), P (Pass) or F (Fail), or as two provisional marks: I (incomplete but work of passing quality), or Y (provisional, requiring remediation). Exceptions include Self-Directed Student Scholarly Project course and some electives that are graded P/F. Grade point average is not computed and is not available.

The provisional mark of Incomplete (I) is assigned only when the student's work is of passing quality, but is incomplete for good cause, as determined by the Course Director. The student is entitled to replace the "I" with a "P" or "H" grade and to receive course credit provided he/she satisfactorily completes the work of the course in a way specified by the Course Director. If course requirements have not been completed within the six weeks' time limit the Instructor of Record submits the "F" grade. Remediation of a "Y" grade must be completed prior to the next academic year. Students remediating a "Y" grade are not eligible for Honors (H).

Course grades are determined by performance on the following:

- Summative Exam
- Written assignments
- Professionalism
- Other rubrics as assigned by the Course Director

For a passing grade, students are expected to score 70% or above or pass all scored/graded exams (except formative) and assignments as well as pass the requirements for professionalism according to the course specific rubrics. Percentages will be rounded to the nearest integer.

The Course Director must assign the final grade within 21 calendar days of the end of the course or the remediation examination. The grade assigned following completion of the reexamination is to be based either solely on the results of the reexamination or on an aggregate of all examinations as specified in the syllabus. If the student decides not to take the reexamination within six weeks, the Course Director must submit the "F" grade.

## Numeric Scoring

During the progression of the course, faculty use numeric scoring to help quantify a student's achievements within the course. The Course Director assigns a total numeric score for the course, which translates to recording a passing grade if 70% or above, and an honors grade if 90% or above. The numeric score is kept for administrative, student progression and ranking purposes, and is not revealed to the student.

## Narrative

Where possible (e.g. small group activities), all grades should be accompanied by a narrative.

## Grade Appeal

A student can file an appeal if there is a disagreement with a final course grade. The appeal must be submitted within ten (10) business days of online grade posting. The student must initiate a formal grade appeal process in writing and present the appeal to the course



coordinator. The grade appeal form is located on the school's website.

The faculty member will respond to the student in writing within ten (10) business days. If the appeal cannot be resolved, the student has two (2) business days to appeal in writing to the appropriate Department Chair who renders a decision in writing within ten (10) business days of receipt of the formal appeal. (If the course Coordinator is the Department Chair, then the student may appeal the decision directly to the Senior Associate Dean of Medical Education and Accreditation. The student has two (2) business days to submit an appeal in writing to the Senior Associate Dean of Medical Education and Accreditation. The Senior Associate Dean of Medical Education and Accreditation will render a decision in writing within ten (10) business days of receipt of the formal appeal).

If the Department Chair cannot resolve the appeal, the student has two (2) business days to submit an appeal in writing to the Senior Associate Dean of Medical Education and Accreditation. The Committee will render a decision in writing within ten (10) business days of receipt of the formal appeal.

If the Senior Associate Dean of Medical Education and Accreditation cannot resolve the appeal, the student has two (2) business days to submit an appeal in writing to the Dean. The Dean will render the final decision in writing within ten (10) business days of receipt of the formal appeal.

If a grade appeal is approved, the professor must complete a Grade Change Form and submit the form to the Senior Associate Dean of Medical Education and Accreditation for final approval. The form must then be submitted to the Registrar so that the grade can be changed on the transcript.

The same process will be used at the conclusion of any required clerkship. The review will be conducted by the Associate Dean of Clinical Medicine instead of the Senior Associate Dean of Medical Education.

## Graduation Requirements

Failure to meet the following requirements will necessitate meeting with the Student Promotions Committee, and may adversely impact participation in the Match, and/or delay in conferral of the MD degree:

1. Students must complete a minimum of 150 credit hours in the medical program, including all Phase A courses, all required clerkships in Phase B, and necessary Phase C sub-I and electives.
2. No more than 27 credit hours of *electives* can count towards the 150 credit hours for graduation.

Phase A, which includes passing USMLE Step 1, must be completed within a maximum of four (4) years.

3. Phase B and C must be completed within a maximum of four years.
4. Total time from matriculation to graduation cannot exceed 7 years.
5. Students must pass the following USMLE Exams to qualify for graduation:
  - USMLE Step 1
  - USMLE Step 2 Clinical Knowledge (CK)
  - USMLE Step 2 Clinical Skills (CS)

It is strongly recommended but not required that Step 2 CK is passed by the end of the 1<sup>st</sup> semester of Phase C.

6. Students must attain the knowledge and skills, and develop capacity and behaviors required of a physician.
7. Students must attain a level of clinical judgment which meets or exceeds the Entrustable Professional Activities set forth by the AAMC, and as required by the Faculty.
8. Students must demonstrate a sense of responsibility and social accountability to patients and the community.
9. Students must comply with the School's standards of conduct, professionalism, and academic integrity as found in the Student Handbook and online.
10. Students must comply with the laws of the United States; the laws of the State of California; local city, county, and municipal ordinances; the policies, rules and regulations of the California Northstate University and the COM.
11. All academic requirements must be completed at least ten (10) business days before the date of graduation. Failure to comply may lead to delayed graduation.

All students may take more than the required number of elective credits.

## Catalog Rights

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

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

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

## Exit Interview

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

## Commencement

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

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

## Academic Progression Policy

This policy can be found in its entirety on our website [medicine.cnsu.edu](http://medicine.cnsu.edu) under the "Current Students" tab.

The purpose of this policy is to ensure students reach bench marks, maintain a high standard of learning and reach recommended competency levels. Students must demonstrate they have achieved the CNUCOM program learning objectives related to patient care, medical and scientific knowledge, communication and interpersonal skills, professionalism, health care systems, and reflective practice and personal development. Students are required to pass all courses for the Medical Doctor (MD) degree.

### Scope/Coverage

This progression policy applies to all medical students. This policy will be reviewed at least every three (3) years.

### Policy

#### Good Academic Standing

A student who is advancing in the program as planned, is considered in Good Academic Standing. For students in good academic standing a standard (template) letter may be issued for verification purposes (academic and non-academic needs).

#### Serving in Elective or Appointed Positions

A student must be in a good academic standing to hold elected office at the class or the college level, to serve on college or university committees, or to represent the

college to outside organizations, either on or off campus. Before a student can assume an elected or appointed position, the Assistant Dean of Student Affairs must determine student suitability, based on the student's documented history of academic performance and professional behavior. If assuming such responsibilities would be in the best interest of both the student and the college, the Assistant Dean of Student Affairs may approve the student's appointment.

If a probationary or dismissal procedures occur during a term when the individual is active, the student will be dismissed from committee service; voluntary resignation will be accepted.

#### Medical Student Performance Evaluation (MSPE)

MSPE is the student's academic identity card. It is completed before October 1 of Phase C (Year 4). Its content includes, but is not limited to, the following:

- A descriptive narrative of student's performance over the length of the program till the date of MSPE issuance
- Student's academic standing, past and present probationary status, gaps or Leave of Absence, and other disciplinary actions
- Grades and, when appropriate, narratives for completed courses/clerkships in Phases A, B, and C at the time of issuance
- Comments regarding professionalism
- Notes about research projects and service learning activities
- Any other information that might be considered important to residency programs (students will be notified about changes).

#### Academic Notification

##### *a. Academic Alert*

Academic Alert is issued by the Office of Medical Education and applies to students in good academic standing that may have failed one or more formative assignments or mid-course summative exams. Since the student is in good academic standing, this designation is not recorded in the Medical Student Performance Evaluation (MSPE) or in outside requests for documentation (e.g.—visiting student elective applications, other degree program applications, license requests, etc.). Academic alerts are shared with the student, the course director and the respective college master. Academic Alert is not considered an adverse action.

##### *b. Professionalism Concern Report*

If a student fails to maintain expected standards of professionalism, a Professionalism Concern Report (PCR) may be completed. This report is filed with the Office of Student Affairs and reviewed by the Assistant Dean of Student Affairs. Further information, documentation, and a meeting with the student, course/clerkship director may be required. The PCR will be kept in the student's file. If there are no other PCRs filed during the student's medical school career, the form is destroyed at

graduation and there will not be a permanent record of the incident. If the student accumulates two or more PCRs, then the student will be referred to the Student Promotions Committee (SPC). Any egregious or significant breach or pattern of lapses in professionalism, will require referral to the SPC immediately. The Promotions Committee will review and provide a recommendation to the Office of Medical Education. The recommendation may include, but are not limited to, referral for counseling, remediation, placement on academic probation, inclusion in the professionalism section of the MSPE, or dismissal.

Breaches in Professionalism or violations of the Honor Code may also be directly reported to the Honor Council for adjudication after investigation. If a student fails to maintain expected standards of professionalism, A Professionalism Concern Report should be submitted.

#### Provisional Grades and Remediation

The incomplete (I) grade is a temporary transcript grade and is assigned only when the student's work is of passing quality, but is incomplete for good cause. The student is entitled to replace the "I" with a "P", "HP", or "H" grade.

The Y grade is a temporary transcript grade and can be replaced by a passing grade (P) according to the Grading Policy. A student who fails a final summative pre-clerkship or clerkship Shelf exam will be allowed one retest during the exam week. The course director may determine that remediation is required prior to any retesting. If circumstances preclude that schedule, a retest must occur within three weeks from the end-date of the course. A passing grade (P) will be recorded on the transcript upon completion of all elements of the course requirements. If a student fails the retest or any of the required elements of the course/clerkship, a provisional grade of Y will be recorded on the transcript.

An extended retest period for a final summative or shelf exam may be requested for certain documented conditions, or a leave of absence may be sought (Please see the Excused Absence Policy for definition, available in the Student Handbook). A request for extended retest period must be in writing and submitted by the student to the SPC, whose recommendation and accompanying documentation will be forwarded for approval to the Office of Medical Education.

Upon the recording of a provisional grade of Y, the student will be required to appear before the Student Promotions Committee (SPC). The student's academic record and proposed remediation plan will be reviewed by the SPC. The final remediation plan is devised by the student and course/clerkship director and will be submitted to the Office of Medical Education. Remediation of a course must be completed prior to the start of the next academic year.

Upon successful completion of the remediation plan and remediation examination within two attempts, a passing grade will be recorded. Please refer to the Grading Policy

for details regarding the recording of grades. If the remediation is not successful, the grade will be recorded as a Fail (F). The student will be required to repeat the course in its entirety when it is next offered.

Students will be permitted only two (2) Y Grades per academic year. Course and clerkship directors will be required to submit a list of students retaking exam(s) to the SPC at the end of each course. If a student receives a third Y grade in the same academic year, the student will be required to meet with the SPC and a 1-year Leave of Absence (LOA) will be recommended to the Office of Medical Education.

#### Probationary Academic Status (Academic Probation)

A student may be placed on probation due to academic and/or non-academic conditions such as but not limited to:

- a. Receiving a failing grade following a course/clerkship remediation.
- b. Failing a previously attempted course/clerkship.
- c. Documented unprofessional behavior that has not been corrected with remediation

Probationary status is reported to the student and the Office of Medical Education by the Office of Student Affairs.

Probationary status is recorded in the Medical Student Performance Evaluation (MSPE) and in outside requests for documentation (e.g. visiting student elective applications, other degree program applications, licensure requests, etc.). Students, who are on probation are not eligible to assume new class, college or university-related positions, such as running for officer positions at student organizations, and applying for other elected or appointed positions. If a student is on probation, they may not continue to serve on COM or University Committees.

Students on Probation must appear in front of the Student Promotions Committee. The student must submit a written probationary action plan to resolve the probationary status to the SPC. This must include specific timelines in accordance with the requirements to meet graduation deadlines. The probationary plan may include but is not limited to repeating the failed course(s), repeating an academic year or designing a study plan to extend the content of one academic year over two academic years, should the timing for graduation permit. Corrective options, that may include a 1-year leave of absence, will be recommended by the committee. This ensures that the committee has the ability to address each student differently, given the individual issues that arise. Alternatively, if deemed appropriate, the committee may recommend dismissal in which case the Dismissal Process is strictly followed.

Other options may be considered at the discretion of the Medical Education. The probationary action plan may

not extend the maximum time allowed for graduation from the program; i.e. students must graduate within seven (7) years from matriculation (including all remediation). The plan, additional recommendations made by the SPC, and accompanying documentation must be forwarded for approval to the Office of Medical Education.

### Repeating Courses

A student may repeat an individual course/clerkship (not as a part of a repeated year) only once.

## **USMLE Step Examinations**

Students are required to pass Step 1 and both components of Step 2, Clinical Knowledge (CK) and Clinical Skills (CS), of the United States Medical Licensing Examination (USMLE) prior to graduation. Performance on these examinations provides one method of comparing our students to those at other medical schools and thereby assessing performance relative to a national peer group. The successful completion of all three steps of the USMLE is necessary for obtaining a license to practice medicine.

## **Important Dates**

### **USMLE Step 1**

Students must pass USMLE Step 1 by March 1<sup>st</sup> in the winter of their 3<sup>rd</sup> year. If the student has not passed Step 1 by Feb 1<sup>st</sup> of their third year, they will be allowed to complete the clerkship in which they are currently engaged. They will not be allowed to continue with subsequent clerkships, they will be placed on academic probation, and they will be required to appear before the Student Promotions Committee.

### **USMLE Step 2 CK and CS**

Students must complete all required third year clerkships prior to taking the USMLE Step 2 CK and CS examinations. Students are required to register for the Step 2 CK and CS examinations no later than July 30, of their Phase C year. A failure to comply will be reported to the Student Promotions Committee.

Students are required to take Step 2 CK and CS before December 1<sup>st</sup> of their Phase C year, if graduation in May is anticipated. No student may defer the Step 2 CK and CS examinations beyond December 1<sup>st</sup> without appropriate approval from the Associate Dean of Student Affairs, Admissions and Outreach.

Students have, with the approval of the Student Promotions Committee, a maximum of 12 months after completion of their clinical course work to record a passing score on the USMLE Step 2 CK and CS examinations. Delay in presenting passing scores for Step 2 examinations may warrant delay in graduation and therefore affect start of residency.

### **Implications if Examination is Failed**

Students who do not pass the USMLE examinations are reviewed by the Student Promotions Committee.

Students are expected to develop a study plan for retaking Step 1, and should retake it as soon as possible before continuing in the clinical curriculum. Generally, if a student is not having academic difficulty in the curriculum, she or he is permitted to attempt the examination again. If a student has had difficulty in the basic science curriculum, the Student Promotions Committee may recommend dismissal if Step 1 is failed twice.

If a student fails Step 1, s/he should contact the Assistant Dean of Student Affairs, Admissions and Outreach to discuss the timing of retaking the examination in relation to his/her clinical schedule. With the Step 1 examination being given essentially year-round, the student is usually permitted to complete the clerkship in which s/he is currently enrolled.

For students who are having difficulty both in the curriculum and with the USMLE examinations, the Student Promotions Committee will take a more active role in the determination of the student's academic program and may require the student to develop an independent study program of three to six months in duration.

If either component of Step 2 is failed in the summer of the senior year, the student's clinical schedule needs to be modified to allow time for studying and retaking the exam within a timeframe that allows a passing score to be reported prior to the student entering his/her residency rank order list. The status of completion of either component of Step 2 is included in the Dean's MSPE. If Step 2 is failed a second time and if the student has had difficulty in the curriculum, the Student Promotions Committee may recommend dismissal.

If either Step 1 or either component of Step 2 is failed three times, the Student Promotions Committee will consider a dismissal recommendation.

The USMLE program recommends to medical licensing boards that they require that the dates of passing the Step 1, Step 2, and Step 3 examinations occur within a seven-year period.

For purposes of medical licensure in the United States, any time limit to complete the USMLE is established by the state medical boards. Many require completion of the full USMLE sequence within seven years from the date the first Step or Step Component is passed or, in some cases, from the date of the first attempt at any Step or Step Component. Students should understand the implications of time limits for licensure.

## **Policy on Assignment of Clerkship Grades**

For all required clerkships, the Clerkship Director is responsible for assigning the final grade and narrative as the Clerkship Director bears ultimate responsibility for the clerkship and students assigned to the required clerkships. Grading for geographic sites that are remote

from the main clerkship director should be done with consultation from the appropriate site director(s).

## Policy on Deficient Grades

When a student receives a deficient grade in a course, it is a course director's responsibility to outline what will be expected to remediate the deficiency, as close to the time that the grade is given as possible. This should be as specific as possible, e.g., retake the course at California Northstate University, College of Medicine or in a summer remediation course at another institution approved by the course director, or retake XXX exam by YYY date, etc. This should be communicated to the student directly by the course director, and should include a phrase at the end of the communication similar to the following:

"If you are on probation, receive, or have received other previous deficient grades, this remediation will require the approval of the Grades Committee in order to proceed. The Grades Committee considers performance across the entire curriculum in making recommendations for promotion or dismissal which may impact course-specific remediation."

It is fair to students to provide as much information as possible, and as early as possible, about what is expected to remediate a deficient grade. This information needs to be reported to the Registrar as well.

## Academic Suspension

A student may be placed on academic suspension if the terms required to resolve Academic Probation are not successfully met. In these cases, the student must meet with the Student Promotion Committee where several options will be addressed, including the possibility of dismissal from the College of Medicine.

## Dismissal

A student will be dismissed from CNUCOM if any of the following conditions exist and the Student Promotions Committee determines that dismissal is warranted:

- Failure to meet the requirements for academic progression as stated above for Repeating Courses, Remediation, Probation, or Academic Suspension;
- Failure to meet any other terms described above or otherwise imposed for Repeating Courses, Remediation, Probation, or Academic Suspension;
- Conduct subject to dismissal as described in the Academic Honesty: Honor Code section of the Student Handbook (See Appendix II);
- Foregoing an academic semester without obtaining an approved leave of absence;
- Failure to complete the degree requirements in seven (7) consecutive academic years from the date of the first day the student begins the program.

## Appeal

With the exception of dismissal, the student may appeal all actions of the Student Promotions Committee to the Senior Associate Dean of Medical Education and

Accreditation, in writing, within fourteen (14) days of notification of the action. The Senior Associate Dean of Medical Education and Accreditation renders a decision in writing within fourteen (14) days of the receipt of the formal written appeal. The decision of the Senior Associate Dean of Medical Education and Accreditation is final in these matters.

Students dismissed from the College may appeal the decision in writing within thirty (30) days of notification of dismissal to the Dean of the College. The Dean renders a decision in writing within thirty (30) days of receipt of the formal written appeal. The Dean's decision is final.

There is no appeal process for students placed on academic probation.

## Attendance

Regular class attendance is expected of all students. The college recognizes that circumstances may cause a student to miss an occasional class. The student may make up the missed work, providing that it is an excused absence. What constitutes an acceptable rate of class attendance is a matter between students and their instructors, although the college expects instructors to maintain reasonable standards. If a student misses more than five percent (5%) of any class he/she needs to meet with the assigned College Master and/or Student Promotions Committee to discuss the situation. The College Master may refer the student to tutoring or if too much time is missed, the College Master in discussions with the faculty member may suggest that the student repeat the course. Students should refer to the *Excused Absence Policy* and *Leave of Absence Policy* for illness, family death, emergency or other serious personal issues.

Laboratory exercises and all Medical Skills sessions are mandatory. If a student misses a laboratory session or a Medical Skills session through an Excused Absence, s/he must make arrangements with the Course Director to make up the work that was missed.

## Excused Absence Policy

A student may request an excused absence from required educational class/medical practice experiences for personal, emergency, compassionate, professional, or health-related reasons. To protect the confidentiality of students, all excused absence requests are initiated in writing through the Assistant Dean of Student Affairs, Admissions and Outreach (College of Medicine). Absences are generally for a short duration of a day or two, not generally longer than five academic days. Absences greater than five academic days may require a student to request a leave of absence or a personal withdrawal.

## Process

Students should complete a Request for an Excused Absence Form posted online under the "Student Services" tab. Requests should be submitted to the

Assistant Dean of Student Affairs at least 14 days in advance except in cases of emergency. Students also involved in off-campus programs should submit written requests as well.

### Conditions and Requirements

#### On Campus Students:

Students on campus should complete a Request for Excused Absence form and submit it to the Assistant Dean of Student Affairs, Admissions and Outreach (College of Medicine) for approval.

Once approved, faculty and students are expected to make reasonable accommodations for make-up exams and assignments for excused absences. If the activity cannot be made-up, then the missed activity will not count against the student's final grade. Since course coordinators determine arrangements for missed coursework, students must contact course coordinators within 24 hours upon approval of an excused absence. Disputes or disagreements between a student and the faculty member concerning an excused absence should be submitted the Assistant Dean of Student Affairs, Admissions and Outreach (College of Medicine) in writing for resolution.

#### Off Campus Students (Clinical Years 3 and 4):

##### General Principles

- Medicine is a profession of service. We are routinely called upon to subordinate our own priorities, needs, and desires to those of our patients. This applies to physicians-in-training as well.
- The faculty believes that increased involvement and assumption of progressive responsibility by students for patient care is essential to their development as future physicians. Students who limit their participation in this process and do not fully immerse themselves in the care of patients significantly diminish their educational experience.
- Patients should be protected from communicable disease
- Attending to our own needs in a healthy way will in the long run improve our ability to be of sustained useful service to our patients.
- Required activities in all clerkships/rotations/electives in which you are enrolled must be completed satisfactory to pass.
- Attendance and punctuality are essential aspects of professional behavior and required for successful progress through a clinical rotation. Clinical performance and exam scores depend on your time and effort put into rotations. Absences or tardiness, whether for illness or other reasons, can affect your grade. In some cases, a student may be required to repeat all or a portion of a rotation because of excessive absence or tardiness. Unexcused absences or tardiness will not be permitted.

### Practical Considerations

- Students should request time off for planned absences as far in advance as possible; three months or more is preferred, but no less than one month before the start of the clerkship. You must make this request to the contact listed for the clerkship in the Course Selection Book.
- Any student who anticipates needing multiple absences over the clerkship period, and particularly over the academic year, is directed to discuss their situation with the Assistant Dean for Student Affairs, Admissions and Outreach who can then interface with clerkship directors to facilitate appropriate scheduling adjustments. Examples include: regularly scheduled medical therapies, counseling, or personal/family needs
- When a medical student is to be absent from assigned duties on clinical services, for any reason, it is the responsibility of the individual student to notify the attending faculty physician, the director of any ongoing experiences (e.g. longitudinal Family Medicine lecture series) of his/her absence AND the clerkship director with as much prior notice as possible. Prospective arrangements for absences should not unduly inconvenience other members of the team including students, house officers, faculty, or staff. When asking for time off for medical or personal reasons, the utmost professionalism is expected of students.

### Clerkship Deferrals – M3 Year

Voluntary deferral of M3 core clerkships to M4 year is not allowed (OB/GYN, Pediatrics, Surgery, Internal Medicine, Psychiatry, and Family Medicine). Deferral of M3 core clerkships in the M4 year will occur for remediation purposes (students must complete the remediation clerkship before beginning M4 rotations). VSLO away electives require the OB/GYN, Pediatrics, Surgery, Internal Medicine, Psychiatry, and Family Medicine clerkships be completed.

Deferral of Neurology and/or Emergency Medicine (CNUCOM non-core clerkship) requires submission of a Deferral Request Form.

### Time Off During Clerkships

- Any time off from clinical rotations is at the discretion of the clerkship director. The clerkship director may decline to grant time off and/or may require remediation.
- Any time off allowed by the clerkship director should not materially change the rotation.
- Students may not miss more than 1 day in a 5 week clerkship and may not miss more than 2 days in clerkships greater than 5 weeks without being required to make up that time. All days off are tracked and followed centrally.

- Time off provided prior to the NBME subject exam will be determined within each clerkship. However, it is critical that the time allotted be the same across all hospital sites with that clerkship.
  - Example: The Internal Medicine Clerkship Director decides to allow for 1 day off prior to the NBME subject exam. All Internal Medicine rotations at each hospital site MUST allow for the same time off schedule for their students.

## M4 Interviewing

Senior medical students have ample credit time available to be able to plan for periods of time off in the fourth year to accommodate residency interviewing. Because interviewing for a house officer position is time-consuming, students are expected to schedule blocks of time off for this purpose. Time off during the M4 year is governed by the same policy as above.

## Extended Illness

On rare occasions when a prolonged illness causes a student to miss more than 1 day in a less than 5 week clerkship, or more than 2 days in a greater than 5 week clerkship, the student should:

1. Visit Student Health Services to obtain written documentation regarding duty restrictions, if any. You should provide this documentation to your Clerkship Director
2. Upon recovery, you should consult with the Clerkship Director regarding the viability of successfully completing the clerkship as planned. Consultation with the Assistant Dean of Student Affairs, Admissions and Outreach may be necessary.

## Medical or Personal Reasons

Excused absences for health reasons of more than one (1) day must be verified by the student's physician using the Medical Excuse form. The Medical Excuse form must be signed by a physician and returned to the Assistant Dean of Student Affairs, Admissions and Outreach (College of Medicine) before an official excused absence can be given to the clinical preceptor, course coordinator, and/or instructor(s). Excused absence requests for health-related reasons not of an acute nature (scheduled procedures, out-of-town appointments with specialists) or personal reasons that are not an emergency must be presented to the Assistant Dean of Student Affairs, Admissions and Outreach (College of Medicine) two weeks prior to the date of the excused absence.

## Conferences

CNUCOM supports the learning and professional development opportunities national or local conferences can provide students; thus CNUCOM allows student participation and attendance on a limited basis.

If an absence from class does not interfere with the academic work of other students or does not result in the student missing a class assignment or rotation which cannot be remediated (as determined by the course coordinator), a student in good academic standing (no conditional grades and not on academic probation) may be allowed excused absence for a qualifying professional conference. In addition, if the aforementioned conditions are met, there may be additional days made available for the CMA, AMA, and other major medical organization for Student Presidents, members of the Student Organization Leadership Council, alumni association representatives, students holding a nationally-ranked position, students pre-approved to present research, or club officers. The Senior Associate Dean of Medical Education and Accreditation determines student eligibility and which conferences qualify. Approval of the Senior Associate Dean of Medical Education and Accreditation or designee is required for any other conference absences. Students are accountable for their academic performance and so must weigh the advisability of attending such conferences.

Students must obtain an excused absence form and submit it to the Office of the Senior Associate Dean of Medical Education, a minimum of 14 academic days prior to the conference. If the academic status of the student changes prior to departure for the conference and is failing a course, the permission to attend the conference will be revoked.

A limited amount of funding is available through the college for assisting students who plan to represent their organization or club at approved meetings (as described above). Travel requests to attend other types of meetings must be approved by the organization's advisor and the Senior Associate Dean of Medical Education and Accreditation. A request to attend an off-campus professional conference must be made by submitting a Request for an Excused Absence form while a request for funding must be made by submitting a Student Organization Travel Request form. Both forms must be filled out completely, including all required signatures, and submitted to the Senior Associate Dean of Medical Education a minimum of 14 days prior to the meeting or conference. Students requesting travel funds must: 1) be in good academic standing; 2) be a full-time student; and 4) be able to attend all student functions offered at the meeting/conference or have the ability to complete any and all other assignments as specified by the officer's and advisor of the organization the student is representing.

## Professional Meetings

A goal of the College is to graduate competent physicians who will improve health care to a diverse population through medical expertise. The College appreciates the value, and encourages the participation of all its students in professional organizations. The College recognizes that attendance at professional meetings is beneficial but may also interfere with the

students' pursuits of academic excellence. Students desiring to attend professional meetings must obtain a written approval at least three weeks prior to the meeting from the Senior Associate Dean of Medical Education and Curriculum. Any student on academic probation will not be allowed to attend.

## **Leave of Absence**

### **Purpose**

The purpose of the policy is to provide guidelines for approved extended leaves of absences for medical students at CNUCOM.

### **Procedure**

It is the responsibility of the student to ensure that a LOA request form is submitted in a timely manner. Non-attendance does not constitute notification of intent to apply for LOA status. It is the responsibility of the student to continue coursework (barring an emergency) until the LOA is approved.

In order to request a planned absence, students should first contact their individual College Master, and also immediately contact the appropriate course director(s) or clerkship director(s). After consultation with the College Master, an official LOA request must be submitted that specifically states the reason for the request. The LOA request must also be signed by both the Director of Student Financial Aid and the Registrar prior to being submitted to the Assistant Dean of Student Affairs. The Assistant Dean of Student Affairs will review the academic standing of the student in determining whether a LOA will be granted. Final approval of a LOA is required by the Senior Associate Dean of Medical Education. LOA forms can be found on the CNUCOM website and in the CNUCOM Student Handbook. All requests for planned absences must be submitted to the Assistant Dean of Student Affairs at least two months prior to the planned absence.

A LOA is approved for a specific period of time, not to last more than one calendar year. Due to the integrated curriculum at CNUCOM, a LOA causing a student to miss more than one course during the first two years of instruction will result in the student needing to repeat the entire year.

Likewise, a single clinical rotation missed due to a LOA may result in the student repeating that year. In general, a student is eligible for one LOA request during their tenure at CNUCOM. Requests for a second LOA are highly discouraged and unlikely to be approved due to the disruption it would cause to the student's chances of progression through the curriculum.

Students considering leaves of absence should consider the fact that an LOA can have a significant financial impact, and that the timing of the leave is therefore critical. A student may not receive a full refund of tuition if a LOA is submitted after the first day of instruction. A leave may affect financial aid, health insurance and malpractice insurance coverage. University health

insurance is good only through the last semester for which a student has been registered. Malpractice coverage is in effect only when a student is registered and participating in clinical activities that are approved as part of the curriculum. Therefore, clinical activities are not authorized by the school during an LOA. In addition, a student may not serve elected office or represent the school to another organization while on LOA unless the Senior Associate Dean of Medical Education has specifically granted an LOA with that provision. These factors should be carefully considered along with the timing and benefits of a planned LOA.

If a student is approved for a LOA, that student is eligible to return without reapplication if the absence is within the approved time frame. Prior to return, the student must submit an Intent to Return from Leave of Absence Form, which must be approved by the Assistant Dean of Student Affairs at least four weeks before the return of the student. If a student was granted a LOA with prerequisites for return to the College, the student must submit written proof of completion of the prerequisites with the Intent to Return Form. The Student Promotions Committee will review the academic progress of the student to determine the status of the student upon return from a LOA.

Failure of a student to adhere to the indicated policies for returning from a LOA may result in a terminal separation of the student with California Northstate University.

### **Leave of Absence Duration for Military Personnel**

A LOA will be granted for all uniformed service members called to duty (whether voluntary or involuntary) for the duration of their time served. The student must fill out a Request for LOA form and provide the Registration and Records office with a copy of their written orders. Service members will be re-admitted to the university upon their return under the same re-admittance policies as all students who have been on a LOA from the university. Service members will not experience any added penalties from the University for fulfilling their military obligations.

### **Return from Leave of Absence**

The student is to submit the Intent to Return Form or the Official College Withdrawal form at least four weeks prior to the planned return date. Submission of the completed Intent to Return Form to the Office of the Registrar is required to be eligible for course and rotation registration.

The student must meet Associate Dean of Student Affairs at least 30 days prior to the first day of class to review course and performance expectations for the upcoming the remainder of the student's educational career at CNUCOM.

If a student does not return within one year of approved LOA they are no longer eligible to return as a continuing



student and must reapply to the University/College for admission (See Readmission to the University/College section below)

## **Withdrawal from University/College**

Students may voluntarily withdraw from the University/College at any time during the academic semester. The student will earn a "W" grade for a course(s) that is (are) not complete at the time the withdrawal is initiated. Informing CNUCOM, your academic department or your instructor does not constitute official withdrawal from the program. All withdrawals must be processed by the Office of the Registrar.

Students must submit an Official College Withdrawal Form to the Office of the Registrar. A student must meet with and receive signatures from the following departments before the form can be filed with the Office of the Registrar: Office of Academic Affairs, Business Office, Financial Aid, and Office of the Registrar. A student that officially withdraws from the college is entitled to apply for readmission.

## **Readmission to the University/College**

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

## **Complaint/Grievance Policy**

For complaints related to accreditation standards, please see Accreditation Information on page 10 of this catalog.

Internal complaints/grievances: A grievance is defined as a matter not falling under the progression policy for academic or non-academic due-process.

### **Procedure:**

1. The student shall file a written complaint using the Student Complaint/Grievance Form.
2. The completed Student Complaint/Grievance Form should be submitted to any member of the CNU Office of Student Affairs in a sealed envelope.
3. The Associate Dean of Student Affairs will handle the complaint in accordance with the policies of the California Northstate University College of Medicine, will review the facts surrounding the issue and will attempt to resolve the complaint.
4. The complaint will be answered in writing by the Associate Dean of Student Affairs within four weeks of receipt of the complaint, excluding holidays/university breaks.
5. If the complaint relates to the Associate Dean of Student Affairs, the matter will be handled by the Assistant Dean of Student Affairs following the same procedure.
6. If the Associate Dean of Student Affairs cannot resolve the complaint satisfactorily, the matter will be referred to an ad hoc committee formed on a case-by-case basis. This will include 3-5 individuals one of whom will have a legal background. Otherwise the committee will be constituted of CNU faculty and staff.
7. If the ad hoc committee cannot resolve the complaint satisfactorily, the matter will be transferred to the Dean for appropriate action.
8. Students may appeal decisions by filing an appeal with the Dean within five days of receipt of the complaint/grievance resolution. The Dean's decision is final.

A record of the student complaints is kept on file in the Associate Dean of Student Affairs office. All aspects of student complaints shall be treated as confidential.



# COM Course Descriptions

## Department of Medical Education

### COM 501 Foundations of Clinical Medicine (6 cr)

The Foundations of Clinical Medicine course will introduce the practice of using clinical presentations (CPs) to frame the delivery of the basic and clinical sciences. The CPs within this first course will be focused on common situations and presentations that a primary care physician will experience. Each week consists of 1 to 2 clinical presentations that are accompanied by clinical algorithms, clinical reasoning guides, and objectives lists. Medical science faculty and clinical faculty from the community will walk the students through the clinical algorithm(s) emphasizing critical decision points and setting the framework for the integration of the basic sciences. Following the clinical algorithm presentation by the medical science faculty or clinical faculty from the community, basic science faculty will present the fundamental principles from the traditional basic sciences (e.g. anatomy, biochemistry, cell biology, genetics, immunology, microbiology, nutrition, pathology, pharmacology, physiology etc.) to ensure adequate knowledge and skills required to arrive at a correct diagnosis. These basic science sessions will highlight the normal structures and functions of the system as a whole, immediately followed by an examination of various disease states including care and treatment options. Students will participate in clinical case example sessions as well as take part in a Medical Skills course that runs concurrently with the systems-based courses.

### COM 511 Integumentary and Musculoskeletal Systems (7 cr)

The Integumentary and Musculoskeletal Systems course contains twelve clinical presentations that reflect commonly encountered situations affecting the integumentary and musculoskeletal systems. The course is focused on providing students with a detailed understanding of normal structure, function and pathologic dysfunction of the two systems. Each week of the seven weeks consists of 1 to 3 clinical presentations, which are accompanied by clinical algorithms, clinical reasoning guides, and detailed objectives lists. Medical science faculty or clinical faculty from the community will lead the students through the clinical algorithms emphasizing critical decision points and setting the framework for the integration of the basic and clinical sciences. Following the clinical algorithm presentation by the medical science faculty or clinical faculty from the community, basic science faculty will present the fundamental principles from the traditional basic sciences (e.g. anatomy, histology, embryology, biochemistry, immunology, microbiology, nutrition, pathology, pharmacology, and physiology) to ensure adequate knowledge and skills required to arrive at a correct diagnosis. These basic science lectures will highlight the normal structures and functions of the system as a whole, followed by presentations of various disease states including management and treatment options. In addition to the lectures, library resources, and other learning

activities that support each clinical presentation, students will attend anatomy labs and perform appropriate cadaver dissection activities and review prosected materials to reinforce learning of structures and relationships described in lecture. Traditional X-rays, CT scans and MRIs will be presented to illustrate normal and abnormal structures related to disease processes as well to illustrate some management techniques. In addition, students will participate in clinical case example sessions with medical science faculty or clinical faculty from the community and take part in a Medical Skills course that runs concurrently and supports content covered.

### COM 521 Gastrointestinal System (5 cr)

This course will cover the structures and functions of the organs of the gastrointestinal tract, as well as the auxiliary organs critical for digestive processes including the pancreas and liver. The behavior of this complex system of organs will be considered in normal health and in a variety of GI, hepatic, and metabolic disorders. The clinical presentations (CPs) within the GI course will be focused on common situations and presentations that a primary care physician will experience such as swallowing difficulty, vomiting, diarrhea, jaundice, abdominal pain and distension, abdominal mass and GI bleeding. Each week consists of 1 to 2 CPs that are accompanied by clinical algorithms, clinical reasoning guides, and objectives lists. Clinical faculty will walk the students through the clinical algorithm(s) emphasizing critical decision points and setting the framework for the integration of the basic and clinical sciences. Following the clinical algorithm presentation by the clinical faculty, basic science faculty will present the fundamental principles from the traditional basic sciences (e.g. anatomy, biochemistry, cell biology, genetics, immunology, microbiology, nutrition, pathology, pharmacology, physiology, etc.) to ensure adequate knowledge and skills required to arrive at a correct diagnosis. These basic science lectures will highlight the normal structures and functions of the system as a whole, immediately followed by an examination of various disease states including care and treatment options. Students will participate in clinical case example sessions as well as take part in a Medical Skills and Masters Colloquium course that runs concurrently.

### COM 526 Hematology (4 cr)

This course deals with components of the hematopoietic system – bone marrow, blood, and lymphoid tissues – emphasizing basic structures (of cells, tissues, organs) and functions (from molecular to tissue to whole organ level) in health and disease. Clinical presentations within the Hematology course are focused on common situations and presentations that a primary care physician is most likely to encounter, such as anemia, polycythemia, abnormal white cells, lymphadenopathy, abnormal bleeding (bleeding diatheses), and hypercoagulable states. Each week consists of 1 to 2 clinical presentations accompanied by clinical algorithms, clinical reasoning guides, and lists of learning objectives. Medical science faculty or clinical faculty from the community will

introduce students to the clinical algorithm(s) for each clinical presentation, emphasizing critical decision points and setting the framework for integration of the basic and clinical sciences to each topic. Following the clinical algorithm presentation, medical science faculty will present fundamental principles from the basic sciences (e.g., anatomy, biochemistry, cell biology, genetics, histology, immunology, microbiology, nutrition, pathology, pharmacology, physiology) that underlie understanding of the schematic algorithms and provide knowledge and skills required to arrive at a correct diagnosis. Basic science sessions will highlight normal/homeostatic structure and function, followed by examination of relevant disease states, including introduction to care and treatment options. Students will actively participate in clinical case example sessions tied to each clinical presentation and will take part in Medical Skills and Masters Colloquium courses that run concurrently.

### **COM 531 Cardiovascular and Pulmonary Systems (9 cr)**

The Cardiovascular and Pulmonary (CVP) Systems course deals with components of Cardiovascular and Pulmonary systems, which includes – the heart and major vessels, peripheral vascular system, lungs and its vessels and their integrated functions under normal and abnormal conditions. This course teaches the main components of the CVP system at a molecular, cellular, tissue and organ level, both in health and disease as well as their treatment and prophylactic strategies. The course consists of 16 clinical presentations (CPs) spread over 9 weeks, which were selected on the basis of the clinical importance and the frequency at which they are presented to a health care system. They are cough, hemoptysis and pulmonary nodules, pleural effusion, wheezing, acute and chronic dyspnea, peripheral swelling, mediastinal mass, abnormal pulse, palpitation, syncope, chest pain, cyanosis, abnormal heart sounds, shock and cardiac arrest. Students will be exposed to one to three clinical presentations every week followed by active learning sessions (such as small group discussions, TBL and flipped classes) relevant to the clinical presentation/s demonstrated during that week. The clinical faculty will be responsible for conducting those CPs with a logical approach to arriving at a clinical diagnosis using clinical algorithms and clinical reasoning guides, which are algorithms developed based on clinical information and probabilities of signs and symptoms for a particular disease condition. Students will also undergo preliminary training in the medical skills course where they will learn about physical examination and basic clinical and laboratory skills such as checking blood pressure, electrocardiography, spirometry and Gram staining. Each week, students will also be exposed to 2 hours of clinical case examples, where they will be given 4 clinical cases with necessary information to arrive at a clinical diagnosis using both their clinical and basic science knowledge. Here too, students will be using a combination of clinical algorithms, an acquired knowledge base and course objectives for a logical deduction of a possible diagnosis. In addition, 2 hours of Masters Colloquium session performed every other week will teach students about socio-economic, community and global health issues from

a more integrated perspective. The students will be evaluated using 4 formative examinations conducted every other week and a final summative examination at the end of the course.

### **COM 541 Renal System (5 cr)**

This course will highlight the renal system's contribution to maintaining homeostatic levels of fluids, electrolytes, pH, and blood pressure. The behavior of this intricate system will be considered in normal health and in a variety of disorders. The clinical presentations (CPs) within the Renal course will focus on common situations and presentations that a primary care physician will experience such as hypertension, abnormal levels of different electrolytes, metabolic acidosis and alkalosis, polyuria, proteinuria and hematuria, renal calculi, renal mass, acute and chronic renal failure, and edema. Each week consists of 1 to 2 CPs that are accompanied by clinical algorithms, clinical reasoning guides, and objectives lists. Clinical faculty will walk the students through the clinical algorithm emphasizing critical decision points and setting the framework for the integration of the basic and clinical sciences. Following the clinical algorithm presentation by the clinical faculty, basic science faculty will present the fundamental principles from the traditional basic sciences (e.g. anatomy, biochemistry, cell biology, genetics, immunology, microbiology, nutrition, pathology, pharmacology, physiology etc.) to ensure adequate knowledge and skills required to arrive at a correct diagnosis. These basic science lectures will highlight the normal structures and functions of the system as a whole, immediately followed by an examination of various disease states including care and treatment options. Students will participate in clinical case example sessions as well as take part in a Medical Skills course that runs concurrently.

### **COM 551 Neuroscience (9 cr)**

The Neuroscience course spans nine weeks and contains twenty clinical presentations that reflect commonly encountered situations affecting the nervous system. The course is focused on providing students with a detailed understanding of normal structure, function and pathologic dysfunction of the nervous system and special senses. Depending on the week, 1 to 5 clinical presentations will be covered, each one of them accompanied by clinical algorithms, clinical reasoning guides, and detailed objectives lists. Clinical faculty will lead the students through the clinical algorithms emphasizing critical decision points and setting the framework for the integration of the basic and clinical sciences. Following the clinical algorithm presentation, basic science faculty will present the fundamental principles from the traditional basic sciences (e.g., anatomy, histology, embryology, biochemistry, immunology, microbiology, nutrition, pathology, pharmacology, and physiology) to ensure adequate knowledge and skills required to arrive at a correct diagnosis. These basic science lectures will highlight the normal structures and functions of the nervous system as a whole, including special senses, followed by presentations of various disease states including management and treatment options. In addition to the

lectures, library resources, and other learning activities that support each clinical presentation, students will attend anatomy labs and perform appropriate cadaver dissection activities and review prosected materials to reinforce learning of structures and relationships described in lecture. Traditional X-rays, CT scans and MRIs will be presented to illustrate normal and abnormal structures related to disease processes as well to illustrate some management techniques. In addition, students will participate in clinical case example sessions with medical science faculty physicians and take part in a Medical Skills course that runs concurrently and supports content covered, emphasizing the skills that the students need to acquire to diagnose and for the management of different clinical cases.

### **COM 561 Behavioral Medicine (3 cr)**

This course focuses on the etiology, diagnosis, and management of psychopathologic disorders. The clinical presentations (CPs) within the Behavioral Medicine course will focus on common situations and presentations that a primary care physician will experience. Each week consists of 1 to 2 CPs that are accompanied by clinical algorithms, clinical reasoning guides and objectives lists. Clinical faculty will walk the students through the clinical algorithm emphasizing critical decision points and setting the framework for the integration of the basic and clinical sciences. Following the clinical algorithm presentation by the clinical faculty, basic science faculty will present the fundamental principles from the traditional basic sciences (e.g. anatomy, biochemistry, cell biology, genetics, immunology, microbiology, nutrition, pathology, pharmacology, physiology etc.) to ensure that adequate knowledge and skills required to arrive at a correct diagnosis are communicated. These basic science lectures will highlight the normal structures and functions of the systems, immediately followed by an examination of various disease states including care and treatment options. Students will participate in clinical case example sessions as well as take part in a Medical Skills course that runs concurrently.

### **COM 571 Endocrine System (5 cr)**

The endocrine system acts to coordinate the body's activities using chemical messengers (hormones) that are transported by the circulatory system to influence every cell, organ, and function of our bodies. The foundations of this system are the glands and the hormones they produce. Hormones, as the body's chemical messengers, transfer information and instructions from one set of cells to another and are thereby instrumental in regulating mood, growth and development, cellular and tissue function, metabolism, sexual function and reproductive processes. The course covers the endocrine system and its hormonal products, including (a) the hormone producing cells, (b) synthesis, release and transport of the hormones, (c) the effects of hormones on target cells covering hormone receptors, signal transduction and the mechanisms of hormone action, (d) the intricacies of the hormonal and metabolic feedback regulatory mechanisms, (e) the effects of hormones on physiological processes as well as (f) the diseases caused by inappropriate hormone secretion and function. The basic

science structure of the course (covering anatomy, embryology, histology, biochemistry, genetics, microbiology, immunology, physiology, pathophysiology and pathology) is integrated with clinical correlates through the introduction of Clinical Presentations (CP's) that focus on common presenting clinical situations/complaints that primary care physicians will encounter in their daily practice. The course will also introduce therapeutic principles in treating endocrine disorders. Instructional methods employed in this course will rely on active-learning techniques where students are involved in doing meaningful activities while being stimulated to think about what they are doing. The active learning methodologies incorporating self-directed learning that are employed throughout the course include: Team-Based Learning; Case-Based Learning; Flipped Classrooms; Inquiry-Based Learning; Problem-Based Learning; Oral Presentations; and Role Playing. All learning methods will be reinforced with the use of a variety of self-assessment techniques, including iRAT's and audience response system-supported tRAT's, aimed at furnishing real-time feedback.

### **COM 581 Reproductive System (5 cr)**

The reproduction course is designed to teach each medical student the medical and scientific knowledge pertinent to the male and female human reproductive systems in both health and disease. The course consists of thirteen clinical presentations dispersed over the course of seven weeks. Each clinical presentation is accompanied by a clinical algorithm. The clinical algorithm consists of a branching diagram designed to aid the student in reaching a diagnosis via deductive reasoning. The branches of the clinical algorithm represent reductive diagnostic groups that narrow the range of diagnoses under consideration. Each clinical algorithm is accompanied by a clinical reasoning guide. The "Clinical Presentations" for this course were designed to capture the most common and medically significant chief complaints pertinent to the reproductive system in health and disease.

Following a given clinical presentation and the accompanying basic science content, students will participate in clinical case example sessions. Clinical case examples consist of clinical vignettes pertinent to a given clinical presentation. Students will assemble in small group classrooms, and will be mentored by a clinical faculty member. Four clinical vignettes, usually based on real patient cases, will be provided to the students. Students will be initially presented only with patient demographics and chief complaint. Students then will use the clinical algorithm and clinical reasoning guide to work through the case, eliciting the appropriate clinical history, physical examination findings, and ordering and interpreting any necessary imaging, clinical laboratory studies, and/or biopsy/resection findings. Clinical case examples will provide students with an opportunity to employ the clinical algorithms and clinical reasoning guides to arrive at a diagnosis. Faculty clinicians, mentoring the clinical case example sessions, will provide feedback on a variety of topics including but not limited to: cost-effectiveness in arriving at a diagnosis and/or treatment, communication skills, and ethics. Concurrently,

students will participate in Masters Colloquium, a course designed to cover complex, multidisciplinary aspects of professional development. Masters Colloquium content is designed to integrate with the reproduction course. Masters Colloquium topics scheduled during the reproductive course include the following: 1) Rape 2) Abortion 3) Ethical Issues in Reproduction. These topics were chosen as both critical topics for medical students to establish appropriate professional attitudes and behaviors, as well as critical topics pertinent to human reproductive health care. Concurrently, students will participate in the Medical Skills course. For example, following the clinical presentation and basic science sessions pertinent to an "abnormal Papanicolaou smear" students will practice performing Papanicolaou smears during their medical skill session.

### **COM 591 Stages of Life (5 cr)**

(Birth, Growth, Development, Aging) This course spans the life cycle beginning with birth and infancy and concludes with the dying patient. The Stages of Life course contains 16 clinical presentations (CPs) that are focused on the most frequently encountered CPs that a primary care physician may experience. Each CP starts with a clinical algorithm that is presented by the clinical faculty. Each CP will be introduced by a brief definition and a statement of its clinical significance along with a list of potential causes. Clinical faculty will walk the students through the clinical algorithm emphasizing critical decision points and setting the framework for the integration of the basic and clinical sciences. Basic scientific concepts will be interwoven within each CP providing the necessary basis for understanding relationships and causal entities. Each CP is accompanied with a clinical reasoning guide that contains details of the thought process that follows the related CP. Clinical relevance and appropriate application of basic scientific knowledge will be reinforced with clinical case examples related to that CP.

### **COM 601 Medical Skills (1 cr)**

Medical Skills course is designed to teach each medical student the basic clinical skills needed for medical practice. These skills include: communication, physician-patient rapport, history taking, physical examination, interpretation of diagnostic studies, note writing, oral presentations, use of patient care teams, application of medical and scientific knowledge in patient management, cost effective comparisons in treatment approaches, mastery of selected procedures and professionalism. In addition, we expect them to understand the use of counseling and feedback both in their own growth as future physicians as well as how to use this with their future patients.

Learning will be accomplished using a combination of: 1) preparatory self-directed learning materials, 2) surface anatomy sessions with body painting 3) hands-on demonstrations, 4) paired or standardized patient practice sessions, 5) simulated clinical procedures, 6) team-based problem solving exercises, 7) small group training using partial task simulators, 8) interactions with real patients with real medical problems or physical findings when appropriate and available 9) experiential education on

relevant topics in nutrition, and 10) journal club. Formative feedback/assessment will include: 1) self-reflection, 2) self-assessment (video tapes), 3) faculty observation with checklist assessment, 4) peer feedback, and 5) standardized patient assessment.

The mini-OSCE (formative exam) and medium-OSCE (summative exam) will be used to: 1) familiarize them with the process used in USMLE step 2 CS exams, 2) facilitate improved efficiency in the basic clinical history and physical exam skills needed for 3rd and 4th year clerkships, and 3) objectively identify areas that need improvement.

### **COM 602 Medical Skills (1 cr)**

Medical Skills course is designed to teach each medical student the basic clinical skills needed for medical practice. These skills include: communication, physician-patient rapport, history taking, physical examination, interpretation of diagnostic studies, note writing, oral presentations, use of patient care teams, application of medical and scientific knowledge in patient management, cost effective comparisons in treatment approaches, mastery of selected procedures and professionalism. In addition, we expect them to understand the use of counseling and feedback both in their own growth as future physicians as well as how to use this with their future patients.

Learning will be accomplished using a combination of: 1) preparatory self-directed learning materials, 2) surface anatomy sessions with body painting 3) hands-on demonstrations, 4) paired or standardized patient practice sessions, 5) simulated clinical procedures, 6) team-based problem solving exercises, 7) small group training using partial task simulators, 8) interactions with real patients with real medical problems or physical findings when appropriate and available 9) experiential education on relevant topics in nutrition, and 10) journal club. Formative feedback/assessment will include: 1) self-reflection, 2) self-assessment (video tapes), 3) quizzes, 4) faculty observation with checklist assessment, 5) peer feedback, and 6) standardized patient assessment.

The mini-OSCE (formative exam) and medium-OSCE (summative exam) will be used to: 1) familiarize them with the process used in USMLE step 2 CS exams, 2) facilitate improved efficiency in the basic clinical history and physical exam skills needed for 3rd and 4th year clerkships, and 3) objectively identify areas that need improvement.

### **COM 603 Medical Skills (1 cr)**

Medical Skills course is designed to teach each medical student the basic clinical skills needed for medical practice. These skills include: communication, physician-patient rapport, history taking, physical examination, interpretation of diagnostic studies, note writing, oral presentations, use of patient care teams, application of medical and scientific knowledge in patient management, cost effective comparisons in treatment approaches, mastery of selected procedures and professionalism. In addition, we expect them to understand the use of

counseling and feedback both in their own growth as future physicians as well as how to use this with their future patients.

Learning will be accomplished using a combination of: 1) preparatory self-directed learning materials, 2) surface anatomy sessions with body painting 3) hands-on demonstrations, 4) paired or standardized patient practice sessions, 5) simulated clinical procedures, 6) team-based problem solving exercises, 7) small group training using partial task simulators, 8) interactions with real patients with real medical problems or physical findings when appropriate and available 9) experiential education on relevant topics in nutrition, and 10) journal club. Formative feedback/assessment will include: 1) self-reflection, 2) self-assessment (video tapes), 3) faculty observation with checklist assessment, 4) peer feedback, and 5) standardized patient assessment.

The mini-OSCE (formative exam) and medium-OSCE (summative exam) will be used to: 1) familiarize them with the process used in USMLE step 2 CS exams, 2) facilitate improved efficiency in the basic clinical history and physical exam skills needed for 3rd and 4th year clerkships, and 3) objectively identify areas that need improvement.

#### **COM 604 Medical Skills (1 cr)**

Medical Skills is a course designed to teach each medical student the basic clinical skills needed for medical practice. These skills include: communication, physician-patient rapport, history taking, physical examination, interpretation of diagnostic studies, note writing, oral presentations, use of patient care teams, application of medical and scientific knowledge in patient management, cost effective comparisons in treatment approaches, mastery of selected procedures and professionalism. In addition, we expect them to understand the use of counseling and feedback both in their own growth as future physicians as well as how to use this with their future patients.

Learning will be accomplished using a combination of: 1) preparatory self-directed learning materials, 2) hands-on demonstrations, 3) paired or standardized patient practice sessions, 4) simulated clinical procedures, 5) team-based problem solving exercises, 6) small group training using partial task simulators, 7) interactions with real patients with real medical problems or physical findings when appropriate and available 8) experiential education on relevant topics in nutrition, and 9) journal clubs. Formative feedback/assessment will include: 1) self-reflection, 2) self-assessment (video tapes), 3) faculty observation with checklist assessment, 4) peer feedback, and 5) standardized patient assessment.

The mini-OSCE (formative exam) and full-OSCE (summative exam) will be used to: 1) familiarize them with the process used in USMLE step 2 CS exams, 2) facilitate improved efficiency in the basic clinical history and physical exam skills needed for 3rd and 4th year clerkships, and 3) objectively identify areas that need improvement.

#### **COM 611 Masters Colloquium (1 cr)**

The purpose of the Masters Colloquium course is to address important issues that the students will encounter in the practice of medicine and to prepare them to become compassionate, trustworthy, well-informed medical doctors who understand the challenges of this profession and can face them with confidence and honor. The Masters Colloquium course is a biweekly 2 hour seminar presented to medical students in Years 1 and 2. At the beginning of Year 1, students will be divided into groups of 10-20 and each group will constitute a college. Students will stay in their assigned college for the first two years of Medical School. Colleges will be led by College Masters. College Masters will be responsible for delivering the content of the Masters Colloquium course to their college. Changing the college will only be allowed in exceptional circumstances and only if appropriate exchange is done. Any requests to change the college should be well grounded, documented and submitted to the Office of Student Affairs, Admissions and Outreach. The colloquia are conducted in a discussion or workshop format, and cover complex, multidisciplinary aspects of professional development. Invited presentations by experts will be followed by discussion. Each Masters Colloquium session will be evaluated by the students of each college via an anonymous survey. Feedback from these surveys will be sent to the corresponding College Masters, the person that delivered the session (if different) and the Course Director. College Masters will assist in identifying and clarifying ambiguities within the presentations and will provide the first line of student evaluation and possible intervention. Areas that will be covered in the first year are:

- Fundamental Ethical Principles in Patient Care and Medical Practice
- Patient-Physician Relationship: Confidentiality, truth-telling and withholding information
- Breaking bad news; talking about genetic testing
- Communicating knowledge, interpretation, and recommendations orally and/or in writing to a wide range of professional or lay audiences in culturally appropriate ways.
- Scientific Methods for Gathering Information
- Principles of Evidence-Based Medicine
- Conflict of Interest
- Professional Honesty
- Informed Consent and Malpractice
- Providing Culturally Appropriate Care
- Population, Resources and the Environment
- Describe the components of social structure (eg family, neighborhood, community) and the role each plays in health behavior, disease prevention and the treatment for illness
- Health Implications of Travel, Migration and Displacement
- Complementary and Alternative Medicine

### **COM 612 Masters Colloquium (1 cr)**

The purpose of the Masters Colloquium course is to address important issues that the students will encounter in the practice of medicine and to prepare them to become compassionate, trustworthy, well-informed medical doctors who understand the challenges of this profession and can face them with confidence and honor. The Masters Colloquium course is a biweekly 2 hour seminar presented to medical students in Years 1 and 2. At the beginning of year 1, students will be divided into groups of 10-20 and each group will constitute a college. Students will stay in their assigned college for the first two years of Medical School. Colleges will be led by College Masters. College Masters will be responsible for delivering the content of the Masters Colloquium course to their college. Changing the college will only be allowed in exceptional circumstances and only if appropriate exchange is done. Any requests to change the college should be well grounded, documented and submitted to the Office of Student Affairs, Admissions and Outreach. The colloquia are conducted in a discussion or workshop format, and cover complex, multidisciplinary aspects of professional development. Invited presentations by experts will be followed by discussion. Each Masters Colloquium session will be evaluated by the students of each college via an anonymous survey. Feedback from these surveys will be sent to the corresponding College Masters, the person that delivered the session (if different) and the course director. College Masters will assist in identifying and clarifying ambiguities within the presentations and will provide the first line of student evaluation and possible intervention. Areas that will be covered in the first year are:

- Fundamental Ethical Principles in Patient Care and Medical Practice
- Patient-Physician Relationship: Confidentiality, truth-telling and withholding information
- Breaking bad news
- Evidence-Based Medicine Principles
- Patient's Social Structure
- Conflicts of Interest
- Complementary and Alternative Medicine
- Chronic Disease
- Persistent Vegetative State
- Preserving Patient Dignity
- Providing Culturally Appropriate Care
- Health Implications of Travel, Migration and Displacement
- Population, Resources and the Environment
- Globalization of Health and Healthcare
- Informed Consent and Malpractice
- Professional Honesty

### **COM 613 Masters Colloquium (1 cr)**

The purpose of the Masters Colloquium course is to address important issues that the students will encounter in the practice of medicine and to prepare them to become compassionate, trustworthy, well-informed medical doctors who understand the challenges of this profession and can face them with confidence and honor. The Masters Colloquium course is a biweekly 2 hour seminar presented to medical students in Years 1 and 2. At the beginning of year 1, students will be divided into

groups of 10-20 and each group will constitute a college. Students will stay in their assigned college for the first two years of Medical School. Colleges will be led by College Masters. College Masters will be responsible for delivering the content of the Masters Colloquium course to their college. Changing the college will only be allowed in exceptional circumstances and only if appropriate exchange is done. Any requests to change the college should be well grounded, documented and submitted to the Office of Student Affairs, Admissions and Outreach. The colloquia are conducted in a discussion or workshop format, and cover complex, multidisciplinary aspects of professional development. Invited presentations by experts will be followed by discussion. Each Masters Colloquium session will be evaluated by the students of each college via an anonymous survey. Feedback from these surveys will be sent to the corresponding College Masters, the person that delivered the session (if different) and the Course Director. College Masters will assist in identifying and clarifying ambiguities within the presentations and will provide the first line of student evaluation and possible intervention. Areas that will be covered in the second year are:

- The National Health System
- Healthcare in Low Resource Settings
- Allocating Resources in Low Resource Settings
- Human Rights in Global Health
- Use and Abuse of Steroids
- Use of Social Media Sites
- Time Management for Medical Students
- Taking Responsibility and Dealing with Errors
- The Doctor as a Patient
- Refusal of Care
- Advocacy for the Patient
- Ethical Issues in Reproduction
- Sexual Assault
- Abortion
- Respect for the Beliefs, Opinions and Privacy
- Parental/Surrogate Decision Making
- Approach to family violence, abuse, neglect and harassment
- Age-appropriate care and advanced care planning
- End of life issues and termination of life-sustaining treatment
- Our Beliefs, Opinions Prejudices and Religion as a Barrier to Providing Healthcare

### **COM 614 Masters Colloquium (1 cr)**

The purpose of the Masters Colloquium course is to address important issues that the students will encounter in the practice of medicine and to prepare them to become compassionate, trustworthy, well-informed medical doctors who understand the challenges of this profession and can face them with confidence and honor. The Masters Colloquium course is a biweekly 2 hour seminar presented to medical students in Years 1 and 2. At the beginning of year 1, students will be divided into groups of 10-20 and each group will constitute a college. Students will stay in their assigned college for the first two years of Medical School. Colleges will be led by College Masters. College Masters will be responsible for delivering the content of the Masters Colloquium course to their college. Changing the college will only be allowed in



exceptional circumstances and only if appropriate exchange is done. Any requests to change the college should be well grounded, documented and submitted to the Office of Student Affairs, Admissions and Outreach. The colloquia are conducted in a discussion or workshop format, and cover complex, multidisciplinary aspects of professional development. Invited presentations by experts will be followed by discussion. Each Masters Colloquium session will be evaluated by the students of each college via an anonymous survey. Feedback from these surveys will be sent to the corresponding College Masters, the person that delivered the session (if different) and the Course Director. College Masters will assist in identifying and clarifying ambiguities within the presentations and will provide the first line of student evaluation and possible intervention. Areas that will be covered in the second year are:

- The National Health System
  - Healthcare in Low Resource Settings
  - Allocating Resources in Low Resource Settings
  - Human Rights in Global Health
  - Use and Abuse of Steroids
  - Use of Social Media Sites
  - Time Management for Medical Students
  - Taking Responsibility and Dealing with Errors
  - The Doctor as a Patient
  - Refusal of Care
  - Advocacy for the Patient
  - Ethical Issues in Reproduction
  - Sexual Assault
  - Abortion
  - Respect for the Beliefs, Opinions and Privacy
  - Parental/Surrogate Decision Making
  - Approach to family violence, abuse, neglect and harassment
  - Age-appropriate care and advanced care planning
  - End of life issues and termination of life-sustaining treatment
  - Our Beliefs, Opinions Prejudices and Religion as a Barrier to Providing Healthcare
- Department of Medical Education and Affiliated Institutions

## Office of Research

### COM 623 Self-Directed Student Scholarly Project (1 cr)

The required Self-Directed Student Scholarly Project (hereafter referred to as the Scholarly Project) is a one-year, research-based program to be completed during the 2nd year of medical school. Students will assemble in groups of 3 to reinforce teamwork and development of collaborative skills. The Scholarly Project will allow students to hone their analytical and investigative skills by participating in an active research project under a faculty mentor to produce usable data sets, public presentations, and abstracts suitable for publication. The requirements for the project will be explained to students during the Orientation. Students will then be encouraged to find an area of interest that they wish to pursue further and to identify faculty and other students that have similar research interests. The following are examples of broader

categories that are considered to be suitable for a scholarly project:

- Translational Research
- Clinical Research
- Basic Research
- Global Health
- Medical Education
- Epidemiology
- Public and Environmental Health
- History of Medicine

The students will choose their project and mentor during the first year in Medical school. The student group will develop a hypothesis/question and devise the methods and steps appropriate to answering the question/hypothesis with the guidance of their chosen mentor. They will then generate a suitable research project proposal with corresponding planned analysis and outcomes.

A final project proposal will be submitted to the Course Committee for review and approval. The project will be reviewed for its feasibility and for the level of critical thinking and if suitable, approved.

Approval by the Course Committee will allow the project to proceed. Depending on the type of project, the students may have to complete required training (for example, laboratory biosafety training, blood-borne pathogen training, radiation safety training, IRB and HIPAA training for working with human subjects or accessing patient data, or IACUC training for working with laboratory animals). Projects that include human research subjects will require approval by the CNU IRB. Similarly, if laboratory animals are used, approval by the CNU IACUC will be required.

### COM 624 Self-Directed Student Scholarly Project (1 cr)

The required Self-Directed Student Scholarly Project (hereafter referred to as the Scholarly Project) is a one-year, research-based program to be completed during the 2nd year of medical school. Students will assemble in groups of 3 to reinforce teamwork and development of collaborative skills. The Scholarly Project will allow students to hone their analytical and investigative skills by participating in an active research project under a faculty mentor to produce usable data sets, public presentations, and abstracts suitable for publication. The requirements for the project will be explained to students during the Orientation. Students will then be encouraged to find an area of interest that they wish to pursue further and to identify faculty and other students that have similar research interests. The following are examples of broader categories that are considered to be suitable for a scholarly project:

- Translational Research
- Clinical Research
- Basic Research
- Global Health
- Medical Education
- Epidemiology
- Public and Environmental Health
- History of Medicine

The students will choose their project and mentor during the first year in Medical school. The student group will develop a hypothesis/question and devise the methods and steps appropriate to answering the question/hypothesis with the guidance of their chosen mentor. They will then generate a suitable research project proposal with corresponding planned analysis and outcomes.

A final project proposal will be submitted to the Course Committee for review and approval. The project will be reviewed for its feasibility and for the level of critical thinking and if suitable, approved.

Approval by the Course Committee will allow the project to proceed. Depending on the type of project, the students may have to complete required training (for example, laboratory biosafety training, blood-borne pathogen training, radiation safety training, IRB and HIPAA training for working with human subjects or accessing patient data, or IACUC training for working with laboratory animals). Projects that include human research subjects will require approval by the CNU IRB. Similarly, if laboratory animals are used, approval by the CNU IACUC will be required.

### **M3 Clerkships**

#### **COM 701 Family Medicine Clerkship (6 cr)**

Each student will spend six weeks on a family practice rotation working directly with a family practice physician in one of the community preceptor's office. In these settings the students will have the opportunity to hone their skills in: patient care, medical knowledge, communication, professionalism, health care systems and personal development in the context of adult primary or inpatient care. Special emphasis will be placed on learning about preventative care, end of life issues, and health screening programs. In addition, we expect the students to be provided opportunities to participate in the common medical conditions seen in a family practice. The student's participation/exposure will be tracked by using a checklist of medical conditions and procedure skills that are expected to be seen/done during the rotation and which require the signature of the supervision physician.

#### **COM 711 Internal Medicine Clerkship (8 cr)**

Each student will spend four weeks on an internal medicine inpatient rotation working directly with an internist and family practice resident in one of the hospitals listed above. Additionally, the student will spend four weeks in an ambulatory (outpatient) setting working with a primary care internist. In these settings the students will have the opportunity to hone their skills in: patient care, medical knowledge, communication, professionalism, health care systems and personal development in the context of adult primary or inpatient care. Special emphasis will be placed on providing opportunities to participate in the common medical conditions seen in internal medicine which will be tracked by each student having a checklist of medical conditions and procedure skills that are expected to be seen/done

during the rotation and which require the signature of the supervising physician.

#### **COM 721 Neurology Clerkship (4 cr)**

Each student will spend four weeks at one of the institutions listed above working rotation working directly with a neurologist and possible family practice resident in either an inpatient or outpatient setting. In these settings the students will have the opportunity to hone their skills in: patient care, medical knowledge, communication, professionalism, health care systems and personal development in the context of neurologic problems. Special emphasis will be placed on honing a comprehensive neurologic history and physical exam including cognitive testing. To ensure adequate exposure to common neurologic conditions, each student will be provided with a checklist of conditions they are expected to see and participate in their care. A skills checklist for signatures will also be provided to ensure adequate skills practice.

#### **COM 731 Obstetrics and Gynecology Clerkship (6 cr)**

Each student will spend three weeks on an ob/gyn inpatient rotation working directly with an ob/gyn physician and family practice resident in one of the hospitals listed above. Additionally, the student will spend three weeks in an ambulatory (outpatient) setting. In these settings the students will have the opportunity to hone their skills in: patient care, medical knowledge, communication, professionalism, health care systems and personal development in the context of adult primary or inpatient care. Special emphasis will be placed on having a good working knowledge of pelvic female anatomy as it related to reproduction, labor and delivery as well as infectious and oncologic issues. Each student will have a checklist of conditions/skills they are expected to participate in and obtain signatures validating their participation. These include uncomplicated labors and deliveries as well as the steps/screening of uncomplicated pregnancies. They should have an opportunity to participate in counseling women about contraception, abortion and sterilization options.

#### **COM 741 Pediatrics Clerkship (6 cr)**

Each student will spend three weeks on a pediatric inpatient rotation working directly with pediatrician attending and family practice resident in one of the hospitals listed above. Additionally, the student will spend three weeks in an ambulatory (outpatient) setting. In these settings the students will have the opportunity to hone their skills in: patient care, medical knowledge, communication, professionalism, health care systems and personal development in the context of pediatric primary or inpatient care. Special emphasis will be placed on having a good working knowledge of normal infant/toddler milestones and adolescent development. In addition, they will be able to experience counseling the adolescent in such issues as birth control, sexual behavior, social acceptance etc. Each student will have a checklist of conditions/skills they are expected to participate in and obtain signatures validating their participation.

### **COM 751 Psychiatry Clerkship (4 cr)**

Each student will spend four weeks on a psychiatry rotation working directly with a family practice resident and psychiatry attending in one of the community hospitals or preceptor office listed above. In these settings the students will have the opportunity to hone their skills in: patient care with patients which psychiatric disorders, medical knowledge, communication, professionalism, health care systems and personal development in the context of adult primary or inpatient care. Special emphasis will be placed on learning psychiatric diagnoses, mental health testing, and communication with individuals with mental illness. In addition, we expect the students to be provided opportunities to participate in the common psychiatric conditions seen in a psychiatry including suicidal ideation and suicidal attempts. The student's participation/exposure will be tracked by using a checklist of medical conditions and procedure skills that are expected to be seen/done during the rotation and which require the signature of the supervision physician.

### **COM 771 Emergency Medicine Clerkship (4 cr)**

Each student will spend four weeks on an Emergency Medicine Rotation at one of the hospitals listed above. In this setting the students will have the opportunity to hone their skills in: patient care, medical knowledge, communication, professionalism, health care systems and personal development in the context of adult primary or inpatient care. Special emphasis will be placed on expedient history/physical examinations, developing an appropriate differential, identifying urgent from routine patient needs. Each student will be expected to participate in the most common medical emergencies routinely seen in an emergency department. To ensure adequate exposure, each student will be asked to complete a checklist of conditions and skills they have participated in and obtain a supervising physician's signature. This will be routinely shared with the Clerkship Director to better determine the adequacy of the learning environment.

### **COM 761 Surgery Clerkship (8 cr)**

Each student will spend four weeks on a general surgery inpatient rotation working directly with a general surgeon and family practice resident in one of the hospitals listed above. Additionally, the student will spend two, two week rotations in surgical specialty rotations. In these settings the students will have the opportunity to hone their skills in: patient care, medical knowledge, particularly anatomy, communication, professionalism, health care systems and personal development in the context of surgical care. Special emphasis will be placed on having a good working knowledge of anatomy as it relates to the surgical specialty, pre and post-operative care, operative risk assessment and informed consent procedures. Each student will have a checklist of conditions/skills they are expected to participate in and obtain signatures validating their participation.

## **M4 Sub-Internships**

A Sub-Internship also known as Acting Internship is a M4 clinical experience completed at CNUCOM-affiliated hospital systems or through VSLO in which the medical

student is expected to demonstrate the knowledge, skills, and attitudes expected of a first-year resident. Students completing a Sub-Internship or Acting Internship must meet the following requirements:

- Minimum Sub-Internship: 1 core specialty (General Internal Medicine, General Surgery, General Pediatrics, OB/GYN, Family and Community Medicine, Emergency Medicine).
- Sub-Internships can be completed at an "away" site.
- Minimum number of Sub-Internship required to graduate = 1 (4 week minimum).
- Maximum number of Sub-Internship = 3 (A specialty limit of 12 weeks, including Electives and Sub-Internships).

Sub-Internships completed away are indicated on the transcript as xxx891. For the following Sub-Internships, please see the specialty area within the section M4 Electives.

**Sub-Internships = 1.5 credit units per week (60 contact hours).**

**EME 801 - Emergency Medicine Sub-Internship**

**INT 801 - Internal Medicine Sub-Internship**

**INT 802 - Inpatient Medicine Sub-Internship**

**INT 803 - Internal Medicine Sub-Internship**

**PED 801 - Pediatric Sub-Internship**

**PUL 801 - Pulmonary & Critical Care Medicine Sub-Internship**

**OBG 801 - OB/GYN Sub-Internship**

**SUR 801 - Surgery Sub-Internship**

**FAM 801 - Family Medicine Sub-Internship**

## **M4 Electives**

**Elective course credit = 1 credit unit per week (40 contact hours).**

- **Maximum of 12 weeks per specialty (Clinical) can be applied toward degree requirements.**
- **Maximum of 8 weeks (Non-Clinical) can be applied toward degree requirements.**

## **EXTERNAL/AWAY ROTATIONS**

On the transcript, away rotations are indicated as xxx899 or xxx898. For example, EME 899 indicates an Emergency-area external/away rotation. Students apply independently for placement typically through VSAS or by separate application.

## ALLERGY/IMMUNOLOGY (AAI)

### **AAI 810-1 Allergy, Asthma, Immunology (2 or 4 week rotation)**

*Sponsor(s):* Dept. of Med. Ed. & Affiliated Institutions

*Location(s):* Kaiser South Sacramento

Office based allergy practice that will help the learner to manage allergic diseases from rhinitis, asthma, food allergies, primary immunodeficiency, angioedema, and anaphylaxis. Additional areas for longer options (if multiple rotation lengths are offered) include spirometry, skin testing, allergy injections, drug desensitization, and care of anaphylaxis. Students will demonstrate knowledge pertaining to the management of allergic diseases including rhinitis, asthma, food allergies, primary immunodeficiency, angioedema and anaphylaxis.

### **AAI 812 Allergy & Immunology (2-4 week rotation)**

*Sponsor(s):* Dept. of Med. Ed. & Affiliated Institutions

*Location(s):* Allergy Medical Group of Northern Area - Sacramento Clinic; Roseville Clinic

This elective rotation is a four (4) weeks structured clinical experience under direct supervision of an endocrinology attending designed to orient students how to obtain problem focused history from patients with atopic disease focused physical exam. Students will also be exposed to patients with atopic disease. This intensive month will provide an opportunity for the students to do more in-depth reading about the various atopic diseases and conditions they see. Students are expected to attend and participate in all scheduled educational activities at the host institution. Students will learn basic information of following diseases: basic atopic diseases, allergic rhinitis, sinusitis, asthma, urticarial, angioedema, food allergy/intolerance, drug allergy, insect allergy, environmental sensitivity. Students will perform a comprehensive history and physical examination in a timely manner and will gain experience in generating more specialized differential diagnoses, assessments, and diagnostic and treatment plans.

## ANESTHESIA (ANE)

**ANE 810-1 Anesthesia** – Kaiser South

**ANE 810-2 Anesthesia** – Sutter Medical Center

**(2 or 4 week rotation)**

*Sponsor(s):* **Dept. of Med. Ed. & Affiliated Institutions**

Students seeking to increase their knowledge of anesthesiology and perioperative medicine will actively participate in the anesthetic care of surgical patients. Progressive and increased responsibility for pre-, intra-, and postoperative patient management will be assumed by the student under the direction of an anesthesiologist. The student will participate fully in the perioperative anesthetic care of a healthy patient during uncomplicated surgery. Students will participate in the department's didactic conferences; reading is required to meet learning objectives. Students will learn to perform pre-anesthetic evaluation, present an organized summary of findings, develop a rational plan of anesthetic management - Discuss effects of surgery and anesthesia on common

medical conditions and execute plans to manage these conditions perioperatively, conduct the intraoperative administration of anesthesia demonstrating knowledge of anesthetic pharmacology, perform peripheral venous, cannulation, bag and mask airway management, endotracheal intubation.

### **ANE 811 The Art and Practice of Anesthesiology and Pain Medicine (2 or 4 week rotation)**

*Sponsor(s):* Dept. of Med. Ed. & Affiliated Institutions

*Location(s):* Sutter Roseville Medical Center

Students will be assigned to an attending anesthesiologist each day and may rotate to another anesthesiologist depending on cases and anesthetic techniques used. Special emphasis is given to airway management, pre-operative evaluation, intra-operative and post-operative care of patients. Students will rotate to the ambulatory surgery centers, hospital inpatient surgical and obstetric department. Exposure to ICU and trauma patients will be included when students work alongside an on-call trauma anesthesiologist when available. Three didactic sessions will be given per week emphasizing the learning objectives. In addition, clinical and basic science articles will be critically reviewed and discussed. Complicated cases will also be analyzed and discussed. Students will learn:

- 1) Clinical skills include basic airway management, physiological monitoring, sedation and pain management.
- 2) Knowledge of basic anesthetic agents, intra-operative and pain medications.
- 3) Critical review of basic and clinical anesthesia literature.
- 4) Exposure to different anesthetic techniques from lines placement to regional and neuraxial anesthesia.
- 5) Techniques in stabilizing an unstable patient.

### **ANE 812 Anesthesiology Elective (4 week rotation)**

*Sponsor(s):* Dept. of Med. Ed. & Affiliated Institutions

*Location(s):* Methodist Hospital, Sacramento

Students will gain an understanding of pre-operative work-up evaluation as well as post-operative care/recovery. Airway management including ability to mask a patient using laryngeal-mask airways and other oral airways as well as being able to intubate patients in a controlled setting. Understand the physiology and pharmacology related to anesthesia and understand inter-professional relationships of the OR including but not limited to interaction between the anesthesiologist, nurses, surgeons, techs, and ancillary staff.

## CARDIOLOGY (CAR)

### **CAR 810 Cardiology Clinical Rotation (4-week rotation)**

*Sponsor(s):* Dept. of Med. Ed. & Affiliated Institutions

*Location(s):* Sutter Medical Center, Sacramento

Students will be exposed to a wide range of cardiology experiences including inpatient consultation and procedures, as well as advanced heart failure and transplant clinical committee meetings, and outpatient

office setting. They will be expected to have some initiative and ask questions and as such will “get out of it what they put into it.” Students will be quizzed on differential diagnoses and treatment plans. (Pre-req: M4 standing & ICU Req.)

**CAR 811-1 Cardiology Elective  
(2 or 4-week rotation)**

*Sponsor(s):* Dept. of Med. Ed. & Affiliated Institutions

*Location(s):* Chinese Hospital and Clinics, Daly City

The major goal of this elective is to construct the clinical environment for the senior students to develop outpatient management responsibilities in the broad field of medicine that will allow confident transition to resident level responsibilities in all disciplines. The students will be directly supervised by faculty attending. Procedures required by the patient, will be performed by the student depending on experience and safety. After completing this course, the student should be able to: A. Perform a comprehensive history and physical exam for the purpose of evaluation and management in an outpatient clinical setting. B. Gather information, formulate differential diagnoses, and propose plans for the initial evaluation and management of patients with common presentations. C. Manage follow-up visits with patients having one or more common chronic diseases. D. Recognize acute care medical problems, as well as ethical and managed care issues E. Demonstrate competency in advanced elicitation of history, communication, physical examination, and critical thinking skills. F. Obtain basic technical skills suitable for the level of training G. Perform responsible medical care management decisions.

**CAR 811-2 Cardiology Elective  
(4-week rotation)**

*Sponsor(s):* Dept. of Med. Ed. & Affiliated Institutions

*Location(s):* Kaiser South Sacramento

Student will work with faculty attending to evaluate and manage cardiac patients in both an outpatient and inpatient setting. Students will be introduced to reading EKG's, echo, and observe cardiac cauterization and transesophageal echo. To become familiar with management of patients with heart failure, myocardial infarction, arrhythmia, etc. and to provide medical students with experience in addressing and managing patients with cardiac issues.

**CAR 811-3 Cardiology Elective  
(4-week rotation)**

*Sponsor(s):* Dept. of Med. Ed. & Affiliated Institutions

*Location(s):* SMG Cardiology-Sutter Medical Center

Diagnosis and therapy of common cardiac diseases. Fundamentals of cardiac anatomy and physiology – working knowledge of common cardiac disease states – cardiac pharmacology interpretation of cardiac diagnostic studies (ECG, ECHO, Stress testing, and Nuclear Imaging) – cardiac history and physical examination. 12 lectures: ECG, ECHO, coronary anatomy and physiology, methods for evaluating cardiac disease, valvular heart disease, guideline: lipids, hypertension, risk factors, arrhythmia including ablation therapy, atrial fibrillation, peripheral

vascular disease (arterial and venous), devices including resynchronization therapy, CAD diagnosis and treatment, treatment of CHF.

**CAR 811-4 Cardiology Elective** - California Heart Assoc. & Area Hospitals

**CAR 811-5 Cardiology Elective** – Kaiser Redwood City

**CAR 811-6 Cardiology Elective** – Kaiser Oakland  
(4-week rotation)

*Sponsor(s):* Dept. of Med. Ed. & Affiliated Institutions

*Location(s):* California Heart Associates & Area Hospitals

This course is designed to give the students a broad exposure to cardiology, while concentrating at the same time on individual patient evaluation and management. Students will see patients both at the hospital and outpatient setting daily electrocardiogram round; observe cardiac procedures; morning rounds in the hospital. If time permits, students will attend Cardiac rounds.

**CAR 811-7 Cardiology Elective  
(2-week rotation)**

*Sponsor(s):* Dept. of Med. Ed. & Affiliated Institutions

*Location(s):* Department of Medicine at Alameda Health System (Highland Hospital)

The Cardiology service at Highland Hospital is a very busy inpatient and outpatient service. There is a wide spectrum of cardiologic disease seen in the inpatient, outpatient and non-invasive laboratory settings. The average week consists of 5 to 10 new inpatient consultations, 100 patients seen in the outpatient clinics, a non-invasive service performing around 80 electrocardiograms per day, approximately 350 echocardiograms per month, 4 transesophageal echocardiograms per month, and an average of about 10 treadmill stress tests per week.

**CAR 880S Cardiovascular Surgery  
(4-week rotation)**

*Sponsor(s):* Dept. of Med. Ed. & Affiliated Institutions

*Location(s):* Sutter Medical Center Sacramento

Students will understand cardiovascular pathophysiology and develop basic surgical skills. Pre assessment, operative experience, and post-operation care. This intensive month will provide an opportunity for the students to do more in-depth reading about the various atopic diseases and conditions they see. Students are expected to attend and participate in all scheduled educational activities at the host institution. Specialty Area(s): *Cardiology; Surgery.*

**CAR 881S Cardiothoracic Surgery  
(4-week rotation)**

*Sponsor(s):* Dept. of Med. Ed. & Affiliated Institutions

*Location(s):* Mercy San Juan Hospital

Lung Cancer, Esophageal Cancer, Thymus cancer, Airway Disease, Esophageal Reflux Disease, Diaphragm Disease, Chest wall issues, critical care for surgery, Lung Screening, Management of Stage IV cancers, Interventional Bronchoscopy and Esophagostomy. Clinical experiences includes rounds, seeing patients, consults, and surgery.

## DERMATOLOGY (DER)

**DER 810-1 Dermatology – Kaiser South  
(2 or 4 week rotation)**

**DER 810-2 Dermatology – Kaiser Permanente-Fresno  
(4 week rotation)**

*Sponsor(s):* Dept. of Med. Ed. & Affiliated Institutions  
Students will learn about medical surgical dermatology. The student will be exposed to medical dermatology encounters with patients having primary skin disease, to include immunobullous diseases, contact dermatitis, connective tissue diseases, congenital skin disease, skin cancer, and infectious diseases, as well as medically-complicated patients displaying dermatologic manifestations of systemic disease or therapy. Clinical experiences includes working with other residents/fellows.

## EMERGENCY MEDICINE (EME)

**EME 801 Emergency Medicine Sub-Internship  
(4 week rotation)**

Multiple sites  
*Sponsor(s):* Dept. of Med. Ed. & Affiliated Institutions  
Students will take a higher level of responsibility in the evaluation and management of emergency medicine or related specialty. Students will also be exposed to disaster medicine, wilderness medicine, and ultrasound in emergency care. In addition to primary care responsibilities, there will be daily lectures and/or conferences. Students are expected to attend and participate in all scheduled educational activities. Students will be managing patients as primary caregivers, under direct supervision by an attending physician. Students will learn how to perform a focused history and physical examination and will gain experience in generating differential diagnoses, assessments, and diagnostic and treatment plans at a level above the completed Emergency Medicine internship. Students will participate in a number of procedures including wound closure, reduction and splinting, incision and drainage etc. with guidance from experienced residents and faculty members. In addition, students will actively participate in both medical and trauma resuscitations during their rotation at Bellevue. (Pre-requisite: M4 standing; COM 771)

**EME 810-1 Emergency Medicine – Kaiser South**

**EME 810-2 Emergency Medicine – AHMC  
(4-week rotation)**

*Sponsor(s):* Dept. of Med. Ed. & Affiliated Institutions  
Exposure of the medical student to patients with complaints covering all age and all subspecialties who present to the Emergency Department. Will have first contact responsibility to perform a history and physical exam on each of his/her patients. Will discuss each case with an Emergency Department physician prior to ordering lab work, x-rays, medicines or consultation. Will discuss each case with an Emergency Department physician prior to patient's treatment and disposition. Will be actively involved in patient's education concerning discharge instruction (prescription, home care, etc.), and appropriate physician follow up.

## ENDOCRINOLOGY (END)

**END 810 Endocrinology  
(4-week rotation)**

*Sponsor(s):* Dept. of Med. Ed. & Affiliated Institutions  
*Location(s):* Sutter Health  
Understand real life experiences of an endocrinologists and learn the clinical utilities and techniques related to endocrinology and metabolism. Students will 1) Describe the disease process in patients by integration of clinical findings (history and physical) with laboratory tests, 2) Explain the pathogenesis and pathophysiology of diseases of the pituitary, thyroid, parathyroid, adrenal, pancreas (endocrine), and reproductive organs, 3) Outline the function of the endocrine organ and explain the metabolism of their hormones and their effects on the body, 4) Develop adequate experience with the use of insulin, thyroid hormones, corticosteroids, and other related therapeutic agents, and 5) Develop adequate experience in endocrine related surgery and diagnostic procedures such as thyroid needle biopsy, vascular ultrasound in diabetic patients, and bone mineral density testing.

## FAMILY MEDICINE (FAM)

**FAM 801 Family Medicine Sub-Internship  
(4-week rotation)**

*Sponsor(s):* Dept. of Med. Ed. & Affiliated Institutions  
*Location(s):* Multiple  
The clerkship gives medical students experience in an urban Family Medicine office, which serves a multi-ethnic, medically indigent population, as well as addressing child and women's health issues. Students will also see patients at our adolescent high school clinics and school for pregnant girls. Lecture series will concentrate on Public Health, Health Policy, and Managed Care. Students will have exposure to procedures such as Minor Surgery, Flex Sigmoidoscopy, Sports Medicine, and Colposcopy/Endometrial Biopsies.

**FAM 810-1 Family Medicine Elective – Forest Hill  
Medical Center (2 or 4-week rotation)**

**FAM 810-2 Family Medicine Elective – Western Sierra  
Medical Center (2 or 4-week rotation)**

**FAM 810-3 Family Medicine Elective – Kaiser Hospital,  
Walnut Creek (4-week rotation)**

**FAM 810-4 Family Medicine Elective – Kaiser  
Permanente, Antioch, CA (4-week rotation)**

**FAM 810-5 Family Medicine Elective – Stewart Medical  
Clinic (4-week rotation)**

**FAM 810-7 Family Medicine Elective – Elevation  
Physicians (4-week rotation)**

**FAM 810-8 Family Medicine Elective – Cameron Park  
(4-week rotation)**

*Sponsor(s):* Dept. of Med. Ed. & Affiliated Institutions  
In hospital and office-based contact with patients in a primary care setting, students develop: 1) adequate experience to competently approach and initially manage patients with acute and chronic medical problems that present to the outpatient office setting, 2) adequate experience to competently approach and conduct wellness visits for patients of any age, 3) adequate

experience to proficiently gather and record patient data via history taking and the performance of physical examinations, and 4) proficient reasoning and communication skills relevant to the medical management of patients. Students attend weekly Family Medicine didactics. (Prerequisite: COM 701)

### **FAM 812 – Family Medicine Psychiatry Elective (4-week rotation)**

*Location(s):* Multiple

Develop a broad view of the patient as an inseparable combination of mind, body, and soul. List the challenges of extending medical care to the person with mental illness. See how medical care has to be adapted to meet the person with mental illness where they live: Board and Care, Mentally Health Recovery Center, Psychiatric Health Facility, and Med-Psych Unit. Describe the legal boundaries created by licensing in each of these care settings. Med-Psych care in the mainstream care environment: Clinic, General Medical Ward, Critical Care Unit.

### **FAM 813 – Integrative Medicine (4-week rotation)**

*Sponsor(s):* Dept. of Med. Ed. & Affiliated Institutions

*Location(s):* Pacific Pearl, La Jolla, CA

Students will identify the primary healthcare goals using the approach of Integrative Medicine and compare similarities and differences of diagnosis and treatment plans in conventional and integrative medicine. (Prerequisite: COM 701)

## **GASTROENTEROLGOY (GST)**

### **GST 810 Gastroenterology (4-week rotation)**

*Sponsor(s):* Dept. of Med. Ed. & Affiliated Institutions

*Location(s):* Mercy San Juan Medical Center

Students will gain experience and knowledge about the specialty of Gastroenterology and the conditions that specialists in this field are involved in diagnostic, management and treatment of. Demonstrate the pertinent aspects of the history and physical exam findings in patients with gastroenterological conditions. Explain the appropriate evaluative steps for patients with gastroenterological symptoms. Illustrate knowledge about common gastroenterological diseases and their treatment and management.

**GST 811-1 Gastroenterology** – Kaiser Morse

**GST 811-2 Gastroenterology** – Kaiser Oakland

**(4-week rotation)**

**GST 811-3 Gastroenterology** – Highland Hospital

**(2 or 4-week rotation)**

*Sponsor(s):* Dept. of Med. Ed. & Affiliated Institutions

Students will gain experience and knowledge about the specialty of Gastroenterology and the conditions that specialists in this field are involved in diagnostic, management and treatment of. Demonstrate the pertinent aspects of the history and physical exam findings in patients with gastroenterological conditions. Explain the appropriate evaluative steps for patients with gastroenterological symptoms. Illustrate knowledge

about common gastroenterological diseases and their treatment and management. The student should read specifically about GI bleeding, pancreatitis, alcoholic liver disease and biliary disease including cholecystitis and common bile duct stones.

## **HEMATOLOGY & ONCOLOGY (HEM)**

**HEM 810-01 Hematology and Oncology** – M. Javeed, M.D. **(2 or 4-week rotation)**

**HEM 810-02 Hematology and Oncology** – Kaiser Oakland **(4 week rotation)**

*Sponsor(s):* Dept. of Med. Ed. & Affiliated Institutions

Approach to a patient with Hem-Onc ailments, history taking, relevant physical exam, interpretation of common blood tests, reviewing smears if needed, discussing imaging results and making a sound provisional diagnosis. Outline the pertinent history and physical exam considerations in patients with hematologic and oncologic diseases. Demonstrate knowledge about patients with hematology and oncology related diseases. Interpret common blood test results and their indications. Demonstrate knowledge about blood smear findings. Clinical experiences are predominately by seeing patients.

### **HEM 811 Hematology and Oncology (2 or 4-week rotation)**

*Sponsor(s):* Dept. of Med. Ed. & Affiliated Institutions

*Location(s):* Department of Medicine at Alameda Health Systems (Highland Hospital)

Hematology and Oncology service provides outpatient clinical services five days per week, diagnosing and treating a large variety of interesting hematologic and oncologic conditions. Heme/Onc administers outpatient and occasionally inpatient chemotherapy and provides consultation to other services for management of cancer, related complication and hematological diseases. Students rotating through this elective participate in patient management under supervision of the attending physicians. Students also attend multi-disciplinary tumor board meetings. Emphasis is on learning, decision making in complex cases with cancer and hematology (both benign and malignant) and using all modalities of cancer treatment – chemotherapy, radiation and surgery. Emphasis is on learning the natural history of the diseases not memorization of stages of cancers and chemotherapy regimens but the reassigning in development of the above.

## **INFECTIOUS DISEASE (INF)**

**INF 810-1 Infectious Diseases** – Kaiser South, Sac.

**INF 810-2 Infectious Diseases** – Kaiser & Morse, Sac.

**INF 810-3 Infectious Diseases** – Kaiser Oakland

**INF 810-4 Infectious Diseases** – Highland Hospital

**(2 or 4 week rotation)**

*Sponsor(s):* Dept. of Med. Ed. & Affiliated Institutions

The student will be able to: 1. Understand the pathophysiology of common infectious diseases 2. Understand the clinical presentation and diagnostic approach to patients with Infectious Diseases. 3. Understand the approach to management and the use of

antimicrobials or antivirals in patients with infectious diseases. Students will learn how to identify, diagnose and treat various bacterial, viral, fungal infections, Infer how to diagnose and treat various orthopedic/bone infections, neutropenic fevers, bacteremias, Demonstrate an understanding of management of infections in an immunocompromised host, Infer how to manage and counsel HIV patients, Show an understanding of the principles behind antimicrobial stewardship.

### **INF 812 Infectious Diseases Clerkship (4-week rotation)**

*Sponsor(s):* Dept. of Med. Ed. & Affiliated Institutions  
*Location(s):* Kaiser Permanente Medical Center, Modesto  
This Infectious Disease clerkship is scheduled with a preceptor who is an expert in this field. The student will experience the day to day activities of clinicians as he/she assists in the care of their patients. Exposure to patients in the clinic and hospital setting will give the student opportunity to practice interview and documentation skills. The student may be given the opportunity to participate in procedures as the preceptor determines his/her readiness. The curriculum for this rotation is based on nationally recognized curriculum modified for fourth year elective focus from the Clerkship Directors for Internal Medicine. Clinical rotations for California Northstate University College of Medicine are developed in a community training model. Community training involves placing students in a busy physician's practice with learning objectives that direct the student's focus. It is the student's job to learn rather than the physician's job to teach. Learning is "just in time" taking advantage of educational opportunities that present and augmenting learning opportunities with reading or modules to complete the objectives. In this model, students are expected to develop lifelong learning patterns of accessing appropriate resources rather than being told what to do and when to do it (prescriptive learning). The required texts will provide information necessary for successfully studying in this rotation, but some students may prefer suggested texts or others. Preceptors may direct the student to their favorite texts or online resources.

## **INTERNAL MEDICINE (INT)**

### **INT 801 Internal Medicine Sub-Internship (4-week rotation)**

*Sponsor(s):* Dept. of Med. Ed. & Affiliated Institutions  
*Location(s):* Highland Hospital, Alameda Health System  
Students will serve as a sub-intern on an in-patient internal medicine wards team. Each team will also consist of a senior resident, two interns, a third-year medical student, and an attending physician. As a sub-intern, the student will be responsible for managing about 3-5 patients at a time. Clinical responsibilities include interviewing and examining their patients both on the day of admission and on subsequent days (pre-rounding), writing a daily progress (SOAP) note for their patients, presenting their patients to the team on morning rounds, and executing patient-care related tasks pertinent to their patients. In addition, the student will be expected to participate in sign-out at 6pm to hand off their patients to

the overnight physician. Sub-interns will work 6 days/week and will have one day off per week that they will arrange beforehand with the senior resident on their team. They are expected to be present during all admitting (call) and post-call days. Sub-interns are not expected to take overnight call.. (Pre-requisite: COM 711)

### **INT802 Inpatient Medicine Sub-Internship (4-week rotation)**

*Sponsor(s):* Dept. of Med. Ed. & Affiliated Institutions  
*Location(s):* Kaiser South Sacramento  
The major goal of this sub-internship is to construct the clinical environment for the senior student to develop inpatient case management responsibilities in the broad field of internal medicine that will allow confident transition to resident level responsibilities in all disciplines.

### **INT803-1 Internal Medicine Sub-Internship – Kaiser South, Sacramento (4-week rotation)**

### **INT803-2 Internal Medicine Sub-Internship – Kaiser Oakland (4-week rotation)**

*Sponsor(s):* Dept. of Med. Ed. & Affiliated Institutions

### **INT 810-1 Palliative Medicine (4-week rotation)**

*Sponsor(s):* Dept. of Med. Ed. & Affiliated Institutions  
*Location(s):* Kaiser Permanente Modesto Medical Center  
Palliative Medicine is an essential component of medical care for patient with a life limiting illness. This course provides medical students and residents a framework in which to effectively to acquire Palliative Care knowledge and skill sets necessary to care for serious ill patients and their families. Inpatient and outpatient Palliative Care experiences, pain management, disclosing serious news, offering prognostic information, disease trajectory, addressing goals of care, conducting family conference, home visits (optional). Mandatory Palliative Care didactic lecture given by preceptor in the first week of the rotation. Each student is required to give a presentation on a Palliative Care topic of his/her choice (can be in a form of topic or journal club presentation).  
(Pre-requisite: COM 711 or COM 701)

### **INT 810-2 Palliative Medicine (2 or 4-week rotation)**

*Sponsor(s):* Dept. of Med. Ed. & Affiliated Institutions  
*Location(s):* Mercy San Juan Medical Center  
Palliative Medicine is an essential component of medical care for patient with a life limiting illness. This course provides medical students and residents a framework in which to effectively to acquire Palliative Care knowledge and skill sets necessary to care for serious ill patients and their families. Inpatient and outpatient Palliative Care experiences, pain management, disclosing serious news, offering prognostic information, disease trajectory, addressing goals of care, conducting family conference, home visits (optional). Mandatory Palliative Care didactic lecture given by preceptor in the first week of the rotation. Each student is required to give a presentation on a Palliative Care topic of his/her choice (can be in a form of topic or journal club presentation).



**INT 811-1 Introduction to Palliative Medicine** – Kaiser, Sacramento (4-week rotation)

**INT 811-1 Introduction to Palliative Medicine** – Kaiser, Oakland (4-week rotation)

**Sponsor(s): Dept. of Med. Ed. & Affiliated Institutions**

Course goals are to provide the medical student with a foundation in the principles of Palliative Medicine, particularly communication skills, pain and symptom management, and care of the dying patient. Students will demonstrate proper communication skills, particularly between providers and patients/families, the ability to organize and conduct a family meeting. Students will discover the basics of pain and symptom management and improve prognostic awareness. Students will perform the basic skills of care for the dying patient. Clinical experiences include Hospital-based care, following patients on the in-patient Palliative Medicine team and Hospice-based care, spending several days with hospice care providers in the community.

**INT 812 Palliative Medicine and Hospice Medicine** (2 or 4-week rotation)

**Sponsor(s):** Dept. of Med. Ed. & Affiliated Institutions

**Location(s):** Methodist Hospital Southern California

Students will learn to integrate medical scientific methodology and practice with their patients psychosocial issues to develop plans to maximize patients and family quality of life. Integrate solutions and approaches to improve quality of life for a wide variety of challenging patients. Develop hands-on experience, including care clarification and explanation, with patients with difficult medical issues and patients who require end-of-life care. Practice patient care in wide arrays of disciplines to form an integrated care plan to optimize quality of life. Clinical experiences include: In-patient / out-patient (Home) rounds.

**INT 815-1 Internal Medicine Outpatient**-Prima Medical  
**INT 815-2 Internal Medicine Outpatient**-Jorge Andrade  
(2 or 4 week rotation)

**Sponsor(s):** Dept. of Med. Ed. & Affiliated Institutions

Students will be able to gather a medical history, perform a physical examination, interpret common diagnostic tests, prioritize a differential diagnosis, and recommend and execute a management plan for common in-patient internal medicine patient presentations. Students will be able to organize and communicate their clinical thinking both in the form of written notes and oral presentations. Students will be able to communicate and collaborate in an inter-professional team of other healthcare providers, out-patient providers, consultants, RNs, and ancillary staff. Students will be able to communicate effectively with patients and caregivers. Students will transition patients safely across the healthcare system. Students will serve as a sub-intern on an outpatient internal medicine team. Clinical responsibilities include interviewing and examining their patients, writing a SOAP note for their patients, presenting their patients to the attending physician, and executing patient-care related tasks pertinent to their patients.

**INT 817 Internal Medicine Elective** (2 or 4-week rotation)

**Sponsor(s):** Dept. of Med. Ed. & Affiliated Institutions

**Location(s):** Reddy Medical Group – Fresno, CA

Learn comprehensive management and prevention of multiple chronic medical diseases including Diabetes Mellitus II, Coronary Artery Disease, Hypertension, Asthma, Fibromyalgia, Depression, Menopause. Students will assume responsibilities quite similar to those of an intern, although with fewer patients. The student will be a member of a general medicine ward service consisting of an attending physician, residents, interns, and usually one "third year" student. Attending Rounds are made daily.

**INT 818 Medical Intensive Care Unit** (2 or 4-week rotation)

**Sponsor(s):** Dept. of Med. Ed. & Affiliated Institutions

**Location(s):** Department of Medicine at Alameda Health Systems (Highland Hospital)

The ICU service consults on or takes primary care of all the medical patients in the ICU. The service includes one or two residents, three interns and one medical student with a full time attending. The ICU averages about three new consultations per day and about eight existing patients in the unit, though the volume varies considerably. There is a formal lecture series on the basics of critical care medicine and a syllabus of articles covering important issues in critical care. There is formal instruction in ventilator management and in invasive procedures including intubations, central lines, and arterial lines, though the roll of the student in performing these procedures is limited. This rotation allows students to become comfortable in caring for critically ill patients.

**INT 820 Ambulatory Care** (2 or 4-week rotation)

**Sponsor(s):** Dept. of Med. Ed. & Affiliated Institutions

**Location(s):** Department of Medicine at Alameda Health Systems (Highland Hospital)

This is a full time rotation in the ambulatory care clinics at Highland Hospital. The specialty clinics include Dermatology, Rheumatology, Hematology/Oncology, Cardiac, Pulmonary, Neurology and Renal/Endo. Students will have contact with a wide variety of outpatient problems under the supervision and guidance of the teaching faculty. \*Please note this rotation does not satisfy the State of California Medical Board's requirement for a four week family practice rotation for those seeking internship/residency/licensure in California.

## NEUROLOGY (NEU)

**NEU 810 Clinical Neurosciences** (4-week rotation)

**Sponsor(s):** Dept. of Med. Ed. & Affiliated Institutions

**Location(s):** CNUCOM

Build the understanding of neurology through better understanding of more basic clinical neurosciences. 1) Apply and demonstrate basic neurosciences theory and principles in clinical application. 2) Utilize the literature and apply the knowledge for evidence based practice. 3) Apply self-directed learning methodologies to clinical practice. 4) Create and propose teaching sessions and

tutorials for other medical students. Regular meeting with the preceptor to discuss learning and teaching activities. Regular self-directed learning activities with literature search and understanding.

**NEU 811 Clinical Neurology Elective  
(2, 3, or 4-week rotation)**

*Sponsor(s):* Dept. of Med. Ed. & Affiliated Institutions

*Location(s):* Kaiser Morse

Student goals: Improve the understanding of neurology in the clinical setting, inpatient and/or ambulatory. Deepen and expand Neurology skills and knowledge acquired in 3rd year clerkship in areas of: history taking, physical exam, formulating differential diagnosis and management plan, improving skills in oral and written presentations, and procedural skills (when available). Will explore selected subspecialties in Neurology in more depth and continue to refine skills in professionalism, communication and collaboration. Students acquire skills in patient management as part of the neurology team under supervision by the preceptor.

**NEU 812 Clinical Neurology Elective  
(2-week rotation)**

*Sponsor(s):* Dept. of Med. Ed. & Affiliated Institutions

*Location(s):* Suzy Maska – Sacramento, CA

Student goals: Improve the understanding of neurology in the clinical ambulatory setting. Deepen and expand Neurology skills and knowledge acquired in 3<sup>rd</sup> year clerkship in areas of: history taking, physical exam, formulating differential diagnosis and management plan, and improving skills in oral and written presentations. Students will continue to refine skills in professionalism, communication and collaboration. Students will acquire skills in patient management as part of the neurology team under supervision by the preceptor.

**NEU 813 Pediatric Neurology Elective  
(2 or 4 week rotation)**

*Sponsor(s):* Dept. of Med. Ed. & Affiliated Institutions

*Location(s):* Sutter Roseville

Clinical experience in Pediatric Neurology. Improve the understanding of neurology with expansion to Pediatric Neurology in the clinical setting, inpatient and/or ambulatory. Deepen and expand Neurology skills and knowledge acquired in 3rd year clerkship. Focus of Clinical Pediatric Neurology experiences in both inpatient and outpatient settings. Different settings of Pediatric Neurology will be offered. Schedule will be customized by student request in available locations. Regular meeting with the preceptor to discuss learning and teaching activities. Regular rounding and follow-up of patients in different clinical settings.

**NEU 815 Clinical Neurology Elective  
(2 or 4-week rotation)**

*Sponsor(s):* Dept. of Med. Ed. & Affiliated Institutions

*Location(s):* Department of Medicine at Alameda Health Systems (Highland Hospital)

Under the supervision of the house staff and attending staff, students will participate in inpatient consultations (including ED, ICU, and hospital patients), as well as clinics and conferences. In addition, students are encouraged to

attend noontime general medicine conferences. There is a daily neurology clinic, periodically scheduled neurology conference. Students will also participate in daily rounds and in literature review of pertinent classic and recent articles.

**NEUROSURGERY (NSG)**

**NEU 880S Neurosurgery  
(4-week rotation)**

*Sponsor(s):* Dept. of Med. Ed. & Affiliated Institutions

*Location(s):* Mercy General Hospital, Sutter General Hospital

The student will be exposed to the breadth of neurosurgery pathologies such as brain tumors, vascular lesions, pain syndromes, spinal deformities, trauma of the brain or spine. The student will have the opportunity to work in the clinic as well as in the operating room and assist on neurosurgical operations. It is recommended that the student has a strong interest in the surgical specialties for this rotation. Students will learn to: 1) Apply knowledge of neuroanatomy to describe etiopathogenesis and management of neurosurgical disorders. 2) Apply knowledge of neuroanatomy to interpret neuro-radiological findings. 3) Explain the mechanisms of traumatic brain injuries and outline their management. 4) Outline the clinical course including management of common neurosurgical problems including tumors, stroke, and spinal disease. Clinical experiences includes assisting in surgery, round in the hospitals, and evaluate patient in the clinic. Specialty Area(s): Neurology; Surgery.

**OBSTETRICS GYNECOLOGY (OBG)**

**OBG 810 Clinical OB/GYN Elective  
(4-week rotation)**

*Sponsor(s):* Dept. of Med. Ed. & Affiliated Institutions

*Location(s):* Multiple

**OBG 810 Clinical OB/GYN Elective  
(4-week rotation)**

*Sponsor(s):* Dept. of Med. Ed. & Affiliated Institutions

*Location(s):* Multiple

Students will apply knowledge of basic & clinical sciences into medical practice; obtain and deliver a complete concise, clear and concise oral and written presentation of a patient's history and examination in a more complex setting; distinguish normal from abnormal findings and the ability to localize the likely sites of lesion in the Ob-Gyn system from available clinical information; utilize and interpret common tests used in diagnosing common condition in Ob-Gyn; Formulate a differential diagnosis based on clinical information and relevant history; Demonstrate a systematic approach to the diagnosis and management of common Ob-Gyn conditions and formulate a logical management plan; understand Ob-Gyn Subspecialties and their applications; and function as a "contributor" to the team managing the Ob-Gyn disorders. (Pre-requisite: COM 731)

## OPHTHALMOLOGY (OPH)

### **OPH 810 Ophthalmology Clerkship (4-week rotation)**

*Sponsor(s):* Dept. of Med. Ed. & Affiliated Institutions  
*Location(s):* Martel Eye Medical Group, Retinal Consultants  
Students are expected to develop the basic skills of medical problem solving, basic science integration, case management, procedural competence, and professional behavior as it pertains to the field of ophthalmology. They will accomplish this by: Refining history taking, Refining the physical examination, Developing a reasonable differential diagnosis, and Outlining an initial diagnostic and treatment plan. Clinical Experiences: Students will observe, participate, and manage in the care of clinical patients. Surgical Experiences: Students will observe and assist the preceptor in surgeries.

### **OPH 811 Ophthalmology (4-week rotation)**

*Sponsor(s):* Dept. of Med. Ed. & Affiliated Institutions  
*Location(s):* Ophthalmic Surgeon San Jose, Eye Surgery  
Students are expected to develop the basic skills of medical problem solving, basic science integration, case management, procedural competence, and professional behavior as it pertains to the field of ophthalmology. Interpret how to function as a physician in an Ophthalmology setting including: Choose the appropriate and necessary level of responsibility and commitment to patient care. Develop a compassionate approach to patient care. Take part in a health care team effectively. Develop and improve clinical skills (history taking, physical exam, oral and written presentation, diagnostic reasoning, procedures). Develop a successful approach to solving patient-based problems. Students will observe, participate, and manage in the care of clinical patients. Students will observe and assist the preceptor in surgeries.

## ORTHOPEDIC (ORT)

### **ORT 880S Ortho Spine (4-week rotation)**

*Sponsor(s):* Dept. of Med. Ed. & Affiliated Institutions  
*Location(s):* Sutter Medical Center Sacramento  
See and evaluate patients in office, observe surgery, make rounds. Develop experience in understanding medical and surgical options for patients with spine disorders. Evaluate patients with spine conditions. Understand decision making in operative and non-operative care.

### **ORT 881S-1 Orthopedic Surgery (4-week rotation)**

*Sponsor(s):* Dept. of Med. Ed. & Affiliated Institutions  
*Location(s):* Mercy San Juan Hospital  
General observations and interactions with patients. Rounds in the hospital and observation in surgery. Extend knowledge in orthopedic anatomy and physical exam skills of the extremities. Build basic surgical skills. Clinical experiences includes Office, OR, rounding, surgery center.

### **ORT 881S-2 Orthopedic Surgery (4-week rotation)**

*Sponsor(s):* Dept. of Med. Ed. & Affiliated Institutions  
*Location(s):* Kaiser Roseville  
The student will be able to develop skills in the Orthopedic Surgery Department by examining and supporting the residents and faculty. The student will be able to make use of the outpatient clinic, emergency room, ambulatory surgery, and the main operating room. Demonstrate clinical skills including performing a thorough musculoskeletal exam, musculoskeletal imaging interpretation and orthopedic operative skills. Demonstrate knowledge of common musculoskeletal pathologies and management options. Demonstrate the ability to critically review basic and clinical orthopedic literature. Apply the required knowledge and skills in operative and non-operative orthopedic management. Students will be able to evaluate patients in the occupational medicine clinic, emergency department, pre-operatively and post-operatively. Special emphasis will be made on a thorough musculoskeletal exam and discussing management options with patients.

### **ORT 882S Orthopedic and Podiatry (4-week rotation)**

*Sponsor(s):* Dept. of Med. Ed. & Affiliated Institutions  
*Location(s):* Kaiser South Sacramento  
The student will be able to develop skills in the Orthopedic Surgery Department by examining and supporting the residents and faculty. The student will be able to make use of the outpatient clinic, emergency room, ambulatory surgery, and the main operating room. To show students to the field of orthopedics and it's various subspecialties and research opportunities. To demonstrate a general feel for the training involved in Orthopedics. To show basic orthopedic skills such as x-ray interpretation, splinting and casting techniques, suturing techniques, physical exam. To extend the student knowledge of anatomy as it applies to musculoskeletal conditions, and to introduce student to orthopedic treatments and the medical decision making process.

## OTOLARYNGOLOGY-ENT (OTO)

### **OTO 813 Otolaryngology Elective (2 or 4-week rotation)**

*Sponsor(s):* Dept. of Med. Ed. & Affiliated Institutions  
*Location(s):* Sacramento, Roseville, & Carmichael  
Develop an understanding of the diagnosis and treatment of many common otolaryngology diseases. Students will learn to: Improve examination skills, Develop recognition of head and neck pathology. Demonstrate the understanding of when to refer for specialty opinion. Clinical experiences includes on-site experience at one of three SacENT offices as well as surgery centers and hospitals in Sacramento and Roseville areas.

### **OTO 814 Pediatric Otolaryngology (2-week rotation)**

*Sponsor(s):* Dept. of Med. Ed. & Affiliated Institutions  
*Location(s):* Kaiser Roseville Women & Children's Center

Two week rotation includes the analyzing of pediatric otolaryngology problems presented to specialist for diagnosis and treatment. The student develop skills in the clinic, hospital and operating room. Learn the basic anatomy and surgical anatomy of the head and neck, including surface and internal anatomy. Learn the embryologic foundations of pediatric otolaryngologic disorders. Recognize signs and symptoms of pediatric otolaryngologic disorders. Use appropriate tests and evaluation methods for pediatric otolaryngologic disorders. Complete a comprehensive history and physical examination. Develop a diagnosis for pediatric otolaryngologic disorders. Demonstrate and describe the surgical and nonsurgical management of pediatric otolaryngologic disorders. Student will accompany physician and participate in clinic in the evaluation of head and neck surgery patients.

#### **OTO 881S Otolaryngology – Head and Neck Surgery (4-week rotation)**

*Sponsor(s):* Dept. of Med. Ed. & Affiliated Institutions

*Location(s):* Kaiser Modesto and Stockton

The objective of this course is to give a broad exposure to the clinical and surgical aspects of otolaryngology. Students will become acquainted with the experience of outpatient office, operating room care, and overall integrated care between patients, general otolaryngologists, and other health care providers including primary care, audiology, and speech therapy. In the office, students will have the opportunity to obtain focused history, perform a complete head and neck exam, formulate differential diagnosis, and management plan. In the operating room, students will perform chart reviews prior to surgery and be knowledgeable about relevant surgical anatomy and treatment options for common surgical disorders like otitis media, sinusitis, pediatric obstructive sleep apnea, and thyroid disorders. At the end of the rotation, the student will be expected to present a topic that was encountered during the rotation. The course setting includes Kaiser Stockton Medical offices (with a potential opportunity for facial plastics exposure), Modesto and Manteca Kaiser Hospitals. The hours may potentially run from 7 AM to 7 PM without overnight call. Clinical experiences includes Outpatient clinic, outpatient clinic procedures, operating room, audiology, lunch sessions, interdepartmental monthly meetings (Head and Neck surgery, audiology, and speech therapy).

(Pre-requisite: COM 761)

#### **OTO 882S Otolaryngology – Head and Neck Surgery (4-week rotation)**

*Sponsor(s):* Dept. of Med. Ed. & Affiliated Institutions

*Location(s):* Kaiser Roseville

Understanding common head and neck pathologies and management strategies. Become competent with the head and neck exam and identification of normal anatomy. Understanding of head and neck surgical anatomy. Familiarity with common head and neck pathology and basic management strategies. Familiarity with common head and neck emergencies basic management strategies. Students will work with staff surgeons in clinic and operating room. Clinic/OR/Head and Neck MDC

## **PATHOLOGY (PTH)**

#### **PTH 810 Pathology (4-week rotation)**

*Sponsor(s):* Dept. of Med. Ed. & Affiliated Institutions

*Location(s):* Hospital laboratory

Students will understand the role of pathology, appropriate utilization of lab tests. Understand the behind the scenes work that is involved in clinical laboratory result reporting. Demonstrate the functions of a community pathologist: Anatomic pathology: frozen sections, intraoperative consultation, hospital slide review and special studies, gross examination of surgical specimens. Clinical lab management: take part in the hematology, blood bank, chemistry, attend hospital lab meetings as appropriate, lab management. The field of pathology differs from the more traditional fields of medicine. The rotation will be modified to accommodate for the interest of the student in the field of pathology. Patient care will include gross examination of surgical specimens, intraoperative consultations and slide review of hospital cases. These results will be correlated with the clinical information.

## **PEDIATRICS (PED)**

#### **PED 801 Pediatric Sub-Internship (4-week rotation)**

*Sponsor(s):* Dept. of Med. Ed. & Affiliated Institutions

*Location(s):* Multiple

The medical students will function as interns. Each student will meet with Dr. Khaira on the first day to determine how the rotation is to be structured with educational goals and objective. Rotations are based on the individual interests and needs of the student. Students will care for patients of all socioeconomic backgrounds and with a mix of pathology ranging from bread and butter problems to tertiary care inpatient pediatrics.

#### **PEDS 810 Pediatric Cardiology (4-week rotation)**

*Sponsor(s):* Dept. of Med. Ed. & Affiliated Institutions

*Location(s):* Multiple

During the pediatric cardiology rotation, students will be under the direct supervision of pediatric cardiologists in both outpatient and inpatient setting. Students will attend either morning or afternoon clinic, participate in obtaining a history and perform a physical examination on patients in clinic. In addition, they will participate in the selection of appropriate tests and participate in the interpretation of those tests. Students will join pediatric cardiologists on their inpatient rounds seeing patients in Nursery, NICU, Pediatric Ward, and PICU. Students will also have the opportunity to observe cardiac catheterization for diagnostic and interventional procedures as well as observe pediatric electrophysiology studies and catheter ablations of rhythm disorders. Students will also have the opportunity to observe cardiothoracic surgery of neonates, infants, children and adolescents and adults with congenital heart disease. In addition to clinics, students will have the opportunity to attend pediatric cardiovascular pre-surgical and catheterization

conferences in addition to participating in teaching conferences.

**PED 811 Inpatient Pediatrics  
(4-week rotation)**

*Sponsor(s):* Dept. of Med. Ed. & Affiliated Institutions  
*Location(s):* Fountain Valley Regional Hospital & 999 N Tustin Avenue, Santa Ana, CA

During the pediatric cardiology rotation, students will build upon the knowledge the student learned from the core clerkship. The student will learn about inpatient management of complicated pediatric cases. Students will demonstrate collaborative and respectful approach to other specialty professionals (consultations, referrals, procedures, and diagnostic studies) required for team-based interdisciplinary management. Students will focus on management of a variety of conditions that range from respiratory illness. GI illness, acute gastroenteritis, and neurologic illness. Students will support inpatient care of sick children (respiratory illness, dehydration, seizures, trauma, etc.).

**PED 815 Pediatric Intensive and Inpatient Care  
(4-week rotation)**

*Sponsor(s):* Dept. of Med. Ed. & Affiliated Institutions  
*Location(s):* Sutter Medical Center's Women and Children's Center, Sacramento, CA

During the pediatric cardiology rotation, students will be provided a broad exposure and experience in managing or participating in the care of hospitalized pediatric patients in both pediatric critical care and/or inpatient units at an accredited Children's Hospital. Students will be assigned to PICU at Sutter Medical Center's Women and Children's Center during their 4 week rotation. Students will attend, participate, and learn at the discretion

**PED 816 Med-Peds Elective  
(4-week rotation)**

*Sponsor(s):* Dept. of Med. Ed. & Affiliated Institutions  
*Location(s):* San Diego Internal Medicine & Pediatrics Associates

To gain exposure to the combined field of internal medicine and pediatrics. Develop clinical experience through in a setting that is unique to internal and pediatric medicine which is proctored by a physician who is board certified in both internal medicine pediatrics. Assume a role where students are responsible for making initial evaluations, carrying out diagnostic procedures and provide ongoing management of patients. Clinical experiences includes: History-taking, physical examination, diagnostic procedures and patient management.

**PED 817 Pediatric Hematology-Oncology Elective  
(4-week rotation)**

*Sponsor(s):* Dept. of Med. Ed. & Affiliated Institutions  
*Location(s):* Kaiser Roseville

To gain exposure to the field of hematology-oncology. Provides exposure in a setting that is unique to pediatric hematology oncology which is proctored by a physician who has specialized in the field. The student should assume a role where they are responsible for making initial evaluations, carrying out diagnostic procedures and

provide ongoing management of patients. History-taking, physical examination, diagnostic procedures and patient management

## PHYSICAL MEDICINE (PMR)

**PMR 810-1 Physical Medicine and Rehabilitation  
(4-week rotation)**

*Sponsor(s):* Dept. of Med. Ed. & Affiliated Institutions  
*Location(s):* Kaiser South Sacramento

This elective provides a custom designed experience in the field of Physical Medicine and Rehabilitation based on the interests of the individual student. Students can elect for a broad exposure to the field, or concentrate in a specific area including outpatient, acute inpatient, subacute inpatient, trauma, and electromyography testing. This elective is recommended for students contemplating a career in physical medicine and Rehabilitation as well as those anticipating a career in primary care. Maximize neurological and musculoskeletal history and examination skills. Examine patients, write notes and orders under the supervision of an attending. Demonstrate initial consults and follow-up in conjunction with an attending physician. Extend an appreciation for the role that physical medicine and rehabilitation plays in the comprehensive management of disabled patients.

**PMR 810-2 Physical Medicine and Rehabilitation  
(4-week rotation)**

*Sponsor(s):* Dept. of Med. Ed. & Affiliated Institutions  
*Location(s):* Kaiser Sacramento & Roseville

Understand the diversity and scope of PM&R practice (neurologic rehab, musculoskeletal, spine, interventional procedures, electrodiagnostic tests, inpatient and outpatient care). Demonstrate competency in basic neurologic, spine and functional examinations. Complete a history, physical exam and functional assessment on individuals with disabilities. Develop strategies to reduce the risk of secondary complications for the disabled individual (contractures, skin breakdown, DVT, etc). Develop the process of adaptation to disability and reintegration of the disabled patient into the family, community and workplace. Develop basic spine diagnoses, spine exam and management/treatment options. Develop the skill of electrodiagnostic tests in the medical workup process. Clinical experiences includes: Spine clinic appointments (Kaiser Sacramento and Roseville); Injection Risk Orientation (Kaiser Roseville); and outpatient physical therapy appointments. Interventional spine procedures – fluoroscopy and ultrasound-guided (Kaiser Ros). Electrodiagnostic clinic appointments (Kaiser Sac, Ros). Neurorehab clinic appointments (Kaiser Sac, Ros); amputee clinic; and outpatient physical, occupational, speech therapy appointments. Hospital consultations, neuro-ICU and stroke rounds, inpatient therapy sessions (Kaiser Sac).

## PLASTIC SURGERY (PLS)

### **PLS 801S UC Davis Plastic Surgery Acting Internship (4-week rotation)**

*Sponsor(s):* Dept. of Med. Ed. & Affiliated Institutions

*Location(s):* UC Davis Medical Center

Gain a greater appreciation of Plastic Surgery, as the surgical specialty that restores, reconstructs, or alters the human body in response to congenital or acquired deformities following trauma, weight changes, or the natural aging process. It encompasses many specialty areas including craniofacial, hand, microsurgery, breast and aesthetic surgery. Elective is flexible with primary emphasis on reconstructive and aesthetic surgery at the University Hospital with opportunities for assisting in the operating room. The rotation also includes Trauma call to provide experience with the evaluation and management of maxillofacial and hand trauma with opportunities for suturing of lacerations as well as closed reduction and splinting of common hand fractures.

### **PLS 880S Plastic Surgery (2 or 4-week rotation)**

*Sponsor(s):* Dept. of Med. Ed. & Affiliated Institutions

*Location(s):* AHMC San Gabriel Valley Hospital

The specialty of plastic and reconstructive surgery is that branch of surgery concerned with the restoration of normal form and function. It is a varied specialty involving adults and children and encompassing a wide range of conditions in different parts of the body. A major proportion of the workload involves take part in urgent or emergency cases including: Hand trauma, Burns and scalds, Soft tissue injuries involving face, trunk or limbs. Elective surgery includes demonstration of the following major areas: Head and neck. This includes excisional and reconstructive surgery for congenital and acquired abnormalities, and for malignancy involving the face and mouth. Cleft lip and palate and other craniofacial abnormalities. Breast: including surgery for reconstruction, reduction and augmentation. Hand and upper limb: including congenital and acquired conditions. Skin and soft tissue tumors. Congenital and acquired deformities of the trunk and urogenital system. Aesthetic or cosmetic surgery. One of the most interesting aspects of the specialty is the frequency with which plastic surgeons relate with surgeons from other specialties such as general surgery, orthopedics, otorhinolaryngology, and maxillofacial surgery. In these cases, the reconstructive techniques that plastic surgeons have at their disposal are recognized. The specialty is also closely associated with aesthetic surgery where body parts are surgically altered to bring about an improvement in appearance.

## PSYCHIATRY (PSY-M)

### **PSY-M 810 Outpatient Psychiatry Elective (2 or 4 week rotation)**

*Sponsor(s):* Dept. of Med. Ed. & Affiliated Institutions

*Location(s):* Kaiser Permanente Central Valley

This course is designed for 4<sup>th</sup> year medical students who would like to have additional exposure to the practice of Psychiatry, for example, those who are considering applying for Psychiatry Residency. The goals are to have

more in-depth knowledge and experience with aspects of psychiatric practice, including patient care, consultation, and administration.

### **PSY-M 811 Psychiatry Elective (4 week rotation)**

*Sponsor(s):* Dept. of Med. Ed. & Affiliated Institutions

*Location(s):* Sierra Vista Hospital

The focus of this elective will be on interviewing skills and documentation. Specifically for fourth year, the focus would be on independence and autonomy. This would include researching unique aspects of the student's patient's presentation, and presenting/utilizing that information directly for patient care. There would be more of an expectation for the independent treatment planning, as well as independent interactions with case management and patient's families.

### **PSY-M 830 Child and Adolescent Psychiatry (4 week rotation)**

*Sponsor(s):* Dept. of Med. Ed. & Affiliated Institutions

*Location(s):* South Beach Psychiatric Center, Staten Island, NY

In psychiatry, child and adolescent patients differ significantly from adults in many ways, such as being in various stages of neurocognitive and general development. The goal of the course is primarily to introduce and develop skills and knowledge related to psychiatric treatment in these patients.

### **PSY-M 831 Tele-Psychiatry and Addiction Medicine (4-week rotation)**

*Sponsor(s):* Dept. of Med. Ed. & Affiliated Institutions

*Location(s):* TeleWell Behavioral Medicine (next to Dignity Methodist)

Students will be exposed to the practice of telehealth-based psychiatry and addiction medicine. During this rotation they will learn about the management of common conditions such as mood disorders, anxiety disorders, psychotic disorders, trauma-based disorders, ADHD, as well as the management of more complicated co-occurring conditions. Students will also learn medication-assisted treatments of opioid and alcohol use disorders. This rotation also provides exposure to psychiatry and addiction medicine in a broad variety of specialized settings, including cross cultural, forensic and homeless individuals who inject.

## PULMONARY (PUL)

### **PUL 801-1 Pulmonary & Critical Care Medicine Sub-Internship (2 or 4-week rotation)**

*Sponsor(s):* Dept. of Med. Ed. & Affiliated Institutions

*Location(s):* Sutter Sacramento Medical Center

This rotation offers an opportunity for a 4<sup>th</sup>-year student to work jointly with a faculty attending to evaluate and manage critically ill medical and surgical patients. Typical patient diagnoses include myocardial infarction and cardiac arrest, acute respiratory failure (asthma, COPD, pneumonia, ARDS), delirium and coma, stroke, severe sepsis, toxic ingestions, diabetic ketoacidosis, cardiogenic

and septic shock, renal and hepatic failure, and post-operative co-management. A comprehensive evidence-based management approach based in physiology will be taught. Students will be responsible for patient evaluations and notes and will progress to performance of diagnostic and therapeutic procedures as appropriate. Students will become familiar with basic mechanical ventilator management and arterial blood gas interpretation, and the value of a multi-professional team approach to the care of the critically ill.

**PUL 801-2 Pulmonary & Critical Care Medicine Sub-Internship**

**(2 or 4-week rotation)**

*Sponsor(s):* Dept. of Med. Ed. & Affiliated Institutions

*Location(s):* Mercy San Juan Hospital

This rotation offers an opportunity for a 4th-year student to work jointly with a faculty attending to evaluate and manage critically ill medical and surgical patients. Typical patient diagnoses include myocardial infarction and cardiac arrest, acute respiratory failure (asthma, COPD, pneumonia, ARDS), delirium and coma, stroke, severe sepsis, toxic ingestions, diabetic ketoacidosis, cardiogenic and septic shock, renal and hepatic failure, and post-operative co-management. A comprehensive evidence-based management approach based in physiology will be taught. Students will be responsible for patient evaluations and notes and will progress to performance of diagnostic and therapeutic procedures as appropriate. Students will become familiar with basic mechanical ventilator management and arterial blood gas interpretation, and the value of a multi-professional team approach to the care of the critically ill.

**PUL 801-3 Pulmonary & Critical Care Medicine Sub-Internship**

**(2 or 4-week rotation)**

*Sponsor(s):* Dept. of Med. Ed. & Affiliated Institutions

*Location(s):* Sutter Roseville Medical Center

This rotation offers an opportunity for a 4th-year student to work jointly with a faculty attending to evaluate and manage critically ill medical and surgical patients. Typical patient diagnoses include myocardial infarction and cardiac arrest, acute respiratory failure (asthma, COPD, pneumonia, ARDS), delirium and coma, stroke, severe sepsis, toxic ingestions, diabetic ketoacidosis, cardiogenic and septic shock, renal and hepatic failure, and post-operative co-management. A comprehensive evidence-based management approach based in physiology will be taught. Students will be responsible for patient evaluations and notes and will progress to performance of diagnostic and therapeutic procedures as appropriate. Students will become familiar with basic mechanical ventilator management and arterial blood gas interpretation, and the value of a multi-professional team approach to the care of the critically ill.

**PUL 801-4 Pulmonary & Critical Care Medicine Sub-Internship**

**(4-week rotation)**

*Sponsor(s):* Dept. of Med. Ed. & Affiliated Institutions

*Location(s):* AHMC

This rotation offers an opportunity for a 4th-year student to work jointly with a faculty attending to evaluate and manage critically ill medical and surgical patients. Typical patient diagnoses include myocardial infarction and cardiac arrest, acute respiratory failure (asthma, COPD, pneumonia, ARDS), delirium and coma, stroke, severe sepsis, toxic ingestions, diabetic ketoacidosis, cardiogenic and septic shock, renal and hepatic failure, and post-operative co-management. A comprehensive evidence-based management approach based in physiology will be taught. Students will be responsible for patient evaluations and notes and will progress to performance of diagnostic and therapeutic procedures as appropriate. Students will become familiar with basic mechanical ventilator management and arterial blood gas interpretation, and the value of a multi-professional team approach to the care of the critically

**PUL 810-1 Pulmonary & Critical Care - Kaiser South Sacramento (4-week rotation)**

**PUL 810-2 Pulmonary & Critical Care - Kaiser Oakland (4-week rotation)**

*Sponsor(s):* Dept. of Med. Ed. & Affiliated Institutions

This rotation offers an opportunity for a 4th-year student to work jointly with a faculty attending to evaluate and manage critically ill medical and surgical patients. Typical patient diagnoses include myocardial infarction and cardiac arrest, acute respiratory failure (asthma, COPD, pneumonia, ARDS), delirium and coma, stroke, severe sepsis, toxic ingestions, diabetic ketoacidosis, cardiogenic and septic shock, renal and hepatic failure, and post-operative co-management. A comprehensive evidence-based management approach based in physiology will be taught. Students will be responsible for patient evaluations and notes and will progress to performance of diagnostic and therapeutic procedures as appropriate. Students will become familiar with basic mechanical ventilator management and arterial blood gas interpretation, and the value of a multi-professional team approach to the care of the critically ill.

**PUL 811 Pulmonary & Critical Medicine (4-week rotation)**

*Sponsor(s):* Dept. of Med. Ed. & Affiliated Institutions

*Location(s):* Simi Valley Hospital & Los Robles Regional Medical Center

Students will learn how to manage respiratory diseases both inpatient and outpatient. Students will build the skill to manage COPD, asthma, pneumonia and the skill to manage critical patients in the ICU. Students manages sepsis, stroke, and many other critical illnesses in the ICU.

**PUL 812 Pulmonary & Critical Care & Sleep Medicine (4-week rotation)**

*Sponsor(s):* Dept. of Med. Ed. & Affiliated Institutions

*Location(s):* Mercy San Juan Med. Center & Mercy Sleep Lab

This rotation offers an opportunity for a 4th-year student to work jointly with a faculty attending to evaluate and manage critically ill medical and surgical patients. Typical patient diagnoses include myocardial infarction and cardiac arrest, acute respiratory failure (asthma, COPD, pneumonia, ARDS), delirium and coma, stroke, severe

sepsis, toxic ingestions, diabetic ketoacidosis, cardiogenic and septic shock, renal and hepatic failure, and post-operative co-management. A comprehensive evidence-based management approach based in physiology will be taught. Students will be responsible for patient evaluations and notes and will progress to performance of diagnostic and therapeutic procedures as appropriate. Students will become familiar with basic mechanical ventilator management and arterial blood gas interpretation, and the value of a multi-professional team approach to the care of the critically ill. Clinical experiences includes: Hospital Ward/ICU.

**PUL 813 Pulmonary & Critical Care Medicine Elective (4-week rotation)**

*Sponsor(s):* Dept. of Med. Ed. & Affiliated Institutions

*Location(s):* AHMC

This rotation offers an opportunity for a 4th-year student to work jointly with a faculty attending to evaluate and manage critically ill medical and surgical patients. Typical patient diagnoses include myocardial infarction and cardiac arrest, acute respiratory failure (asthma, COPD, pneumonia, ARDS), delirium and coma, stroke, severe sepsis, toxic ingestions, diabetic ketoacidosis, cardiogenic and septic shock, renal and hepatic failure, and post-operative co-management. A comprehensive evidence-based management approach based in physiology will be taught. Students will be responsible for patient evaluations and notes and will progress to performance of diagnostic and therapeutic procedures as appropriate. Students will become familiar with basic mechanical ventilator management and arterial blood gas interpretation, and the value of a multi-professional team approach.

**PUL 814 Pulmonary Elective (4-week rotation)**

*Sponsor(s):* Dept. of Med. Ed. & Affiliated Institutions

*Location(s):* Kaiser Oakland

Students will perform, document, and present complete history and physical exam and interpret laboratory, radiologic, and other relevant data to develop a differential diagnosis, assessment and evidence-based management plan, that include procedural or operative management if indicated.

**PUL 815 Pulmonary & Critical Care Medicine Elective (2 or 4-week rotation)**

*Sponsor(s):* Dept. of Med. Ed. & Affiliated Institutions

*Location(s):* Department of Medicine at Alameda Health Systems (Highland Hospital)

Under supervision of house staff and attending staff, students will participate in consultations, clinics and conferences. In addition, students are expected to attend noontime general medicine conference. There is a weekly pulmonary disease clinic and a monthly pulmonary conference. Students will also participate in daily rounds and in literature review of pertinent classic and recent articles.

## RADIOLOGY/NUCLEAR MEDICINE (RAD)

**RAD 810-1 Radiology Elective – Kaiser South, Sac.**

**(4-week rotation)**

**RAD 810-2 Radiology Elective – Alhambra Hospital**

**(4-week rotation)**

**RAD 810-3 Radiology Elective – Oroville Hospital**

**(4-week rotation)**

**RAD 810-4 Radiology Elective – Highland Hospital**

**(4-week rotation)**

*Sponsor(s):* Dept. of Med. Ed. & Affiliated Institutions

Students will gain experience and knowledge about the specialty of Radiology; indications, interpretations, and common interpretation errors. After the 4-week rotation through various sections of the department, student(s) should be able to: 1. Explain the basic principles of radiography and identify basic daily routine clinical radiographic examination and interpretation of common diseases-pathologies. 2. Explain the basic principles of computed tomography (CT) and magnetic resonance imaging (MRI). Its daily routine clinical examinations including appropriate indications and grasp basic cross-sectional anatomy as well as common pathologic conditions/diseases. 3. Explain the basic principles of fluoroscopy and basic daily routine clinical fluoroscopic examinations and procedures. 4. Explain the basic principles of nuclear medicine as its daily routine clinical examination and interpretation. 5. Explain the basic principles of interventional radiography and its daily routine clinical examinations and procedures.

**RAD 811-1 Interventional Radiology**

**(2 or 4-week rotation)**

*Sponsor(s):* Dept. of Med. Ed. & Affiliated Institutions

*Location(s):* Kaiser South Sacramento

Students will understand the basic technical principles of image-guided procedures using fluoroscopy, ultrasound, and CT and application into intervention in organ systems. Students are exposed to a wide range of procedures performed by a practicing Interventional Radiologist. Students will understand the clinical principles of interventional radiography as applied to disease processes and importance of active patient management. Students will develop mastery of arterial, venous anatomy, mastery of Seldinger technique, advanced understanding of interventional oncology especially in treatment of hepatocellular carcinoma, and understanding of clinical role of IR in caring for patients in the outpatient setting. Students will perform the familiarity with use of ultrasound and ultrasound guided needle access, use of guide wires, catheters, and microcatheter systems. Students will demonstrate familiarity with angioplasty equipment, stents, and embolic agents, the understanding of clinical role of IR in caring for the critically ill patient, and familiarity with venous and arterial interventions.

**RAD 811-2 Interventional Radiology**

**(4-week rotation)**

*Sponsor(s):* Dept. of Med. Ed. & Affiliated Institutions

*Location(s):* AHMC Whittier Hospital

Designed to provide the student with a better understanding of the central role of interventional radiology in the evaluation and management of patients through participation in reading room readouts, radiology call, case presentations, interactive labs, and observation of the various imaging modalities and procedures.



Students will construct the appropriate sequencing of exams and the limitations of diagnostic imaging tests, including cost-effectiveness of imaging studies. Apply basic interpretive skills to evaluate common imaging studies – predominantly plain films and CT. Take part in imaging interpretation, including basic study identification, recognition of normal radiographic and cross-sectional anatomy, and common pathology as depicted on common studies. Utilize the PACS system to retrieve and review images.

#### **RAD 812 In-house Radiology Elective (4-week rotation)**

*Sponsor(s):* Dept. of Med. Ed. & Affiliated Institutions

*Location(s):* CNUCOM

Students will understand the basics and important normal and abnormal imaging findings in X-ray, CT, MRI and other imaging modalities. Imaging case discussions and presentations. Different imaging modalities and their basic principles. Imaging findings in common and important pathological entities.

#### **RAD 816 Nuclear Medicine, Molecular Imaging and Theranostics (2 or 4-week rotation)**

*Sponsor(s):* Dept. of Med. Ed. & Affiliated Institutions

*Location(s):* Kaiser-Roseville & Sacramento

Students will demonstrate knowledge of Nuclear Medicine items which pertain to USMLE Step 2. and the ability to tackle what is the next step imaging test asked on standardized examinations. Students will perform the ability to manage Hyperthyroid patients and gather a focused history on patients with Hyperthyroidism. Students will be able to describe the appropriate utilization of cardiac imaging guidelines and Fleishner criteria for management of pulmonary nodules (both solid and subsolid). Students will show knowledge of basics of PET, molecular imaging and theranostics. (Pre-requisite: COM 711; COM 761)

#### **RAD 817 Dignity Hospital Radiology (2 or 4-week rotation)**

*Sponsor(s):* Dept. of Med. Ed. & Affiliated Institutions

*Location(s):* Mercy San Juan Medical Center

Understand the role of Diagnostic Imaging and Interventional Radiology in patient management. For those considering a career in Radiology, acquire insight on what the practice of Radiology is all about. Interpret patient's imaging studies as a non-radiologist. Utilize and prioritize imaging services efficiently as a consultation resource. Develop awareness about the hazards of exposure to ionizing radiation for diagnostic purposes. Identify interventional radiological procedures available to solve clinical problems. Describe the components of a radiologic report and explain the limitations related to what can and cannot be predicted. Shadow the activities of one of the 4 on site Radiologists. The student will be given the flexibility to choose which Radiologist to work with depending on their specific interests. Switching from one to the other during the day is acceptable if not encouraged.

#### **RAD 818 Neuroradiology (4-week rotation)**

*Sponsor(s):* Dept. of Med. Ed. & Affiliated Institutions

*Location(s):* Kaiser Sacramento

Understand and learn neuroradiology as an extension of general radiology. Apply and understand neuroanatomy through neuroimaging. Apply and understand theories and practice of different neuroradiological entities. Apply and understand neuropathology through neuroimaging. Analyze cost-effectiveness of different neuroimaging entities. Regular learning and interaction on clinical sites with the preceptors.

## RENAL

#### **REN 810-1 Nephrology – Kaiser Roseville (2-week rotation)**

**REN 810-2 Nephrology – Modesto Kidney Medical  
Group**

**(2 week rotation)**

**REN 810-3 Nephrology – Capital Nephrology Medical  
Group (4 week rotation)**

**REN 810-4 Nephrology – Sutter Roseville Medical  
(2 or 4 week rotation)**

**REN 810-5 Nephrology – Kidney Specialist Inc.  
(4 week rotation)**

**REN 810-6 Nephrology – Kaiser Oakland  
(4 week rotation)**

*Sponsor(s):* Dept. of Med. Ed. & Affiliated Institutions

Basics of Renal disease, Acute Kidney Injury, Chronic Kidney Disease, Hypertension, Electrolyte abnormalities and introduction to dialysis and kidney transplant. Make use of above topics to achieve a sound knowledge in renal physiology. Clinical experiences includes: See Office and Hospital patients. Didactic sessions will be 2-3 per week during noon meetings.

#### **REN 811 Nephrology (Renal) (2 or 4-week rotation)**

*Sponsor(s):* Dept. of Med. Ed. & Affiliated Institutions

*Location(s):* Department of Medicine at Alameda Health  
Systems (Highland Hospital)

Students will be an integral part of the Nephrology team which includes residents and an attending. During daily consultative rounds and at weekly clinics the student is expected to evaluate patients and present them to the attending. Goals of the service: (1) to increase students' knowledge of renal diseases, hypertension, fluid/electrolyte abnormalities and acid/base physiology; (2) to increase students' ability to use the history and physical to identify the causes and consequences of renal diseases, hypertension and metabolic abnormalities; (3) to increase students' knowledge of the use and timing of renal replacement modalities in the management of renal failure, correction of metabolic abnormalities and removal of toxins; (4) to encourage self-learning by the residents/students including reading and critically reviewing original sources; (5) to help students improve their communication with consulting specialists. In

addition, students are expected to attend noontime general medicine conferences.

## RHEUMATOLOGY (RHE)

**RHE 810-1 Rheumatology** – Anupama Bhat, MD, Roseville (2 or 4-week rotation)

**RHE 810-2 Rheumatology** – Robert Fogel Shapiro, MD (2 week rotation)

**RHE 810-3 Rheumatology** – San Leandro Outpatient Rheumatology Clinic

(2 or 4 week rotation)

**RHE 810-4 Rheumatology** – Kaiser Oakland (4 week rotation)

*Sponsor(s):* Dept. of Med. Ed. & Affiliated Institutions  
Rheumatology is a study of autoimmune disease and in this specialty students would learn clinical signs and symptoms of some of the most common rheumatologic autoimmune diseases like Rheumatoid arthritis, Lupus, Psoriatic Arthritis, Ankylosing spondylitis and various other autoimmune disease. Evaluate history and physical examination specific for rheumatologic disease process. Maximize basic knowledge about most common disease like Rheumatoid arthritis, Osteoarthritis, lupus and gout.

## SPORTS MEDICINE (SPM)

**SPM 814 First Degree Care Sports Medicine** (4-week rotation)

*Sponsor(s):* Dept. of Med Ed. & Affiliated Institutions  
*Locations:* Rocklin Family Practice & Sports Medicine  
Improve and acquire high skills in MSK exams / OX / Injections / Fracture & concussion management / XRAY interpretation. Demonstrate and describe basic structures and functioning of body joints. Demonstrate proper injections technique. Observe and manage fractures and concussions. Acquire high skills in XRAY interpretation.

## SURGERY (SUR)

**SUR 801S-1 Surgery Sub-Internship** (4-week rotation)

*Sponsor(s):* Dept. of Med Ed. & Affiliated Institutions  
*Locations:* Multiple  
Students will take a higher level of responsibility for the evaluation and management of various acute surgical disorders. Students are expected to attend and participate in all scheduled educational activities at the host institution. Students will learn how to perform comprehensive history and physical examinations in a timely manner and will gain experience in generating differential diagnoses, assessments, and diagnostic and treatment plans at a level similar to a person doing a surgery internship. They will have a greater opportunity to hone their surgical skills in the OR as well as hone skills in the pre-surgical evaluation of patients and post-operative and their management.

**SUR 801S-2 General Surgery Sub-Internship** (4-week rotation)

*Sponsor(s):* Dept. of Med Ed. & Affiliated Institutions  
*Locations:* San Joaquin General Hospital

The student will participate, as a sub-intern, in the care of the general surgical patient primarily in the inpatient setting of SJGH. The student will work with any or all three services: Colorectal, GI/Oncology, and Trauma-Critical Care pending availability. The student will function as a sub-intern, taking care of patients particularly assigned to the student where he/she has primary responsibility for a panel of patients with an overall patient load similar to that of a PGY-1 resident. Required in-house call one night in four, including weekends. Describe and outline the treatment and diagnosis of patients who have colorectal diseases, anorectal disorders, GI tract emergencies, and traumatic injuries. Manage patients with lower GI surgical diseases and traumatic injuries. Manage patients in clinic and on the ward and discuss management with staff. Observe and assist in patient surgery in the Operating Room. Assist with minor procedures on the ward. Attend teaching conferences, Morbidity and Mortality Conferences, Tumor Board, etc.

**SUR 802S-1 Trauma-Critical Care-SICU Surgery Sub-Internship** – Mercy San Juan Medical Center

**SUR 802S-2 Trauma-Critical Care-SICU Surgery Sub-Internship** – Sutter Roseville Medical Center (4-week rotation)

*Sponsor(s):* Dept. of Med Ed. & Affiliated Institutions  
The Trauma Team responds to trauma resuscitations and is involved with immediate evaluation and management of critically injured patients in the emergency department. Students should demonstrate the initial evaluation and management of the trauma patient and basic principles of resuscitation in the emergency department and in the ICU/trauma ward. The student will also demonstrate the familiarity with physiology, management and outcome of multiple organ dysfunctions. They will gain exposure to procedure: central access, chest tube placement, wound debridements, tracheostomies, laceration repairs, etc. They will be make use of the exposure to complex and difficult decision making involving the injured patient.

**SUR 803S Trauma Surgery Sub-Internship** (4-week rotation)

*Sponsor(s):* Dept. of Med. Ed. & Affiliated Institutions  
*Location(s):* Mercy San Juan Hospital  
The Trauma Team responds to trauma resuscitations and is involved with immediate evaluation and management of critically injured patients in the emergency department. Students should demonstrate the initial evaluation and management of the trauma patient and basic principles of resuscitation in the emergency department and in the ICU/trauma ward. The student will also demonstrate the familiarity with physiology, management and outcome of multiple organ dysfunctions. They will gain exposure to procedure: central access, chest tube placement, wound debridements, tracheostomies, laceration repairs, etc. They will be make use of the exposure to complex and difficult decision making involving the injured patient.

**SURJM 812 Journal Manuscript Review** (2 credits max.)

*Sponsor(s):* Dept. of Med Ed. & Affiliated Institutions  
*Locations:* CNU COM  
Specialty: Surgery Oncology

By conducting a thorough review of a submitted manuscript and associated literature search, the student will increase his/her knowledge of cancer research and also enhance their critical thinking.

Each manuscript reviewed provides 1 credit unit upon passing the elective. Students can take this elective twice (maximum 2 units). Students **cannot** do 2 manuscript reviews at the same time.

## UROLOGY (URL)

### **URL 810-01 Urology Elective**

*Sponsor(s):* Dept. of Med Ed. & Affiliated Institutions

*Locations:* Roseville, CA

Obtain Informed consent for urological procedures. Demonstrate a working knowledge of the preoperative preparation and postoperative management of urological patients, including discharge planning. Demonstrate knowledge of various urological procedures, including their indications, non-surgical alternatives, risks, benefits and their expected outcomes. Demonstrate an advanced understanding of the performance of common urological procedures and participate actively in their performance. Demonstrate a working knowledge of basic surgical techniques, including patient positioning, suturing and assisting. Develop a knowledge of the common quality initiatives (I.e. deep vein thrombosis, infection that promote improved patient outcomes. and patient safety protocols).

## Interdisciplinary Electives – Non-Clinical

- **Maximum of 4 credits can be applied toward the degree requirements for a Research Elective.**
- **Maximum of 4 credits can be applied toward the degree requirements for a Teaching Assistant Elective.**

### **COM 901 Honors Medical Research (1-4 credits)**

This elective research course is designed to enhance student's skills and interest in an academic career. Students will focus on developing a research question and will conduct a review of current literature to assist with the answering or further development of that question. The course will allow students to hone their analytical and investigative skills by participating in an active research project under a faculty mentor to produce usable data sets, public presentations, and abstracts suitable for publication. (Prerequisites: COM623)

### **COM 903 Being a Leader (2 cr)**

Given the complex and demanding environment of healthcare, effective leadership is often required to meet these challenges. This course is designed to provide you with tools to give you access to being who you need to be, to be a leader, and to exercise leadership effectively as you encounter each of these challenges.

This course is a leadership laboratory in which you will discover that leadership does not always mean a position, a title, time, money, influence, or any of the traits typically "required" to be a leader or produce the results of a leader.

Instead of more knowledge about leadership, you will gain access to actually begin a leader and effectively exercising leadership as your natural self-expression, in any situation and under any circumstances. During the course your current conventional thoughts will be challenged, new ways of thinking will emerge, and you will leave with new actions to create even greater success in the areas of life and leadership that matter most to you. The purpose of this course is to inquire into the meaning and being of leader and leadership in order to empower each of us to be leaders in our lives, communities, and societies. It is not an academic inquiry to theories, models, and case studies about leadership. The promise of this course is that, if you participate fully, you will leave the course being a leader and exercising leadership effectively as your natural self-expression. By the end of the semester, these terms will be clear to you and you will be a leader in ways you never conceived of before. (Prerequisites: M1-M4 in good standing; Repeatable for max of 4 credits)

### **COM 904 The Healers Art (0.5 cr)**

The Healers Art course is an elective course consisting of 5 three-hour sessions. It is available to all CNU COM students. The course will be offered 1-2 times per year in the Fall and/or Spring semester. Each session will have both large group presentations and small group discussions. The small groups will consist of 1 faculty member and 5 students, and students will remain with the same small group (including faculty member) throughout the course. The maximum number of students will be based on faculty available for small group facilitation for a particular course and will be 5 times the number of faculty available (1:5 ratio faculty to students). The Healers Art course is a defined curriculum created in 1991 by Dr. Rachel Remen (Professor, UCSF School of Medicine) is currently being taught in over 90 medical schools. The purpose of the course is to explore the human dimension of health care including learning self-care strategies and recognizing the value of service. Topics covered will include defining an individual's purpose and commitment in medicine, tools to deal with grief and loss, recognizing awe and mystery in the practice of medicine, and open dialogue about mission and service. The course and its small group discussions offer an opportunity for open dialogue, depth of discussion and interaction with faculty that is unique and not available in other areas of the curriculum. (Prerequisites: M1-M4 in good standing)

### **COM 905 Mindfulness-Based Stress Reduction (1 cr)**

This course is a Phase A elective course consisting of 9 two-hour sessions and a one-hour orientation which can be taken either as an M1 or M2. Each session will include a formal 30-45 minute meditation practice as well as other mindfulness exercises and facilitated group discussions, including a discussion of research articles on the top of mindfulness. This elective course is modeled after the MBSR program created by Dr. Jon Kabat-Zinn at the University of Massachusetts. As described by Dr. Kabat-Zinn, mindfulness is "paying attention on purpose" and remaining in the present in a nonjudgmental way. Research has shown that participation in an MBSR course can lead to reductions in chronic pain, anxiety, depression,

headaches, and improved quality of life and prevent fatigue and burnout in physicians. By participating in the this MBSR course, students will be introduced to the idea of mindfulness as a tool to improve their lives as future physicians as well as knowledge base that can be shared with future colleagues and patients who may benefit from the program. The course requires at least 8 attendees with a maximum of 30 attendees. The course will be offered 1-2 times per year in the Fall and/or Spring semester. (Prerequisite: M1 or M2 in good standing)

#### **COM 906 Military Officer Training (variable credit)**

Varies slightly by branch of service. For Army: This course will last 6 weeks in duration and will require duty through weekends. 1. To obtain information about the AMEDD Basic Officer Leader Course, go to <http://www.cs.amedd.army.mil/BOLC/index.htm>. This web site contains key information for students to be successful at BOLC, to include: frequently asked questions (FAQ) page, field packing lists, recommended uniform items, and key dates during the course. 2. Officers will be assigned to A Company, 187th Medical Battalion, Fort Sam Houston, Texas. See A Company's website: <http://www.cs.amedd.army.mil/BOLC>. This website contains the Commander's welcome letter, frequently asked questions, and command policy letters. Check it frequently since the information is often updated. 3. Officers are to bring their uniforms to Fort Sam Houston. There will be an opportunity to purchase more uniforms while attending the course. 4. It is highly recommended that officers bring computer/laptop and printer, as many homework assignments require the use of a computer and printer. There are computer labs in the AMEDD Center and School, but the hours may be limited. CRITICAL TASK: Students are required to meet all course graduation requirements and WILL SPECIFICALLY MEET ALL STANDARDS FOR THE FOLLOWING TASKS: four-man litter carry.

#### **COM 907 Endocrinology Teaching Assistant (4-week rotation)**

Time flexibility for travel to residency interviews. Participate in endo teaching, Students Interactive Learning Sessions (SILS) facilitation, and Clinical Case Based Learning (CCBL) facilitation during M2 fall Endo course. Re-exposure to endocrine M2 course content through participation in weekly review sessions. Exposure to different teaching pedagogies. Students will serve as facilitators for all SILS and CCBL sessions (2hr ea). This involves guiding M2's through case analysis (if they are stalled) as well as directing M2's to choose CCBL learning objectives which are chosen by the endocrine faculty as ideal. Students will aid in the preparation and presentation of all review sessions (2 hours each). Students will assist with review sessions by practice question selection and by helping present answers as well as selected review topics. Students will facilitate Jeopardy game activities. Jeopardy games will be held in the first 45 minutes of the weekly reviews. Students will help coordinate SILS learning exercises with students and faculty presenters. Students may attend all regular course lectures as needed. Students must complete facilitator

training with Dr. Ely for three days (2 hrs ea) = 6 hrs of facilitator training.

#### **COM 908 Cardiovascular & Pulmonary TA (2 or 4-week rotation)**

Assist with CVP teaching, Clinical Case Based Learning (CCBL) facilitation, and Team Based Learning facilitation during M1 spring CVP Course. Reinforcement of CVP M1 course content, particularly the relevant basic biomedical sciences, through participation in teaching, CCBL and TBL sessions, and peer led review sessions. Improve teaching skills through the planning and delivery of mini-lectures and focused review of specific topics. Oversee development of Impact of CVP Disease Project. Assist with integration of on-line resources to enhance student learning. Understand and apply different teaching pedagogies. Students will serve as facilitators for at least 3 TBL sessions (2 hours each). This involves assisting students during the team based learning sessions. If the elective occurs during the latter half of the course, then the student can participate in the CCBL sessions. This involves guiding M1's through case analysis (if they are stalled) as well as directing M1's to choose optimal CCBL learning objectives. Students will aid in the preparation and presentation of all review sessions (2 hours each), including formative quiz review sessions. Students will assist with review sessions by practice question selection and by helping present answers as well as selected review topics. Students will help coordinate TBL learning exercises with students and faculty. Students may attend all regular course lectures. Students must complete facilitator training with Dr. Ely for three days (2 hours each).

#### **COM 909 Behavioral Medicine TA - CNUCOM (4-week rotation)**

Specialty: Psychiatry

Students will participate in behavioral medicine teaching and creation of clinical cases and CCBLs for teaching purposes. Re-exposure to M2 course content through Participation in course lectures and review sessions. Exposure to different teaching pedagogies and provide a platform in which there is senior student input into second-year Behavioral medicine content and curriculum materials.

#### **HLT 810 Wellness – Leadership, Healers Art, Mindfulness and Compassionate Conversations (4-week rotation)**

This elective offers students an exposure to the art of medicine - a new style of leadership where leadership becomes your natural self- expression, experience with several mindfulness practices and engagement and reflection with challenging conversations that can arise for oneself and with patients and other staff/faculty in the midst of the practice of medicine.

#### **HLT 812 Clinical Nutrition**

To cover nutrition thru the life cycle of your future patients: anemia, cancer, hypertension, cardiovascular

disease, diabetes, infancy, pediatrics, pregnancy and lactation, aging and chronic disease, obesity, sports, stress and nutrition support, and supplements.

**MED 810 OSCE Program Assistance  
(variable credit)**

Review and improve history taking, physical exam and presentation skills by teaching and mentoring M1 & M2 students during their Medical Skills courses. (Prerequisite: M1, M2, or M4 standing)

# DEGREE REQUIREMENTS

## COLLEGE OF MEDICINE Course List and Requirements

Phase A : M1 Req: All courses		
COURSES	CR	Term
501 Foundations of Clinical Medicine	6	Fa
511 Integumentary Musculoskeletal Systems	7	Fa
526 Hematology	4	Fa
531 Cardiovascular & Pulmonary Systems	9	Sp
551 Neuroscience	9	Sp
601 Medical Skills	1	Fa
602 Medical Skills	1	Sp
611 Masters Colloquium	1	Fa
612 Masters Colloquium	1	Sp
623 Self-Directed Scholarly Project	1	SP
<b>M1 Total Required Credit Units</b>	<b>40</b>	

Phase A: M2 Req: All courses		
COURSES	CR	Term
521 Gastrointestinal System	5	Fa
541 Renal System	5	Fa
561 Behavioral Medicine	3	Sp
571 Endocrine System	5	Fa
581 Reproductive System	5	Sp
591 Stages of Life	5	Sp
603 Medical skills	1	Fa/Sp
604 Medical skills	1	Fa/Sp
613 Maters Colloquium	1	Fa/Sp
614 Maters Colloquium	1	Fa/Sp
624 Self- Directed Scholarly Project	1	Fa
<b>M2 Total Required Credit Units</b>	<b>33</b>	

Phase B: M3 Req: Complete all clerkships		
COURSES	CR	Term
701 Family Medicine Clerkship	6	Fa/Sp
711 Internal Medicine Clerkship	8	Fa/Sp
721 Neurology Clerkship	4	Fa/Sp
731 Ob/Gyn Clerkship	6	Fa/Sp
741 Pediatrics Clerkship	6	Fa/Sp
751 Psychiatry Clerkship	4	Fa/Sp
761 Surgery Clerkship	8	Fa/Sp
771 Emergency Medicine Clerkship	4	Fa/Sp
<b>M3 Total Required Credit Units</b>	<b>46</b>	

Phase C: M4 Req: 4 Weeks of Sub-Internship (60 hrs/wk = 1.5 credit hr)		
Summary	Min.	Max.
Credits required to graduate	31	NA
Away Rotations allowed	NA	5
"Specialty of Interest" Rotations	NA	12 wks
Non-Clinical Rotations	NA	8 wks
Required Inpatient Rotations	12 wks	NA
Sub-Internships	4 wks	12 wks
<b>M4 Total Required Credit Units</b>	<b>31</b>	

**Total Overall Credits Required for MD Degree 150**

# AAMC MEDICAL SPECIALTIES

## **AAI:** ALLERGY AND IMMUNOLOGY

CLINICAL & LABORATORY IMMUNOLOGY

## **ANE:** ANESTHESIOLOGY

ADULT CARDIOTHORACIC ANESTHESIOLOGY  
CRITICAL CARE MEDICINE  
OBSTETRIC ANESTHESIOLOGY  
PAIN MEDICINE  
PEDIATRIC ANESTHESIOLOGY  
PALLIATIVE MEDICINE

## **DER:** DERMATOLOGY

DERMATOPATHOLOGY  
PROCEDURAL DERMATOLOGY

## **EME:** EMERGENCY MEDICINE

MEDICAL TOXICOLOGY  
PEDIATRIC EMERGENCY MEDICINE  
SPORTS MEDICINE  
PALLIATIVE MEDICINE

## **FAM:** FAMILY MEDICINE

GERIATRIC MEDICINE  
SPORTS MEDICINE  
FAMILY PRACTICE  
GERIATRIC MEDICINE  
PALLIATIVE MEDICINE

## **INT:** INTERNAL MEDICINE

ADVANCED HEART FAILURE & TRANSPLANT  
CARDIOLOGY  
CARDIOVASCULAR DISEASE  
CLINICAL CARDIAC ELECTROPHYSIOLOGY  
CRITICAL CARE MEDICINE  
ENDOCRINOLOGY, DIABETES & METABOLISM  
GASTROENTEROLOGY  
GERIATRIC MEDICINE  
HEMATOLOGY  
HEMATOLOGY & ONCOLOGY  
INFECTIOUS DISEASE  
INTERVENTIONAL CARDIOLOGY  
NEPHROLOGY  
ONCOLOGY  
PULMONARY DISEASE  
PULMONARY DISEASE & CRITICAL CARE MEDICINE  
RHEUMATOLOGY  
SPORTS MEDICINE  
TRANSPLANT HEPATOLOGY  
INTERNAL MEDICINE-PEDIATRICS  
PALLIATIVE MEDICINE

## **MEG:** MEDICAL GENETICS

BIOCHEMICAL GENETICS  
MOLECULAR GENETIC PATHOLOGY

## **NSG:** NEUROSURGERY

ENDOVASCULAR SURGICAL NEURORADIOLOGY

## **NEU:** NEUROLOGY

CHILD NEUROLOGY  
CLINICAL NEUROPHYSIOLOGY  
ENDOVASCULAR SURGICAL NEURORADIOLOGY  
NEUROMUSCULAR MEDICINE  
PAIN MEDICINE  
SLEEP MEDICINE  
PALLIATIVE MEDICINE

## **OBG:** OBSTETRICS & GYNECOLOGY

FEMALE PELVIC MEDICINE & RECONSTRUCTIVE  
SURGERY  
OPHTH: OPHTHALMOLOGY  
OPHTHALMIC PLASTIC & RECONSTRUCTIVE SURGERY  
PALLIATIVE MEDICINE

## **ORTH:** ORTHOPEDIC SURGERY

ADULT RECONSTRUCTIVE ORTHOPEDICS  
FOOT & ANKLE ORTHOPEDICS  
HAND SURGERY  
MUSCULOSKELETAL ONCOLOGY  
ORTHOPEDIC SPORTS MEDICINE  
ORTHOPEDIC SURGERY OF THE SPINE  
ORTHOPEDIC TRAUMA  
PEDIATRIC ORTHOPEDICS

## **OTO:** OTOLARYNGOLOGY

OTOLOGY - NEUROTOLOGY  
PEDIATRIC OTOLARYNGOLOGY  
HEAD AND NECK SURGERY

## **PATH:** PATHOLOGY-ANATOMIC & CLINICAL

BLOOD BANKING - TRANSFUSION MEDICINE  
CHEMICAL PATHOLOGY  
CYTOPATHOLOGY  
FORENSIC PATHOLOGY  
HEMATOLOGY  
MEDICAL MICROBIOLOGY  
NEUROPATHOLOGY  
PEDIATRIC PATHOLOGY

**PED: PEDIATRICS**

ADOLESCENT MEDICINE  
CHILD ABUSE PEDIATRICS  
DEVELOPMENTAL-BEHAVIORAL PEDIATRICS  
NEONATAL-PERINATAL MEDICINE  
PEDIATRIC CARDIOLOGY  
PEDIATRIC CRITICAL CARE MEDICINE  
PEDIATRIC EMERGENCY MEDICINE  
PEDIATRIC ENDOCRINOLOGY  
PEDIATRIC GASTROENTEROLOGY  
PEDIATRIC HEMATOLOGY-ONCOLOGY  
PEDIATRIC INFECTIOUS DISEASES  
PEDIATRIC NEPHROLOGY  
PEDIATRIC PULMONOLOGY  
PEDIATRIC RHEUMATOLOGY  
PEDIATRIC SPORTS MEDICINE  
PEDIATRIC TRANSPLANT HEPATOLOGY  
PALLIATIVE MEDICINE

**PMR: PHYSICAL MEDICINE &  
REHABILITATION**

NEUROMUSCULAR MEDICINE  
PAIN MEDICINE  
SPINAL CORD INJURY MEDICINE  
SPORTS MEDICINE  
PALLIATIVE MEDICINE

**PLS: PLASTIC SURGERY**

CRANIOFACIAL SURGERY  
HAND SURGERY

**PSY: PSYCHIATRY**

ADDICTION PSYCHIATRY  
CHILD & ADOLESCENT PSYCHIATRY  
FORENSIC PSYCHIATRY  
GERIATRIC PSYCHIATRY  
PALLIATIVE MEDICINE

**RONC: RADIATION ONCOLOGY****RAD: RADIOLOGY**

ABDOMINAL RADIOLOGY  
CARDIOTHORACIC RADIOLOGY  
ENDOVASCULAR SURGICAL NEURORADIOLOGY  
MUSCOSKELETAL RADIOLOGY  
NEURORADIOLOGY  
NUCLEAR RADIOLOGY  
PEDIATRIC RADIOLOGY  
VASCULAR & INTERVENTIONAL RADIOLOGY  
NUCLEAR MEDICINE  
PALLIATIVE MEDICINE

**SUR: SURGERY**

COLON & RECTAL SURGERY  
HAND SURGERY  
PEDIATRIC SURGERY  
SURGICAL CRITICAL CARE  
VASCULAR SURGERY  
CARDIOTHORACIC SURGERY  
THORACIC SURGERY  
PEDIATRIC CARDIOTHORACIC SURGERY  
SURGICAL ONCOLOGY  
TRANSPLANT SURGERY  
TRAUMA SURGERY  
SURGICAL CRITICAL CARE  
ACUTE CARE SURGERY  
PALLIATIVE MEDICINE

**URO: UROLOGY**

PEDIATRIC UROLOGY



## COM 2020-2021 Academic Calendar

### MS1 – Phase A

Event	Start Date	End Date
Orientation – M1	07/22/2020	07/24/2020
White Coat Ceremony – M1	TBA	
<b>Fall Semester: 07/27/2020 – 12/18/2020</b>		
Course	Start Date	End Date
Foundations of Clinical Medicine	07/27/2020	09/18/2020
Hematology	09/21/2020	10/23/2020
Integumentary and Musculoskeletal Systems	10/25/2020	12/18/2020
<b>Spring Semester: 01/04/2021 – 05/28/2021</b>		
Neuroscience	01/04/2021	03/08/2021
Cardiovascular and Pulmonary Systems	03/15/2021	05/28/2021

### MS2 – Phase A

<b>Fall Semester: 08/03/2020 – 12/11/2020</b>		
Course	Start Date	End Date
Renal System	08/03/2020	09/08/2020
Gastrointestinal System	09/10/2020	10/26/2020
Endocrine System	10/28/2020	11/25/2020
Behavioral Medicine	11/30/2020	12/18/2020
<b>Spring Semester: 01/04/2021 – 05/28/2021</b>		
Preparing for Residency ( <i>Required</i> )	01/04/2021	06/18/2021
Reproductive System	01/04/2021	02/12/2021
Stages of Life	02/23/2021	03/19/2021
*CBSE Review/Study; Elective Period	03/22/2021	05/28/2021

\*Summer session for rising M3 students – see Exam/Review schedule for specific dates.

### Longitudinal Courses – M1 & M2

FALL 2020

SPRING 2021

Course	Start Date	End Date	Start Date	End Date
Medical Skills – M1	07/27/2020	12/18/2020	01/04/2021	05/28/2021
Medical Skills – M2	08/03/2020	12/11/2020	01/04/2021	05/28/2021
Includes Boot Camp			TBD	
Masters Colloquium – M1	07/27/2020	12/18/2020	01/04/2021	05/28/2021
Masters Colloquium – M2	08/03/2020	12/11/2020	01/04/2021	03/19/2021
SDSSP – will start in the Spring 2021 semester for M1 students and continues into the Fall 2021 semester of their M2 year.				

## COM 2020-2021 Academic Calendar

### MS3 – Phase B - Clinical Clerkships

<b>Fall Semester: 06/29/2020 – 12/11/2020</b>		
<b>Event</b>	<b>Start Date</b>	<b>End Date</b>
Pathway to Residency ( <i>Required</i> )	06/29/2020	12/11/2020
Clerkship Orientation – M3	06/25/2020	06/26/2020
Start of Clinical Clerkships – M3	06/29/2020	12/11/2020
*M3 Clerkship Schedule – ( <i>continuous</i> )	06/29/2020	12/11/2020
<b>Spring Semester: 01/04/2021 – 5/28/2021</b>		
Preparing for Residency ( <i>Required</i> )	01/04/2021	05/28/2021
Clinical Clerkships – M3	01/04/2021	05/28/2021
*M3 Clerkship Schedule	01/04/2021	05/28/2021

\*M3 Clerkships are scheduled continuously throughout the 2020-2021 calendar year.

### MS4 – Phase C – Elective Rotations

<b>Fall Semester: 06/01/2020 – 12/18/2020</b>		
<b>Event</b>	<b>Start Date</b>	<b>End Date</b>
Pathway to Residency ( <i>Required</i> )	06/01/2020	12/18/2020
Elective Rotations – M4	06/01/2020	12/18/2020
*M4 Elective Rotation Schedule	06/01/2020	12/18/2020
<b>Spring Semester: 01/04/2021 – 5/14/2021</b>		
*M4 Elective Rotation Schedule	01/04/2021	05/14/2021
Graduation Clearance Day – M4	05/14/2021	
Graduation Ceremony – M4	05/15/2021	

\*M4 Elective Rotations are continuous throughout the 2020-2021 calendar year.

\*Add/Drop deadline for Elective courses is 5 days from the start of instruction.

### Exams/Review/Research Day Schedule

<b>Event</b>	<b>Start Date</b>	<b>End Date</b>	<b>EXAMS</b>	<b>Start Date</b>
CNU Research Day	TBD		CBSE #1 – M2	02/22/2021
Kaplan Assessment Exam	TBD		CBSE #2 – M2	TBD
Kaplan Review Course	02/15/2021	02/19/2021	CBSE #3 – M2 > M3	TBD
			CBSE #4 – M2 > M3	TBD
			CCSE – M3	TBD

# COLLEGE OF PHARMACY

## Mission, Vision, and Values

**Mission:** The mission of the College of Pharmacy is to advance the art and science of pharmacy through active learning, research, innovative patient care, and comprehensive interprofessional education.

**Vision:** In the next 10 years, CNUCOP will become a nationally recognized leader in educating the next generation of pharmacists in integrated patient healthcare.

### Values:

- Innovation in student-centered teaching, scholarship, and practice
- Student success
- Open and clear communication
- Diversity of experience, culture, and thought
- Effective community partnerships
- Inspiration through altruism, empathy, and civic virtue
- Professionalism and integrity in all interactions

### Goals:

- To foster critical thinking, problem-solving, clinical reasoning, and self-directed learning. To provide an integrated interprofessional experience
- To develop student skills, attitudes, values, judgment, professional behavior, and expertise in patient-centered care through experiential experiences.
- To prepare graduates to lead, collaborate, and educate others with integrity, professionalism, and compassion.
- To offer students participation in professional organizations and community projects to learn the skills required for professional advocacy
- To support faculty in discipline-related research and other scholarly activities.
- To provide a faculty development program that nurtures and supports a learning-centered curriculum and the scholarship of teaching
- To foster faculty engagement in professional and community activities
- To support a research program that promotes collaboration, innovation, and discovery

## Educational Philosophy

The CNUCOP curriculum is designed to help students become active, self-directed and lifelong learners. The four (4) year curriculum is designed to facilitate and optimize student learning in a progressive and integrated manner both in didactic and experiential courses.

## Active Learning

Active learning is an educational strategy that CNUCOP employs throughout the first three years of the curriculum. Active learning promotes judgment, mastery of content, communication, teamwork skills, problem-solving, and critical thinking. It emphasizes the importance of individual accountability, group collaboration, and the application of basic concepts to work through team assignments. The role of the instructor is to clearly articulate the learning objectives, create challenging problems for students to solve, and probe their reasoning in reaching conclusions. All students are accountable for their individual and group work. At the beginning of each course, the Office of Academic Affairs forms teams comprised of 5 to 6 students based on various criteria that will help achieve an even distribution of resources across all teams. Students remain with the same team throughout the semester for each course.

## Learning Outcomes

### Program Learning Outcomes

Upon successful completion of the CNUCOP Doctor of Pharmacy program, students will be able to demonstrate the following learning program learning outcomes:

**PLO 1: Foundational Knowledge.** Demonstrate the knowledge, skills, abilities, behaviors, and attitudes necessary to apply the foundational sciences to the provision of patient-centered care.

**PLO 2: Essentials for Practice and Care.** Demonstrate the knowledge, skills, abilities, behaviors, and attitudes necessary to provide patient-centered care, manage medication use systems, promote health and wellness, and describe the influence of population-based care on patient-centered care.

**PLO 3: Approach to Practice and Care.** Demonstrate the knowledge, skills, abilities, behaviors, and attitudes necessary to solve problems; educate, advocate, and collaborate, working with a broad range of people; recognize social determinants of health; and effectively communicate verbally and nonverbally.

**PLO 4: Personal and Professional Development.** Use the knowledge, skills, abilities, behaviors, and attitudes necessary to demonstrate self-awareness, leadership, innovation, entrepreneurship, and professionalism.

**PLO 5: Interprofessional Competence.** Use the knowledge, skills, abilities, behaviors, and attitudes necessary to demonstrate appropriate values and ethics, roles and responsibilities, communication, and teamwork for collaborative practice.

### Co-Curricular Learning Outcomes

Upon successful completion of the CNUCOP Doctor of Pharmacy program, students will be able to demonstrate the following co-curricular learning outcomes:

1. **Social Awareness and Cultural Sensitivity.** Demonstrate awareness of and responsiveness to social and cultural differences by adapting behaviors appropriately and using effective interpersonal skills.
2. **Professionalism and Advocacy.** Demonstrate professional behavior and effective interactions with other healthcare professionals, community members, and/or patients and advocate for initiatives to improve patient care, health outcomes, and the profession of pharmacy.
3. **Self-Awareness and Learning.** Demonstrate self-awareness through reflection and the development of appropriate plans for self-directed learning and development.
4. **Innovation and Entrepreneurship.** Demonstrate innovation and creativity to develop novel strategies to accomplish professional goals, or demonstrate an understanding of how innovation and creativity influence the development of novel strategies to accomplish professional goals.
5. **Public Health and Education.** Apply skills learned in the classroom to create and effectively deliver public health initiatives and health-related education to the community.
6. **Service and Leadership.** Demonstrate the ability to lead and work collaboratively with others to accomplish a shared goal that improves healthcare.

## Experiential Educational Expectations

Experience in real pharmacy practice settings teaches judgment, and California Northstate College of Pharmacy is committed to developing and maintaining a robust experiential component to the Doctor of Pharmacy program.

Pharmacy practice experience is designed to develop a foundation of competencies that students will build upon as they progress through the program. By the end of the Introductory Pharmacy Practice Experiences (IPPE), students should be able to demonstrate competencies in basic practitioner skills at a fundamental level. During Advanced Pharmacy Practice Experiences (APPE), students should demonstrate pharmacy practice outcomes at an advanced and progressive manner that emphasize clinical judgment, professional behavior, and personal responsibility. Achievement of these competencies allows student pharmacists to embark on an independent and collaborative practice upon graduation. The following experiential outcomes were developed by a collaborative group representing seven of the California Colleges and Schools of Pharmacy.

### 2) 1) Communication and Professional Behavior

#### A. Communicate effectively.

Communicate accurate and appropriate medical and drug information to a pharmacist, preceptor or other health care professional in a clear and concise manner.

Determine the appropriate means of communication for the situation.

Actively listen to patients, peers, and other health care professionals.

Use proper grammar, spelling, and pronunciation in communications.

Explain medication information to patients in understandable terms.

Adjust communication based on contextual or cultural factors, including health literacy, language barriers, and cognitive impairment.

Routinely verify patient or recipient understanding of communicated information.

Demonstrate effective public speaking skills and the appropriate use of audio-visual media when communicating with groups of patients, peers, and other health care professionals.

Develop effective written materials for patients, peers, and other health care professionals.

#### B. Interact with patients & the health care team.

Articulate the pharmacist's role as a member of the health care team.

Establish professional rapport with patients and healthcare professionals.

Demonstrate sensitivity to and respect for each individual's needs, values, and beliefs, including cultural factors, religious beliefs, language barriers, and cognitive abilities.

Demonstrate empathy and caring in interactions with others.

Maintain patient confidentiality and respect patients' privacy.

Demonstrate ability to resolve conflict in the pharmacy practice setting.

#### C. Behave in a professional and ethical manner.

1. Dress professionally and appropriately for the practice setting.
2. Arrive punctually and remain until all responsibilities are completed.
3. Use time effectively and efficiently.
4. Distinguish professional interests from personal interests and respond appropriately.
5. Demonstrate awareness of personal competence and limitations, and seek guidance or assistance from preceptors when appropriate.
6. Accept responsibility for one's actions.
7. Respond appropriately to feedback from preceptors, patients, peers, and other health care professionals.
8. Show initiative in interactions with patients, peers, and other health care professionals.
9. Demonstrate passion and enthusiasm for the profession.
10. Be aware of and work appropriately within the culture of the assigned practice setting.
11. Demonstrate awareness of site or institutional policies and procedures.
12. Prioritize workload appropriately.
13. Identify issues involving ethical dilemmas.
14. Weigh and balance different options for responding to ethical dilemmas.
15. Propose steps to resolve ethical dilemmas.
16. Adhere to all state and federal laws and regulations as a pharmacy intern in the practice setting.

## 2) The Practice of Pharmacy

### A. Organize and evaluate information.

1. Assess prescription or medication orders for completeness, authenticity, and legality.
2. Verify that dose, frequency, formulation, and route of administration on prescription or medication orders are correct.
3. Obtain any pertinent information from the patient, medical record, or prescriber, as needed, for processing prescription or medication orders (e.g., allergies, adverse reactions, diagnosis or desired therapeutic outcome, medical history).
4. Review the patient profile or medical record for any allergies or sensitivities.
5. Determine the presence of any potential medication-related problems.
6. Determine if it is legal and appropriate to refill a prescription and to contact the prescriber for authorization, if necessary.

### B. Prepare and dispense medications.

1. Accurately enter patient information into the patient's pharmacy profile or medication record.
2. Select the correct drug product, manufacturer, dose, and dosage form and prepare it for dispensing.
3. Assure that the medication label is correct and conforms to all state and federal regulations.
4. Assure that the label conveys directions in a manner understandable to the patient and that appropriate auxiliary labels are attached.
5. Select an appropriate container for storage or use of medications with special requirements (e.g., child-resistant containers, compliance devices).
6. Accurately perform and document the necessary calculations to correctly prepare the medication.
7. Perform the required technical and basic compounding steps to produce a pharmaceutically elegant product.
8. Demonstrate aseptic technique during the preparation of parenteral medications.
9. Document the preparation of any medication that has been compounded, repackaged or relabeled.
10. Adjudicate third-party insurance claims using established billing systems.
11. Determine the appropriate storage of medications before and after dispensing.
12. Comply with all legal requirements and professional scope of practice.

### C. Provide patient counseling.

1. Communicate pertinent information to the patient to encourage proper use and storage of medications.
2. Discuss any precautions or relevant warnings about medications or other therapeutic interventions.
3. Assure the patient comprehends the information provided.
4. Assess and reinforce the patient's adherence to the prescribed therapeutic regimen.

### D. Maintain accurate records.

1. Document the preparation and dispensing of medications.

2. Maintain manual or computerized files for prescription records that conform to state and federal laws and regulations.
3. Adhere to state and federal laws and regulations related to inventory control (e.g., controlled substances, investigational drugs).

### E. Assist patients seeking self-care.

1. Assess a patient's self-identified problem (e.g., common cold, fever, pain, gastrointestinal problems) to determine if the problem is appropriate for self-care or requires referral.
2. Discuss options for treatment and, if indicated, recommend appropriate non-prescription product(s).
3. Counsel the patient about the proper use of self-care products.
4. Instruct a patient about the proper use of a diagnostic agent or device, including directions for obtaining accurate results and how to interpret the results.
5. Teach a patient the proper and safe use of commonly-used health products (e.g., condoms, thermometers, blood pressure monitoring devices, blood glucose meters, metered-dose devices, ear syringes, and adherence devices).

### F. Contribute to and monitor the optimal use of medications.

1. Articulate the pharmacist's role in medication use oversight (e.g. formulary management, practice guidelines).
2. Participate in established medication safety and quality improvement activities (e.g., adverse drug reaction reporting, medication reconciliation).
3. Access, select, utilize, and cite appropriate references for health information and patient education materials.
4. Demonstrate proficiency with the technology used at assigned experiential sites.
5. Formulate evidence-based pharmaceutical care plans based upon sound pharmacotherapeutic principles that take into account individual patient health beliefs, attitudes, and behaviors.

## 3) Public Health

### A. Participate in health education programs and community-based health interventions.

1. Raise public awareness about the role of a pharmacist as a public health educator.
2. Participate in activities that promote health, wellness, and the use of preventive care measures.
3. Articulate the concept of advocacy - what it means both professionally and personally.

### B. Demonstrate public health-related practice skills.

1. Administer subcutaneous, intramuscular or intradermal injections, including immunizations.
2. Screen for common medical conditions and make appropriate referrals.

3. Conduct smoking-cessation interventions when appropriate.

## Professional Standards

### Communication Skills

Pharmacists must be able to effectively communicate with individuals from within and outside of the health care professional environment to engender a team approach to patient care. Those individuals may include other health care providers such as physicians and nurses; non-health care providers, such as patients, family members, caregivers; and other community members, such as policy makers. Influential communication focuses on the ability to adapt language style and vocabulary to meet the health-care literacy needs of each individual or unique community. Pharmacists must display an in-depth knowledge of medications and be able to convey pharmaceutical information in a clear and concise manner to ensure safe and effective medication use.

Students at CNUCOP must exhibit in-depth medication knowledge, effective interpersonal communications skills, the ability to work as an effective member of a health care team, and the ability to collaborate with all members of the health care team to ensure continuous quality patient care.

### Patient Care Commitment

To provide patients with unparalleled health care, pharmacists must focus on disease treatment and management as well as wellness and disease prevention. Pharmacists must practice on inter-professional teams that focus on patients, patient populations, and outcomes. Pharmacists, in collaboration with patients and other health care providers, can ensure proper medication use by focusing on evidence-based medicine, quality improvement, cultural competence, health care disparities, and advocacy.

Students at CNUCOP should advocate for patient-centered pharmacist care to ensure safe and effective medication use.

### Knowledge of the Profession

Revelation occurs when wisdom of the past is combined with current reality. Pharmacists must be aware of the evolutionary steps within the profession and continue to advocate for improved patient-centered care.

Students at CNUCOP are required to attend didactic, laboratory, discussion, and experiential programs. They should understand how the practice of pharmacy has continually evolved to benefit the needs of society and develop visionary thinking capabilities to continue to advance the science and art of pharmacy.

## Technical Abilities

All students will be certified in cardiopulmonary resuscitation (CPR), first aid, and immunizations. Therefore, student pharmacists are required to perform immunizations, cardiopulmonary resuscitation, and physical assessments suitable for medication therapy management to fulfill all academic requirements of the College.

## General Abilities

Students should have the cognitive ability to critically and analytically think, to make compassionate and ethical decisions, and to engage in self-assessment and self-directed learning.

## Licensure

### Completion of Program and Licensing

Completion of the educational program leading to a degree and/or diploma is dependent upon student performance and success. The requirements for licensure in the profession are established by the state where licensure is sought. Completion of the educational program and obtaining a degree or diploma does not by itself guarantee licensure. Students are expected to remain current with other licensing requirements, including but not limited to the licensure examination and technical standards they may be required to meet in order to be licensed by the state in which they seek to practice. In addition, maintaining such technical standards is a condition for continued enrollment in this program; reasonable accommodations as defined and required by law may apply to persons with disabilities.

### California Intern Pharmacist

#### Registration Requirements

To register as an intern pharmacist in California, candidates must be currently enrolled in a school of pharmacy recognized by the Board or accredited by the Accreditation Council for Pharmaceutical Education (ACPE) and have fingerprint and background clearances. Complete registration instructions can be downloaded from the California State Board of Pharmacy website at: [http://www.pharmacy.ca.gov/forms/intern\\_app\\_pkt.pdf](http://www.pharmacy.ca.gov/forms/intern_app_pkt.pdf).

### California Pharmacist

The standard processing time for Pharmacist Examination and Licensure Applications by the California Board of Pharmacy is approximately 30 days after submission; however, the Board will process applications submitted by schools within 10 business days if these applications are submitted as a batch by the school. Students interested in participating in the batch processing of applications must submit their completed applications to the Office of Student Affairs and Admissions by May 1<sup>st</sup>, prior to graduation. The Office of Student Affairs and Admissions reviews each application prior to submission to the Board; however, it is the responsibility of the applicant to ensure all information is correct and that all required application materials have been included as part of the final application packet. These applications will then be hand-delivered to the Board of Pharmacy after graduation, since official transcripts, which are a component of the application, are not complete until after graduation has occurred.

To qualify for a pharmacist license, you must submit one of the following to document your education (A or B).

A. Graduate of a School of Pharmacy - If you are a graduate from an ACPE accredited college of pharmacy or a school of pharmacy recognized by the board, please request an official transcript to be sent directly to the board by your school. The

official transcript must indicate your degree earned and date conferred.

## **Eligibility Requirements**

To be licensed in California you must pass the North American Pharmacist Licensure Examination (NAPLEX) and the California Pharmacist Jurisprudence Exam (CPJE).

To be eligible to take the licensure examination for California, you must:

- Be at least 18 years of age
- Be a graduate of a domestic school of pharmacy or be a graduate of foreign school of pharmacy and be certified by the Foreign Pharmacy Graduate Examination Committee (FPGEC)
- Have completed at least 150 semester hours of collegiate credit, 90 of which must be from a school of pharmacy
- Have earned at least a baccalaureate degree in a course of study devoted to pharmacy
- Have completed 1,500 hours of approved pharmaceutical experience as a registered intern or one year of experience as a licensed pharmacist in another state
- Have fingerprint and background clearances.

The registration instructions, requirements, and application form for licensure as a pharmacist in California may be obtained and downloaded at the California State Board of Pharmacy website:  
[http://www.pharmacy.ca.gov/forms/rph\\_app\\_pkt.pdf](http://www.pharmacy.ca.gov/forms/rph_app_pkt.pdf).

## **NAPLEX/MPJE**

The MPJE exam is for students pursuing licensure out of the state of California.

To take the NAPLEX and/or MPJE, candidates must meet the eligibility requirements of the board of pharmacy from which they are seeking licensure. The board will determine your eligibility to take the examinations in accordance with the jurisdiction's requirements. If the board determines that you are eligible to take the examinations, it will notify the National Association of Boards of Pharmacy (NABP) of your eligibility. If you have questions concerning eligibility requirements, contact the board of pharmacy in the jurisdiction from which you are seeking licensure.

Registration instructions, requirements, and application form can be obtained and downloaded from the National Association of Board of Pharmacy (NABP) website at <http://www.nabp.net>.

## Admission to the PharmD Program

California Northstate University College of Pharmacy (CNUCOP) uses the Pharmacy College Application System (PharmCAS), a centralized application service for pharmacy programs, for applicants seeking to apply to the four-year Doctor of Pharmacy program. An electronic application must be submitted to PharmCAS. A supplemental application, available at:

[https://californianorthstateuniversity.formstack.com/forms/cop\\_supplemental\\_application\\_2020](https://californianorthstateuniversity.formstack.com/forms/cop_supplemental_application_2020), must be electronically submitted to the College of Pharmacy as well. For applicants wishing to enter the 0-6 Direct Entry Doctor of Pharmacy program, an electronically application must be submitted through PharmDirect, a centralized application service for Direct Entry PharmD programs at <https://pharmdirect.liaisoncas.com/applicant-ux/#/login>. No supplemental application is required for these applicants.

The Admissions Committee evaluates applicants for admission on an individual basis. Applicants are required to have completed all prerequisites prior to entering the program. Prerequisites may be substituted with courses the Admissions Committee evaluates to be equivalent. One or more members of the Admissions Committee review and evaluate each completed admission packet to determine if an invitation for an interview should be extended.

All qualified applicants must interview for admission into the Doctor of Pharmacy program. The interview is conducted on campus. A modified multiple mini interview (MMIs) approach is used. A writing sample is also a required component of the onsite interview. The interview is designed to assess a variety of factors including: interest, oral and written communication skills, maturity, dedication, critical thinking, and an assessment of the applicant's ability to complete the program successfully and advance in the field of pharmacy. The interview may also be used to determine if the student has the English language proficiency to complete instruction in the English language since English is the only language of instruction.

All accepted students who matriculate must have all official transcripts for all courses taken since high school on record in the Admissions Office by September 30th. Please note financial assistance may be limited for non-U.S. applicants. Personal transportation, such as a vehicle, will be necessary to participate in experiential education at clinical sites.

### Traditional Four-Year Doctor of Pharmacy Requirements

A minimum GPA of 2.5 is required. The Admissions Committee of California Northstate University College of Pharmacy uses a holistic review process to evaluate each application, thereby taking into account a variety of factors, in addition to an applicant's academic standing, including but not limited to: work or research experience, socioeconomic status, resilience, extracurricular activities, and other non-academic related activities. California Northstate University College of Pharmacy does not require a PCAT; however, a Bachelor's degree is required.

According to the United States Department of Education guidelines, all applicants deemed eligible to be admitted as regular students into the College of Pharmacy must be:

- Persons who have a high school diploma or its recognized equivalent, or
- Persons who are beyond the age of compulsory school attendance in the State of CA, i.e. at least 18 years of age and pass a test that demonstrates the student's ability to benefit (ATB) from the educational program in which the student is enrolled.

A minimum of 44 semester units (61 quarter units) of prerequisite credit must be completed prior to matriculation into the program. Science and math prerequisite coursework must be designed for science majors. Prospective students are strongly encouraged to carry full course loads (15 units per semester) during their undergraduate studies. AP exam scores of 3 or higher, with 4 preferred will be accepted for prerequisite coursework and/or general education requirements. AP credit must be reported by subject and credit and must be mailed directly from your institution or testing services to the College of Pharmacy by using college code: 7306. Additionally, the AP exam must have been taken no greater than ten years from the date of matriculation. Please note, AP exam scores will only count towards the first course in a series of science courses. For instance, an AP exam score of 3 or higher for chemistry would only count towards the General Chemistry I requirement.

Table 1. PREREQUISITE COURSEWORK

Course(s)	Semester Hours	Quarter Hours
General Chemistry I with lab	4	6
General Chemistry II with lab	4	6
General Biology I	3	4
General Biology II	3	4
General Biology I or II lab	1	1
Organic Chemistry I with lab	4	6
Organic Chemistry II with lab	4	6
Human or Mammalian Physiology*	3	4
Calculus	3	4
Public Speaking	3	4
English Composition I	3	4
English Composition II	3	4
General Education Requirements**: Psychology and Economics preferred; other General Education courses will be accepted	6	8
Total	44	61 (est.)

\*If taking a combined Anatomy and Physiology course, both Anatomy and Physiology I and II must be taken to fulfill the Physiology course requirement.



In addition to the requirements described above, all prerequisite coursework must meet the following requirements:

1. Must be completed at a regionally accredited US institution or its equivalent abroad.
2. Science and math courses, along with any AP credits, must have been completed no greater than ten years from the planned date of matriculation. Exceptions to this requirement may be made based on a case-by-case basis if the applicant has been applying the skills learned in the older course directly to their position or research.
3. Must be completed with a grade of C- or higher.
4. May not be taken on a pass/no pass or credit/no credit basis.
5. All prerequisite coursework taken from non-US institutions (including Canada) must be submitted to the World Education Services (WES), Inc. for an evaluation of coursework. WES evaluations should be sent directly to PharmCAS.
6. International applicants who have not completed at least two years and at least 44 semester units (61 quarter units) at a US college or university are required to take the TOEFL IBT or IELTS exam. Exam scores are only valid for a two year period from the date of the exam. The minimum TOEFL IBT and IELTS scores, along with minimum section requirements, are provided below.
  - The minimum total TOEFL IBT score is 88 with minimum section score requirements of:
    - Reading: 20
    - Listening: 20
    - Speaking: 25
    - Writing: 23
  - The minimum total IELTS score is 6.5 with minimum section score requirements of:
    - Reading: 6.5
    - Listening: 6.5
    - Speaking: 7.5
    - Writing: 6.0
7. General Education requirements are waived for applicants who have or will be receiving a Bachelor's degree or US equivalent prior to matriculation in the pharmacy program. For additional information about CNUCOP and the application process, please visit our website: [pharmacy.cnsu.edu](http://pharmacy.cnsu.edu). For questions, please contact [COPadmissions@cnsu.edu](mailto:COPadmissions@cnsu.edu).
8. Qualified applicants will be invited to interview.

9. All prerequisites, including general education requirements, must be completed prior to orientation, which is held in mid-August of each year; however, applicants may still interview prior to the completion of all prerequisite coursework.

For an in-depth overview of admission requirements, how to apply, and key dates, please visit the Admissions website at <http://pharmacy.cnsu.edu> and the PharmCAS School Pages at [www.pharmacas.org](http://www.pharmacas.org).

## Professional and Technical Standard Requirements

CNUCOP endeavors to select applicants who have the ability to become highly competent pharmacists. The college adheres to the guidelines promulgated by the American Council for Pharmacy Education in its "Guidelines for Accreditation Standards." Within these guidelines, the college has the freedom and ultimate responsibility for the selection of students; the design, implementation, and evaluation of its curriculum; the evaluation of students; and the determination of who should be awarded a degree. Admission and retention decisions are based not only on satisfactory academic achievement, but also on non-academic factors that serve to ensure that the candidate can complete the essential functions of the academic program required for graduation. The professional and technical standards, as distinguished from academic standards, refer to those physical, cognitive, and behavioral abilities required for satisfactory completion of all aspects of the curriculum, and the development of professional attributes required by the faculty of all students at graduation. The essential abilities required by the curriculum are in the following areas: motor, sensory, verbal and written communication, intellectual (conceptual, integrative, and qualitative abilities for problem solving and decision-making), and the behavioral and social aspects for the performance of the profession of pharmacy.

Pharmacy is a physically and mentally demanding profession in which practitioners are asked to place the interests of their patients above their own which requires commitment to a life of service and dedication to continuous learning. The rigorous four year pharmacy school curriculum is where students begin to develop the qualities necessary for the practice of pharmacy. It is during this period of professional pharmacy education that the candidates acquire the foundation of knowledge, attitudes, skills and behaviors that they will need throughout their professional career. The abilities that pharmacists must possess to practice safely are reflected in the technical standards that follow. Students to the CNUCOP program must be able to meet these standards.

## Technical Standards

### Visual

Students must be able to observe and participate in experiments in the basic sciences. In order to make proper clinical decisions, Students must be able to observe a patient accurately. Students must be able to acquire information from written documents, films, slides or videos. Thus, functional use of vision is necessary (close and at a distance).

### **Oral-Auditory**

Students must be able to communicate effectively and sensitively and rapidly with patients (must be able to speak and hear) and members of the health care team (both verbal and written). Students must be fluent in English. In emergency situations Students must be able to understand and convey information essential for the safe and effective care of patients in a clear unambiguous and rapid fashion. In addition, Students must have all the ability to relate information to and receive from patients in caring and confidential manner.

### **Motor**

Students must possess the motor skills necessary to perform palpation, percussion, auscultation, and other diagnostic maneuvers. Motor skill demands require reasonable endurance, strength, and precision. A candidate should be able to execute motor movements reasonably required to provide general care and emergency treatment to patients as well as complete the CPR and First Aid component of the program. Such actions require coordination of both gross and fine muscular movements, equilibrium and functional use of senses, of touch, and vision.

### **Sensory**

Students need enhanced sensory skills including accuracy within specific tolerances and functional use for laboratory, classroom, and clinical experiences. Students who are otherwise qualified but who have significant tactile sensory or productive disabilities must be evaluated medically. These disabilities included individuals who were injured by significant burns, have sensory motor deficits, or cicatrix formation.

## **Professional Standards**

Students must demonstrate the judgment and emotional stability required for full use of their intellectual abilities. Possess the perseverance, diligence, and consistency to complete the College of Pharmacy curriculum and prepare to enter the profession of pharmacy.

Students must: exercise good judgment in the treatment of patients; function within both the law and ethical standards of a healthcare professional; be able to work effectively and professionally as part of a team during the pharmacy curriculum and as a member of a health care team after graduation.

Students must be able to participate in a culturally diverse classroom and practice environments; be sensitive and behave in a professional manner during interactions with patients, their families, and with health care personnel; maintain regular, reliable, and punctual attendance for classes, experiential education and clinical responsibilities; and be responsible for contributing to collaborative, constructive learning environments, accept constructive feedback from others, and respond with appropriate modification in a professional manner.

### **Strength and Mobility**

Students must have sufficient posture, balance, flexibility, mobility, strength and endurance for standing, sitting, and participating in the laboratory, classroom and clinical sites.

### **Cognitive**

In order to effectively solve clinical problems, Students must be able to measure, calculate, reason, analyze, integrate and synthesize in a timely fashion. In addition, they must be able to comprehend three-dimensional relationships and to understand the spatial relationships of others.

### **Social**

Students must possess the emotional health required for the full utilization of their intellectual abilities, the exercise of good judgment for the prompt completion of all responsibilities, and for the development of effective relationships with patients. Students must be able to tolerate physically taxing workloads and function effectively under stress. They must be able to adapt to changing environments, display flexibility and learn to function in the face of uncertainties inherent in the clinical problems of patients.

The unpredictable needs of patients are at the heart of becoming a pharmacist. Academic and clinical responsibilities of students must require their presence during day and evening hours. Students will be considered not only for their scholastic accomplishments, but also on their physical and emotional capacities to meet the full requirements of the school's curriculum, and to graduate as skilled and effective practitioners of pharmacy.

## **Transferring from Other Institutions**

Transfer requests for entry to the Doctor of Pharmacy program at California Northstate University College of Pharmacy (CNUCOP) will be reviewed and determined for acceptance on a case-by-case basis, based on specific provisions and contingent on space/seat availability. Students interested in transferring to CNUCOP must complete a Transfer Student Application available on the CNUCOP webpage. COP does not have any articulation or transfer agreements with any other college or university at this time to accept students into the CNUCOP PharmD program.

Credit for coursework completed at other institutions for recognition of advanced standing at CNUCOP will be transferred subject to the following considerations.

- The comparability of the completed coursework with CNUCOP coursework
- The appropriateness of the completed coursework towards meeting CNUCOP PharmD degree requirements
- COP does not grant credit for prior experiential learning other than IPPEs completed at an ACPE accredited School/College of Pharmacy that have been deemed equivalent to COP degree requirements and eligible for transfer.
- Determination of both the institutional source and quality of professional coursework, as reflected by the accreditation standing of the originating institution.

A student approved to transfer does not guarantee that the transferring student will be granted entry into the same academic year of standing as that of the pharmacy school/college of origin.

Acceptance of transfer courses and the award of University transfer credit shall not express nor imply that all transfer

credits will be fully accepted towards advanced standing for the PharmD degree requirements at CNU.

The total number of credits transferred shall not exceed the maximum allowable units as defined by accrediting institutions.

Transfer applicants must meet the same eligibility and progression policy standards required of students enrolled at CNUCOP.

The institutional residency requirement for a transferring student includes a minimum of two years of enrollment as a full-time student at CNUCOP to receive the PharmD degree from CNUCOP.

## **International Applicants**

California Northstate University College of Pharmacy accepts applications from international students provided they meet the same prerequisite requirements as U.S. applicants. CNUCOP will work with international students admitted to the PharmD program to complete the I-20 and will report the student's status to SEVIS. Please see the International Student Handbook available on the CNUCOP website for detailed instructions and timeline.

## **Student Enrollment Agreement**

The Student Enrollment Agreement must be completed and submitted to the college in order to show intent to enroll in the program. The Student Enrollment Agreement is a legally binding contract when it is signed by the incoming student and accepted by the institution.

By signing the Enrollment Agreement, the student is acknowledging that the catalog, disclosures, and information located on the website have been made available to the student to read and review.

Any questions or concerns regarding the Student Enrollment Agreement should be directed to the college or university department.

## **Catalog, Performance Fact Sheet, and Website**

Before signing the Student Enrollment Agreement, the prospective student is strongly urged to visit the University and College website at [www.cnsu.edu](http://www.cnsu.edu), and to read and review the CNU General Catalog and School Performance Fact Sheet (SPFS). The SPFS contains important performance data for the institution. The Catalog contains important information and policies regarding this institution.

## **Student's Right to Cancel, Withdraw, and Refund**

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

Cancellation shall occur when the applicant gives written notice of cancellation to the Admission Office at the

University's address shown at the top of the first page of the Enrollment Agreement. This can be hand delivered, emailed, faxed, or mailed. Written notice of cancellation sent by hand delivery, email, or facsimile is effective upon receipt by the University. Written notice of cancellation sent by mail is effective when deposited in the mail properly addressed with postage prepaid.

After the cancellation period described above, the applicant has the right to withdraw from the University at any time. Withdrawal shall occur when the applicant gives written notice of withdrawal to the Registrar at the University's address shown at the top of the first page of the Enrollment Agreement. When withdrawing from the college/university, please complete the Official College Withdrawal form available from the Registrar's request form website: <https://www.cnsu.edu/registrar/>. Do not use this form to indicate your intent to cancel your enrollment agreement.

**For information on refund calculations due to cancellation or college withdrawal, please see the FINANCIAL SERVICES & DISCLOSURES on page 219 of this catalog.**

## Tuition & Fees

All tuition, fees, expenses, and policies listed in this publication are effective as of June 2020 and are subject to change without notice by California Northstate University.

In the tables below, P1, P2, P3, and P4 indicate the student's year in the program (e.g. P1 is a first-year student; P2 is a second-year student, etc.).

Tuition is charged on a full-time, semester basis, except during the fourth program year in which tuition is charged on a full-time, annual basis. Generally, tuition and fees are charged to a student's account thirty (30) days prior to the start of each semester term. The above is based on the assumption that a student will attend each semester term on a full-time basis, which allows for a student to graduate after successfully completing four (4) years of coursework consisting of 147 semester credit hours.

International students are not charged additional fees or charges associated with vouching for student status.

Payment deadlines, loan obligations, refund calculations due to cancellation and withdraw, and the Student Tuition Recovery Fund (STRF) disclosures are located in FINANCIAL SERVICES & DISCLOSURES (page 221).

### 2020-2021 PharmD Tuition & Fees

Tuition & Fees	Amount	Class
Tuition	\$49,000.00	P1, P2, P3, P4
Student Activity Fee	\$100.00	P1
STRF Student Tuition Recovery Fund (STRF) (nonrefundable) (new fee effective 2/8/21) <sup>7</sup>	\$100.00	P1
Pharmacy Lab Fee / Skill Lab Fee	\$500.00	P1, P2, P3
Technology Fee	\$100.00	P1, P2, P3
Professional Career Development Fee	\$60.00	P1, P2, P3
Orientation Fee	\$75.00	P1
Aseptic Compounding Certification Fee/ Pharmacists Letter Trainings	\$70.00	P1
White Coat Ceremony Fee	\$90.00	P1
Immunization Fee	\$95.00	P1
BCLS/CPR Certification Fee	\$30.00	P1
Student Activity Fee	\$200.00	P2
Student Activity Fee	\$200.00	P3
BCLS/CPR Certification Fee	\$30.00	P3
NAPLEX Review	\$250.00	P3
Graduation Fee	\$500.00	P4
P1 Total Estimated Tuition & Fees per Year <sup>1</sup>	\$50,120.00	
P2 Total Estimated Tuition & Fees per Year <sup>1</sup>	\$49,860.00	

P3 Total Estimated Tuition & Fees per Year <sup>1</sup>	\$50,140.00	
P4 Total Estimated Tuition & Fees per Year <sup>1</sup>	\$49,500.00	

**Total estimated cost for the 4-year Doctor of Pharmacy program is \$199,620.<sup>1</sup>**

Estimated Other Educational Related Costs <sup>2</sup>	Amount	Class
Health Insurance premium <sup>3</sup>	\$3,200.00	P1, P2, P3, P4
Books and Supplies (estimate) <sup>4</sup>	\$1,600.00	P1, P2, P3, P4
Background Check/Drug Screen/Health-Related costs <sup>5</sup>	\$500.00	P1, P2, P3, P4
Room and Board <sup>5</sup> (based on 10 months)	\$20,972.00	P1, P2, P3
Transportation <sup>4</sup> (based on 10 months)	\$4,025.00	P1, P2, P3
Room and Board <sup>4</sup> (based on 12 months)	\$25,166.64	P4
Transportation <sup>4</sup> (based on 12 months)	\$4,830.00	P4
P1 Total Estimated Cost per Year <sup>6</sup>	\$80,417.00	
P2 Total Estimated Cost per Year <sup>6</sup>	\$80,157.00	
P3 Total Estimated Cost per Year <sup>6</sup>	\$80,437.00	
P4 Total Estimated Cost per Year <sup>6</sup>	\$84,796.64	

1 Tuition, fees and charges are determined for the entire length of the program at the time of signing an Enrollment Agreement with CNU so long as state, federal and oversight fees do not change in any substantive way.

2 Costs and expenses a student may incur as part of participating in the applicable year of the PharmD program, whether or not paid directly to CNUCOP. These expenses include estimated costs of living.

3 Optional, estimated, and will vary based on number of insured members.

4 Estimated amounts.

5 Estimated cost of specific IPPE/APPE site requirements, including but not limited to physical exam, immunizations, etc.

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

7. The STRF fee charge was re-instated to \$0.50 per \$1,000 of institutional charges on February 8, 2021.

### Scholarships

The Northern California Education Foundation and the College of Pharmacy award various scholarships to students during the academic year. The scholarships are awarded on the basis of financial need, academic performance, leadership, and/or promoting diversity in the profession.

Information regarding various scholarships can be found on the CNU Student Financial Aid Tools webpage: <https://www.cnsu.edu/financial-aid/cop/grants-and-scholarships.php>. For scholarships and awards specific to the College of Pharmacy, please visit [https://www.cnsu.edu/financial-aid/cop/PDFs/2020-2021\\_CNUCOP\\_Scholarship\\_and\\_Awards.pdf](https://www.cnsu.edu/financial-aid/cop/PDFs/2020-2021_CNUCOP_Scholarship_and_Awards.pdf) for a description of the different scholarships and awards available. Students are also encouraged to apply to external scholarships.

# General Policies

## Orientation and Registration

New Student Orientation is mandatory for all incoming students. The Office of Student Affairs and Admissions must be notified of any absence due to illness or emergency, if a student is not able to attend the scheduled orientation. The student will be required to provide documentation of the absence and complete a make-up orientation within the first week of school, in addition to attending scheduled classes and maintaining course requirements.

Registration for classes requires:

1. All admission contingencies be fulfilled.
  - a. Admission contingencies include proof of medical insurance coverage, all required immunizations, a cleared background check, and any other institutional requirements. Students may enroll in the Student Health Insurance Plan to satisfy the insurance requirement. For a complete list of required immunizations, please review the [COP Student Handbook](#)
2. Completion of all new student paperwork.
3. Financial aid clearance from the Financial Aid Office.

Students who are not in compliance with institutional requirements or who have a financial hold at the time of registration are required to satisfy the requirement and submit an approved Add/Drop form by the end of the Add/Drop period.

New students must submit the *Emergency Contact and Medical Information Form* to the Office of the Registrar by the end of Orientation. To make updates, a new form must be submitted to the Registrar. The Office of the Registrar requires submission of the *Authorization to Release Student Records* if a student desires to grant a personal third-party (such as a parent, spouse, etc.) access to his/her student record. Please refer to the "[Directory Information and Access to Student Records](#)" section of this catalog for more information.

New students should review their local, home, and billing contact information via the Student Portal and update as needed. It is the student's responsibility to maintain valid contact information throughout their enrollment at CNU. Instructions for accessing the Student Portal is sent by the CNU IT department to the student's CNU email address.

Registration is conducted by the Registrar prior to the start of each semester for new and continuing students. Students with business, financial, or other registration holds on their account will not be registered until the Registrar is notified that the hold has been cleared. Students who are non-compliant with institutional requirements or who have a hold on their student account at the time of registration are required to satisfy the requirement and may also be required to submit the Course Add/Drop form by the end of the Add/Drop period to register or make schedule changes.

All accepted students who matriculate must have all official transcripts for all courses taken since high school as well as evidence of high school diploma or equivalent on record in

the Admissions Office by September 30 of the Fall semester that they matriculate.

## Intern License

Enrolled CNU students must have a valid, current California Pharmacy Intern License. Incoming students are required to apply for a Pharmacy Intern License at the start of the Professional Year 1 (P1). Accepted students must download the application and complete the requirements prior to the orientation program. During orientation week these applications are collected by the Office of Experiential Education and submitted to the California Board of Pharmacy. Once the applications are received and processed, the California Board of Pharmacy mails the Intern License to the Office of Experiential Education where a copy is kept in the student's permanent file.

It is not possible to participate in the experiential component (the IPPE or APPE rotations) without a current California Pharmacy Intern License.

## Address Where Instruction Will Be Provided

Class sessions are conducted at 9700 West Taron Drive, Elk Grove CA 95757 or online. Experiential education, clinical rotations, and service learning activities are conducted at assigned professional clinical locations and community sites as established by agreement among the student, professional preceptor, and College.

## Thermal Camera Use for Temperature Checks

In response to the COVID-19 pandemic and in order to protect the health and safety of all persons on California Northstate University's ("CNU") campuses, CNU has implemented the use of thermal cameras at the entrances to both campuses. These cameras are used to determine if a person seeking entry to one of our buildings is displaying a fever. Unvaccinated individuals must use the thermal imaging cameras. If after two scans the cameras indicate the person has a fever, entry will be denied to that individual. No exceptions shall be made to this policy. Anyone failing to abide by this policy will be removed from campus. Absences due to failing the thermal camera scan is considered as excused and approved absence for students. Student must communicate with the faculty on record for that session for any required makeup. Failure to complete the required "makeup" will affect the course performance.

## Instruction/Course Delivery

The College of Pharmacy offers a didactic component of the curriculum that is usually in a classroom instruction setting comprised of an initial sequence of biomedical, clinical, pharmaceutical, and social and administrative science courses, followed by a series of organ-system based modules that integrate pathophysiology, pharmacology, medicinal chemistry, and pharmacotherapy concepts into the

management of acute and chronic conditions. Selected classes may be delivered virtually.

The experiential component of the curriculum includes 300 hours of introductory pharmacy practice experience over the first three academic years and 1440 hours of advanced pharmacy practice experience in the final academic year. Students complete the pharmacy practice experience throughout various offsite locations.

The College of Pharmacy provides learning experiences through the use of team-based learning to deliver the curriculum. Team-based learning (TBL) prepares students to play a key role in a multidisciplinary team setting.

All courses are delivered in English and English language services are not provided.

# Academic Policies & Procedures

## Academic Calendar

The COP Academic Calendar consists of two didactic course semesters lasting approximately 15 weeks long. Summer classes are not offered by CNUCOP with exception of designated online elective courses. Second and third-year students complete IPPE and fourth-year students complete APPE experiential education modules throughout the calendar year as assigned.

## Credit Hour Policy

For each 15 week semester, 1 credit is assigned per hour each week of classroom or direct faculty didactic instruction (that is, per hour of lecture or student in class time) and a minimum of 2 hours of out-of-class student work (homework) (*TBL*). 1 credit is assigned per 3 hours each week of student time spent for courses that include workshop and/or laboratory time, and for experiential education (*AL/LAB/EL*). Students complete 300 hours of IPPE and 1440 hours of APPE as part of their experiential education training (*EL*).

Code	Course Type	Code	Course Type
AL	Active Learning course	LEC	Lecture course
EL	Experiential Learning	TBL	Team- Based Learning course
LAB	Laboratory course		

## Grading

A letter grade equal to or greater than a C is considered satisfactory performance (passing) for completion of a course. In order to progress from one semester to the next, students must pass all courses with a letter a grade of C or higher and maintain a minimum cumulative grade point average (GPA) of 2.0. The breakdown for assignment of letter grades and grade points for each letter grade are as follows:

Grade	Definition	GPA Unit
A	90.0- 100%	4.00
B	80.0- 89.9%	3.00
C	70.0- 79.9%	2.00
D	60.0-69.9%	1.00
F	<60%	0.00
Y	Remediation Placeholder	Not in GPA
I	Incomplete	Not in GPA
W	Official Course Withdrawal	Not in GPA

## Incomplete or Withdrawal from a Course

During a semester, a student may withdraw or fail to complete all required assignments and/or examinations due to extenuating circumstances, such as, but not limited to, an illness or a family emergency. In such cases, the course coordinator may give a grade of Incomplete for the course.

All missed assignments and exams must normally be completed within 10 business days after the end of the semester in which the Incomplete was received, or within a timeframe determined by the course coordinator. Failure to successfully complete the course will result in an earned F grade for the course and placement on Academic Probation.

Withdrawal from a course must first be approved by the course coordinator and the Office of Academic Affairs. Where a student has had to withdraw from a course a grade of W will be applied and the student will have to repeat the course next time it is offered.

## GPA Calculation

To calculate cumulative GPA, letter grades will be converted to their numeric grade point value using the grading convention table above, and then added together. The sum is then divided by the number of courses taken. Grades received in retaken classes will be used in determining cumulative GPA. The grade initially received in the course will not be included in the calculation, but is recorded on the transcript.

## Academic Honors

The Registrar compiles a list of *full-time P1-P3* students who have demonstrated academic excellence in each didactic semester. Honors are noted on the student's transcript for each qualifying semester.

**President's List:** 3.75-4.00 GPA

**Dean's List:** 3.50-4.00 GPA

**Rho Chi Honor Society** – Invitation requires a minimum 3.50 cumulative GPA and class standing within the top twenty percent (20%) determined after the first semester of the student's second (P2) year. New members will be inducted into Rho Chi in the Spring semester of their P2 year. Any P2 or P3 students who become newly eligible in subsequent semesters will be inducted in the spring semester of their P3 year.

## Course Grade Appeal Policy

Students may file an appeal if there is a disagreement with a final course grade. Students wishing to appeal a grade received in a College of Pharmacy course must follow the three steps listed below.

### First Step - Student statement to course coordinator

A student can initiate the formal grade appeal process in writing using the Course Grade Appeal Form. The student must complete sections I and II and submit the form to the Course Coordinator within 3 business days of online grade posting.

The Course Coordinator, in collaboration with the Department Chair, will respond to the student's grade



appeal in writing within 5 business days of receipt of the appeal. The Course Coordinator will return copies of the grade appeal form, with section III completed, to the Associate Dean for Academic Affairs and the Registrar, while returning the original copy to the student in case they wish to pursue the matter further. If the appeal is approved by the Course Coordinator and Department Chair, the Course Coordinator returns the completed grade appeal form to the Office of the Registrar along with a completed Grade Change Form. If the appeal is denied, and the student accepts the outcome, the process ends here.

#### Second Step - Appeal to the Associate Dean for Academic Affairs

If the appeal is denied by the course coordinator/department chair, and the student wishes to pursue the matter further, the student has 3 business days from the date the Course Coordinator returns the form to sign and complete section IV of the form and submit it to the Associate Dean for Academic Affairs.

The Associate Dean for Academic Affairs will render a decision in writing to the student within 5 business days of receipt of the formal appeal. If the appeal is approved the form will be returned to the Office of the Registrar with a completed Grade Change Form. If the appeal is denied, and the student accepts the outcome, the process ends here.

In the event the Course Coordinator is the Associate Dean I for Academics, the student may appeal the decision directly to the Dean.

#### Third Step – The Dean of the College

If the Associate Dean for Academic Affairs denies the appeal, and the student wishes to pursue the matter further, the student has 3 business days from receipt of the decision to submit an appeal in writing to the College Dean. The Dean will render the final decision in writing within 5 business days of receipt of the formal appeal. The final Course Grade Appeal form must be submitted to the Office of the Registrar for processing.

### **Milestone and Capstone Exams**

An examination on course material presented during the previous program years will be administered yearly. The exam for the P1 and P2 classes is referred to as the Milestone Exam while the exam for the P3 class is referred to as the PCOA Exam. Each exam is made of multiple choice questions developed by faculty, practitioners, or outside trainers. Exam questions cover all courses offered up to the students' present status in the program. The P1 Milestone Exam covers the content of the first year courses including the top 100-200 drugs and pharmacy calculations. The P2 Milestone Exam primarily covers material presented in courses offered during the immediate previous year with some general concept questions from first year curriculum, including calculations. The PCOA Exam primarily covers pharmacotherapeutic content presented in all three didactic years at CNUCOP, including calculations and is designed to introduce and

help develop the skills necessary for taking the NAPLEX and CJPE. Academic.

The Milestone exams are held on the week prior to the beginning of the next fall semester.

### **Early Alert Policy**

An Early Alert is designed to allow a course coordinator to refer a student for academic support at any point during the semester. Such a step may be taken based on a quantifiable assessment such as an exam grade of less than 70% or a cumulative iRAT score of less than 70%. It could also be based on observation of behavior, such as participation in team work.

#### **Process**

The course coordinator activates the academic alert and requests to meet with the students within 5 business days. A plan for academic support will be determined by the course-coordinator and the student. The completed Academic Alert form will be submitted to the Office of Academic Affairs (OAA) which then notifies the student's academic advisor. The OAA may request to meet with students who have alerts in multiple courses. The Office of Student Affairs (OSA) will also be notified to provide tutoring assistance if requested by the student. The student is encouraged to work with the course coordinator, academic advisor, the OAA, and OSA, to assure all resources are being utilized to improve academic performance.  
Academic Progression

#### **I. POLICY STATEMENT**

The College of Pharmacy (COP) at California Northstate University (CNU) has a rigorous academic progression policy that facilitates students' progress through the curriculum in a timely manner while ensuring the development of effective and safe practitioners. The typical curriculum schedule is found in the student handbook.

#### **II. PURPOSE**

The purpose of this policy is to ensure students reach and maintain high standards of learning throughout their time at COP and accomplish all course learning objectives. The policy is intended to delineate the process for academic progression. A student must complete the program within 5 years (60 calendar months) from the time they registered and attended their first core course, with the exception of medical leaves of absence. A grade of D or below in a course indicates a lack of understanding of the fundamental concepts of the course material necessary for progression.

#### **III. SCOPE/COVERAGE**

This progression policy applies to all didactic classes and all annual summative exams in the PharmD program (i.e., Milestone 1, Milestone 2, PCOA, P4 Capstone) for students enrolling.

#### **IV. DEFINITION OF SATISFACTORY ACADEMIC PROGRESSION**

For a student to successfully progress through the COP PharmD program, they must pass or remediate all

courses each semester and maintain a minimum grade point average (GPA) of 2.0. Students must also pass or remediate all annual summative exams (e.g., the Milestone Exam 1, Milestone 2, PCOA, and the Qualifying Exam).

## Progression Issues

### 1. Course Remediation

- A. In the event that a student receives a D or F, the Course Coordinator will complete a Remediation Form and send it to the Office of Academic Affairs, which will subsequently notify the chair of the Professional and Academic Standards Committee (PASC). The student will receive a Y grade as a place-holder until retesting and/or remediation is completed.
- B. **The retesting and/or remediation of course work is a privilege, not a right. Eligibility is determined by PASC.** Their decision will be based on the number of courses where an F or D grade is achieved in a semester prior to remediation and the student's demonstrated effort in the course, including but not limited to attendance, completion of all high stakes course assessments, the student's required responses to academic alerts, participation in recommended tutoring, and advising from the course instructor.
- C. **Retesting for a D grade** will consist of retaking a final examination that covers the material tested in the original final exam.
- D. The format of the retest examination is at the discretion of the course coordinator.
- E. Preparation for retest examinations is the sole responsibility of the student, and may consist of, but is not limited to, self-study, tutoring, and/or meetings with the course instructor(s) as the student and instructor(s) feel necessary for the student to gain a fundamental understanding of the course material.
- F. A score of 70% or higher on the retest examination is considered satisfactory mastery of the material.
- G. Course retesting must be completed within 10 business days after the last day of final exams. Failure to retest within this timeframe will result in review by PASC.
- H. If the retest grade brings the final grade above 70%, faculty will replace a grade of D with a grade of C on the Remediation Form for the course for which the retest examination was satisfactorily completed. If the retest does not bring the final grade

above 70%, the student must remediate the course during the remediation period.

- I. The Office of Academic Affairs will report a grade of C to the Registrar for the course for which the retest exam and course grade was satisfactorily completed. The student's semester and cumulative GPA will be recalculated using the C grade. However, a note will be placed in the transcript as follows: "Student successfully completed class by re-examination"
- J. If a student fails the retest examination or if the student received an F in the course, they will be required to remediate the class. Preparation for remediation is the sole responsibility of the student and may include meeting with the course instructor to review areas of weakness, self-study, and tutoring.
- K. The period for remediation should occur during the semester break following the semester when the D or F grade was earned. At the conclusion of the remediation period the student must complete a remediation exam. The Office of Academic Affairs will determine the test date. The format of the remediation examination will be at the discretion of the course coordinator.
- L. If the student passes the remediation exam, a grade of D will be replaced with a grade of C, and a grade of F will be replaced with a grade of D. A note will be placed in the transcript as follows: "Student completed class by remediation."
- M. A minimum cumulative GPA of 2.0 must be maintained even if remediation is successful.
- N. If the course is not successfully remediated, the initial D or F recorded for the course will remain on the transcript and the student must repeat the course. The D or F will be used in the calculation of the student's semester and cumulative GPA and the student must go on a five year plan as developed by the Office of Academic Affairs.
- O. A student who achieves an un-remediated D or F in any core course may repeat the course only once. Thus, failure to pass a repeated course will result in dismissal from the program. In the case of un-remediated elective courses, the student will need to enroll in and successfully complete another elective course at the same level (P2 or P3).

### 2. Annual Summative Exam Remediation

Each academic year concludes with an Annual Summative Exam:

- P1 – Milestone
- P2 – Milestone

P3 – PCOA

P4 – Qualifying

Students must pass the Annual Summative Exam to progress. Students who fail an Annual Summative Exam will have two opportunities to remediate. If a student does not pass the remediation, they must meet with the Office of Academic Affairs to develop a 5-Year Academic Plan. The 5-Year Plan for repeating a course or courses will be based on the content areas of the summative exam that were not passed satisfactorily.

### 3. Five-Year Academic Plan

The CNU College of Pharmacy offers a sequential curriculum that is designed for completion in 4 years. Under certain circumstances a student may be placed on a 5-Year Academic Plan. Students must complete the program within five years from the time a student registers and attends their first course except in exceptional cases of medical leave of absence.

- A. Leave of Absence - A student may request a leave of absence for up to one year for medical or personal reasons. Leaves of absence must be approved by the Office of Academic Affairs. Appropriate documentation may be required for approval. For details, please see the Leave of Absence Policy.
- B. Un-remediated or Failed Course Work - If a student fails to remediate a D course grade or receives an F in a course, then the course must be repeated the next time it is offered. In either the case, the student must contact the Office of Academic Affairs to develop a 5-Year Academic Plan.

### 4. Academic Probation

A student will be placed on Academic Probation if the student:

- receives an F in a course
- does not successfully remediate a D course grade
- fails to comply with the conditions of an I grade

If any of these three conditions occur, the Office of Academic Affairs will automatically place the student on Academic Probation and notify them in writing of the action. When a student has been placed on Academic Probation, the following apply:

- A. Academic Probation means a student is placed on a five-year Academic Plan to complete the program. The program must be completed within five consecutive years of the date of the first day the student begins the program except in exceptional circumstances approved by the dean.
- B. Within one week of the date that the student receives notification of his/her Academic Probation, the student must meet with the Office of Academic Affairs to discuss their Academic Probation and develop their 5-year Academic Plan.
- C. Once the plan has been agreed, the Office of

Academic Affairs (or designated individual) will draw up documentation outlining details of the Academic Plan, which the student must sign. Failure to sign will mean the student will not be allowed to continue in the program. A copy of the plan will be shared with the Office of the Registrar, the Business Office, and the Dean's Executive Council and the student's advisor.

- D. While on Academic Probation, the student may not hold office in any College or University organization.
- E. Students may be removed from academic probation after they have successfully completed the course(s) that triggered the probation.

### 5. Withdrawal from a course

- A. During a semester, a student may withdraw from a class by the end of the first week of classes without restrictions.
- B. From the beginning of the second week through the twelfth week of instruction, withdrawal from a course will be allowed for compelling reasons determined and approved by the Office of Academic Affairs. Additionally, the student must meet with the Office of Academic Affairs to develop a 5-year Academic Plan.
- C. Withdrawals shall not be permitted after the twelfth week of instruction except in cases, such as accident or serious illness, where the cause of withdrawal is due to circumstances clearly beyond the student's control and the assignment of an Incomplete is not practicable. Such withdrawals require documentation and the approval the Office of Academic Affairs, who will develop a 5-year plan with the student.
- D. Withdrawals must be student-initiated.
- E. For Withdrawal from the program see the College of Pharmacy Withdrawal Policy.

### 6. Incomplete Grade

During a semester, a student may not complete all required assignments and/or examinations due to extenuating circumstances, such as, but not limited to, an illness or a family emergency. In such a case, the course coordinator may give a grade of Incomplete for the course, meaning that the course work is incomplete but of passing quality. (See CNU Grading Convention Policy and Procedure Policy for more information.)

### 7. Dismissal

A student may be dismissed from CNUCOP for a variety of reasons:

- A. Unsuccessful coursework may result in dismissal based on the following point system:
  - F = 2 points
  - D = 1.0 point

**A student earning more than 4 points for combined Ds and Fs will be dismissed**
- B. Earning a cumulative GPA of **less than 2.0**
- C. Failure to meet any terms of **Remediation or Academic Probation**
- D. Conduct subject to dismissal as described in the Honor Code section of the Student Handbook and decided by PASC

- E. Foregoing an academic semester without obtaining an approved leave of absence
- F. Failure to complete the degree requirements in five consecutive academic years from the date of the first day the student begins the program.

All dismissals must be reviewed and approved by PASC.

### 8. Appeal of Dismissal

Students dismissed from the College may appeal the decision in writing within ten (10) business days of notification of dismissal to the Dean of the College. The Dean will render a decision in writing within 3 business days of receipt of the formal written appeal. The Dean's decision is final. Dismissal can only be appealed once.

### 9. IPPEs and APPEs

A failed IPPE or APPE cannot be remediated except by retaking the rotation. If the IPPE or APPE is not successfully remediated, the student will be dismissed from the program. If more than one APPE Block is failed the student will be dismissed. Having to retake an IPPE may delay entry into the fourth year of the program, while having to retake an APPE block may delay graduation from the program.

**Students should refer to the Experiential Education Handbook for specific requirements regarding progression through IPPEs and APPEs.**

## Remediation

In the event of a student receiving a D or F grade in a course the instructor will complete a Remediation Form which will be used to notify Instructors of a student's eligibility to remediate or repeat a course. Eligibility is determined by the Office of Academic Affairs based on the number of courses where an F or D grade is achieved in a semester. If eligible, Instructors will make arrangements with the student to remediate.

- a. Remediation will consist of taking a comprehensive remedial examination that covers the material presented throughout the course. Only a course grade of D is eligible for remediation. A course grade of F must be repeated next time it is offered.
- b. The format of the remediation examination is at the discretion of the course coordinator.
- c. Preparation for remedial examinations is the sole responsibility of the student, and may consist of, but is not limited to, self-study, tutoring, and/or meetings with the course instructor(s) as the student and instructor(s) feel necessary for the student to gain a fundamental understanding of the course material.
- d. Satisfactory mastery of the material will be decided by the course coordinator/director/instructor(s), but generally will be a score of at least 70 percent on the comprehensive remedial examination.
- e. Remediation must be completed within 10 business days after the last exam to ensure timely submission of grades to the Registrar. Failure to remediate within this timescale will result in dismissal, unless there are exceptional

circumstances making remediation within this time frame impossible.

- f. Faculty will report a grade of C to the Registrar for the course for which the remedial comprehensive examination was satisfactorily completed.
- g. The grade of C earned as a result of passing the remedial examination will be used in the calculation of the student's cumulative GPA. A minimum cumulative GPA of 2.0 must be maintained even if remediation is successful.
- h. If the course is not successfully remediated, the initial D recorded for the course will remain on the transcript and be used in the calculation of the student's GPA.
- i. Any student who receives an F or fails to remediate a D will be placed on Academic Probation.
- j. Remediation is not a substitute for lack of full course participation. To be eligible for remediation a student must have taken all exams, course assessments, and any graded activities (unless excused absences for these have been permitted).

## Graduation & Commencement

### Graduation Requirements

Students at CNUCOP are approved to receive the Doctor of Pharmacy degree by the COP faculty and the Board of Trustees (BOT). Students must meet the following requirements:

- Has conducted oneself in an ethical, moral, professional, and lawful manner;
- Has satisfactorily completed all of the CNUCOP curricular requirements in a timely fashion, not to exceed five (5) years from the date of initial enrollment (including approved leave of absence); exceptions may be granted in unusual circumstances.
- Has fulfilled all tuition and financial requirements and completed all necessary paperwork for CNUCOP;
- Attends graduation and commencement ceremonies in person. Students cannot attend commencement if they have not fulfilled all the above requirements. Under special circumstances the Dean of the College may excuse the attendance requirement.

Students must file a completed Petition to Graduate with the Office of the Registrar by the semester deadline.

### Degree Honors

Students who meet the cumulative GPA listed below will be honored with special recognition at graduation. The honor is noted on the degree.

**Summa Cum Laude:** CGPA of 3.90 or higher

**Magna Cum Laude:** CGPA of 3.70- 3.89

**Cum Laude:** CGPA 3.50-3.69

### Commencement

Each student is expected to attend commencement and wear traditional academic regalia consisting of a cap, gown, and academic hood. Hoods of academics regalia are conferred upon the graduates at commencement by

faculty. The hood is lined with the California Northstate University colors of cabernet and gold, and is adorned with olive green denoting Doctorate of Pharmacy. Honor cords and/or medallions will distinguish honor graduates. Any additional ornamentation must signify recognized College organizations and must be approved in advance of commencement.

## Attendance Policy

Students are required to attend all classes and all courses, including laboratory sessions, IPPEs, and APPEs, on a regular basis. The University/College recognizes that circumstances may cause a student to miss an occasional class. The student may make up the work missed if the absence has been excused. What constitutes an acceptable rate of class attendance is a matter between students and their instructors, although the University/College expects instructors to maintain reasonable standards. Students requiring absence during a semester should refer to the Excused Absence Policy and the Leave of Absence Policy.

## Pharmacy Practice Experience

The preceptor will determine the schedule for the student during their rotation. Apart from the student's class schedule and mandatory College events, it is at the sole discretion of the preceptor to determine the student's schedule. The preceptors may, but are not required to, respect documented and significant religious or cultural dates. However, students must present such special requests to the preceptor as early as possible. Students must complete their entire six-week APPE rotation regardless of earning 240 hours prior to the final day. Students must make up any missed time during their rotations completing at a minimum, 240 hours during their APPE rotation or 75-150 hours for respective IPPE rotations. If, while on rotation, a holiday occurs which closes the rotation site or a student is called back to campus, the student is to coordinate a time with the preceptor to make up all hours missed. The closing of the academic campus for a holiday (s) or vacation does NOT automatically determine an off day for the IPPE or APPE student. For any reason, there is a maximum of three (3) days missed during any rotation before a student fails the rotation.

**TARDINESS:** Any student who has missed greater than one hour of a scheduled rotation day must report the occurrence within 24 hours to the EED (or coordinator) and preceptor. The student is required to make up any time lost due to tardiness. Repetitive tardiness must be reported by the student to the IPPE or APPE Director, as appropriate. It is the responsibility of each student to allow sufficient time for traffic, parking, or other routine delays. Three tardy days of any duration is considered an unexcused absence and the course grade will be dropped one letter grade.

## Excused Absence Policy

The College of Pharmacy expects students to attend and participate in all classes, 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. Please refer to detailed policy for a full list of reasons for which an excused absence may be requested.

High stakes absence requests will be held to the highest standard for documentation and communication. A student requesting to receive an excused High Stakes Absence must satisfy FIVE criteria described in the detailed policy available on the website.

A student may request no more than three academic days of excused absences per semester or APPE Block. In total, excused and unexcused absences shall not exceed five academic days per semester or three per APPE Block. Absences exceeding five academic days per semester may require a student to request a leave of absence or a withdrawal. Please contact the Office of Academic Affairs for further information.

A student seeking an excused absence should complete the Excused Absence Request Form (available from the CNUCOP website) and seek the Course Coordinator's signature for each missed course within 3 business days upon return to courses or campus. The Course Coordinator will determine if an absence will be excused or unexcused for their course based on the categories and criteria outlined in the detailed policy; the completed form should be emailed or handed in to the Office of Academic Affairs for final approval.

## Professional Conferences

California Northstate University College of Pharmacy supports the learning and professional development opportunities professional conferences can provide students; thus the college has a policy to allow student participation and attendance. A student in good academic standing, and not on Academic Alert, may submit an excused absence request to attend a professional conference. The request must be submitted no later than one week before the early registration deadline for the conference. For a more detailed description of the Student Travel Guidelines, please review the Student Handbook located on our webpage.

## Approved Absences

A student may request an excused absence for the following circumstances:

- Medical (self or immediate family)
- Military Duty
- Immigration & Naturalization
- Emergency
- Jury Duty
- Legal
- Bereavement (Immediate Family)

- Professional Conference (requires verification of academic standing)
- Involvement in traffic accident documented by law enforcement report

## Course Add /Drop Policy

Changes in course registration may be made without penalty up to the end of the first week (5 class days) for fall and spring terms. COP students are block scheduled into their didactic classes by the Registrar. The COP Add/Drop Policy only applies to elective courses.

Students must obtain permission from the course director or coordinator for each course added to their official registration during the add/drop period. Permission will be signified by the course director or coordinator's signature on the add/drop form. Students must also obtain approval from the Office of Academic Affairs. Approval from the Office of Academic Affairs will be indicated by the signature on the Course Add/Drop form.

Even though a student obtains approvals and signatures, the completed Course Add/Drop form must be submitted to the Registrar during the add/drop time period in order to be valid. Students may not make changes in their course registration after the add/drop period has ended.

For experiential education courses, please refer to the experiential education manuals. Students are not allowed to drop a rotation.

## Leave of Absence

A leave of absence is approved for a specific period of time, not to exceed more than a year, and the institution agrees to permit the student to return to the University/College without formally reapplying for admission to the University/College.

The student will be required to return to the University/College at the beginning of the semester in which the leave was granted. All students requesting a Leave of Absence should fill out a Leave of Absence Form after discussing their decision with the Associate Dean of Academic Affairs. If a student is requesting a leave of absence, the Designated Academic Official for Academic Affairs must sign the form. If the student is approved for a leave of absence, the student is eligible to return without reapplication if the absence is within the approved time frame. A student requesting a leave of absence should also meet with the Financial Aid Manager and Business Office to determine impact of their decision and any requirements needing fulfillment prior to the leave.

Non-attendance does not constitute notification of intent to apply for leave of absence status. The date of leave status is the date the Registrar receives the signed form.

## Return from Leave of Absence

The Office of the Registrar will contact a student on Leave of Absence (LOA) approximately 90 days before the LOA expires via certified US mail and the email addresses on

record. The student will receive the Intent to Return Form and instructions for re-enrollment and for withdrawing from the University. Submission of the completed Intent to Return Form to the Office of the Registrar is required to be eligible for course and APPE/IPPE registration.

The student will have 30 days of the date of the notice to reply to the Office of Registrar with their intent to return to the University/College or officially withdraw.

If a student does not return within 1 year of approved LOA they are no longer eligible to return as a continuing student and must reapply to the University/College for admission (See Withdrawal/Readmission in this handbook).

## Withdrawal from the College/University

Students may voluntarily withdraw from the University/College at any time during the academic semester. The student will earn a "W" grade for a course(s) that is (are) not complete at the time the withdrawal is initiated. Informing CNUCOP, your academic advisor or instructor does not constitute official withdrawal from the program.

All withdrawals must be processed by the Office of the Registrar. Students must submit a completed Official University/College Withdrawal form to the Office of the Registrar. The form is available online at <http://www.cnsu.edu/office-of-the-registrar/registrar-services> and in the Office of the Registrar.

A student must meet with and receive signatures from the following departments before the form can be filed with the Office of the Registrar: Office of Academic Affairs, Business Office, Financial Aid, and Office of the Registrar.

A student who officially withdraws from the University/College is entitled to apply for readmission.

## Readmission to the College/University

Students who fail to return from a leave of absence, who are dismissed, or withdraw from the program can reapply for admission. Candidates seeking readmission must apply through PharmCAS and adhere to the guidelines for all new applicants. Applicants for readmission will be evaluated by the admissions committee. The committee's decision is final. Applicants will not be given special consideration over new applicants and will be evaluated equally on their overall academic record.

If readmitted, the student may be required to restart the program beginning with the first professional year, regardless of their professional standing prior to dismissal or withdrawal.

## Complaint/Grievance Policy

All academic related complaints regarding a course, courses or a faculty member should be filed with the

Associate/Assistant Deans of Academic Affairs or Student Affairs. An electronic Grievance/Complaint form is available at <http://pharmacy.cnsu.edu/forms>.

**For complaints related to accreditation standards, please see Accreditation Information on page 10 of this catalog.**

# COP Course Descriptions

## Clinical & Administrative Sciences (CAS)

### **CAS 606 Biostatistics and Pharmacoepidemiology (3 cr)**

This course is designed to introduce major concepts in biostatistics and pharmacoepidemiology. Students will develop the ability to interpret and critically evaluate medical literature and to identify findings that have implications for their practice. Emphasis will be placed on an examination of how observational study designs draw upon epidemiologic techniques to address drug effectiveness, safety, outcome assessment and regulatory decision making. Students will also acquire skills in applying statistical analysis concepts learned throughout this course with the use of common computer software. (Prerequisite: none) *Formerly PHAR 634*

### **CAS 608 Introduction to Clinical Topics (4 cr)**

Self-Care is an interactive course designed to introduce a systematic approach for evaluating a patient's self-care needs, including assessing, triaging and making appropriate treatment recommendations. This course also provides an introduction to over-the-counter medications used for self-treating common medical conditions in the community and ambulatory care settings. Selected prescription products in smoking cessation and ophthalmic disorders will be discussed. Students will be expected to understand how and why obtaining a comprehensive patient history is necessary to objectively recommend appropriate over-the-counter medications that are safe and effective. Students will begin to appreciate the role of a pharmacist and how educating and empowering patients is a cornerstone in community and ambulatory care pharmacy practice. (Prerequisites: IPP607, PRC609) *Formerly PHAR 641*

### **CAS 702 Communications (2 cr)**

The course is designed to teach student pharmacists the skills and techniques necessary to have productive communication encounters with patients and healthcare professionals using verbal and non-verbal skills. Utilizing techniques that evolve around oral and written communication, the students will begin to develop the skills necessary to conduct effective patient interviewing/counseling encounters, initiate problem solving & conflict management techniques, and expand their awareness regarding cultural competence and health literacy. (Prerequisite: none) *Formerly PHAR 712*

### **CAS 703 Drug Literature Evaluation & Drug Information (3 cr)**

This course will provide a systematic approach to drug information and literature evaluation to formulate and implement appropriate drug therapy decisions. This includes effective searching, retrieval, evaluation and dissemination of electronic and print resources. Students will utilize skills learned in this course to effectively communicate and tailor drug information at the appropriate level for providers, other health professionals, caregivers, patients and the public. Additionally, this course will provide introductory knowledge on the state of the art in pharmacy informatics and decision support systems needed to implement patient-centered care. Students will be able to define basic terminology used in health informatics and describe the benefits and current

constraints in using information and communication technology in health care. (Prerequisite: CAS606) *Formerly PHAR 743*

### **CAS 705 Pharmacotherapy I (6 cr)**

This course will focus on the clinical foundations of pharmacotherapy, integration of pathophysiological and pharmacological mechanisms, and the pharmacotherapeutic interventions used in the management of disorders that are specific to or have a high prevalence in psychiatry or neurology. (Prerequisite: PBS602 – Co-requisite PRC 709) *Formerly PHAR 575*

### **CAS 706 Pharmacotherapy II (6 cr)**

This course focuses on the development of highly skilled clinical pharmacists. Students are taught to integrate knowledge of therapeutic interventions with the pathophysiological and pharmacological mechanisms and patient specific data to optimally management cardiovascular, pulmonary, and endocrine disorders. Students will gain understanding of disease state management through the interpretation of case reports, laboratory findings, application of pharmacologic principles and evidence based guidelines. (Prerequisites: PBS701 & CAS703 – Co-requisite: PRC 710) *Formerly 752*

### **CAS 801 Pharmacy and the Health Care System (3 cr)**

This course will introduce the major healthcare stakeholders and elucidate the manner by which their interests and interactions have shaped the current US healthcare financing and delivery system, and set the stage for healthcare reform. Students will learn how to use this information as a framework to identify existing and future healthcare needs, and develop potential pharmacist-driven initiatives to improve value and patient care in general. (Prerequisite: none) *Formerly PHAR 811*

### **CAS 802 Pharmacy Law and Ethics (3 cr)**

This course is designed to prepare student pharmacists to identify, evaluate, and resolve the legal and ethical issues arising within the context of pharmacy practice. Upon completion, a student will have an understanding of the current regulatory environment duties and responsibilities of the Pharmacists in Charge and the standards of care to which pharmacists must adhere. Students will be able to identify, interpret and apply relevant laws and regulations within the context of pharmacy practice. (Prerequisite: IPP607) *Formerly PHAR 813*

### **CAS 804 Pharmacy Management and Economic Principles (3 cr)**

In order to provide optimum care and services as a healthcare professional, pharmacists should understand the basic principles and key concepts of managerial, organizational, and financial management. Therefore, the objective of this course is to provide an opportunity for students to learn important management, organizational, accounting, marketing skills, and entrepreneurial and innovation applications for their future practice in pharmacy. The course emphasis will be focused on business planning, organization,



motivation, control, and marketing as they relate to community and health system pharmacy management. This course will also provide a basic introduction of pharmaco-economic principles and its application to improve patient outcomes. The course material will provide this introduction to students by developing skills to assist them in understanding the methods to choose a cost-effective drug therapy for patient populations in order to achieve quality clinical, economic and humanistic outcomes. A combination of classroom mini-lectures, class discussion, required readings, and in-class learning assignments will be used to facilitate the student's understanding of these important concepts. A final team and individual capstone project will be developed to ascertain attainment of knowledge learned in the course.

(Prerequisite: CAS801) *Formerly PHAR 815*

### **CAS 805 Pharmacotherapy III (6 cr)**

This course will cover the pathophysiology and treatment of bacterial, viral, and fungal infections, as well as the principles of antimicrobial regimen selection and antimicrobial prophylaxis. By the end of this course the student should be able to: identify the principles of the practice of infectious diseases, identify the impact of the use of antimicrobial agents on the population, describe basic properties of common pathogenic microorganisms, list pharmacological properties of selected antimicrobial agents, identify likely pathogens responsible for a particular infectious disease process, select first line and alternative antimicrobial agents for selected disease states, and identify appropriate actions to monitor for efficacy and toxicity. To accomplish these goals, the student will be required to comprehend common microbiologic laboratory tests used to identify microorganisms. The student will be expected to know the mechanisms of action, antimicrobial spectrum, mechanisms of bacterial resistance, common adverse reactions, pharmacokinetics/pharmacodynamics properties of antimicrobial agents discussed in course materials, and the dosing of select antimicrobials. (Prerequisites: PBS604, CAS703, & PBS803) *Formerly 853*

### **CAS 806 Pharmacotherapy IV (6 cr)**

This course covers several topics of pharmacotherapy: renal, nutrition, gastrointestinal and hepatic disorders as well as hematology and oncology with a focus on patient care. The student will need to integrate physiologic, pathophysiologic, pharmacologic, pharmacodynamic, pharmacokinetic, laboratory monitoring, and pharmacotherapeutic principles to assess and/or formulate disease specific pharmacotherapy care plans. The course will focus on optimizing drug therapy through the design, recommendation, implementation, monitoring, and modification of individualized pharmacotherapeutic plans using updated pharmacologic principles, clinical recommendations, and evidence based guidelines. (Prerequisite: PBS704 & CAS706 – Co-requisite: PRC 810) *Formerly PHAR 856*

## **Pharmaceutical & Biomedical Sciences (PBS)**

### **PBS 601 Cell and Molecular Biology and Biochemistry (4 cr)**

This course is designed to provide the pharmacy students with a fundamental understanding of current concepts of

cellular and molecular biology, and human biochemistry. Students are provided an overview of eukaryotic carbohydrate, lipid and protein metabolism, cellular signal transduction, biomedical aspects of human nutrition, genetic regulation, the molecular basis of inherited genetic diseases and acquired diseases like cancer, principles of commonly used biotechnologies, drug targets screening, and biopharmaceutical products generation. (Prerequisite: none) *Formerly PHAR 621*

### **PBS 602 Pathophysiology and Pharmacology I: (The Nervous System) (6 cr)**

This course reviews the basic mechanisms of pathophysiology and pharmacology, and then integrates these disciplines through the study of the etiology, pathogenesis, clinical manifestations, treatment and prevention of major neurologic, psychiatric, and neuroendocrine diseases/disorders. Following an introduction to normal tissue types and adaptive responses, the course will cover basic etiological and pathophysiological mechanisms; mechanisms of injury will be reviewed; the central and peripheral nervous systems (CNS & PNS) are reviewed, major CNS, PNS and neuroendocrine diseases and disorders are covered. Students will learn the mechanism(s) of action and common or serious adverse effects of pharmacological agents and identify appropriate pharmacological treatments or adjust pharmacotherapy in the face of adverse effects. In addition, each student team will research a topic in depth, including a systematic search of peer-reviewed literature, to develop and present a formal case study, given at a level appropriate for an audience of healthcare professionals. To promote information literacy, teams will use systematic PubMed searches using MESH terms to identify and incorporate current literature reviews, guidelines, or other advanced professional sources, and carefully cite the information and sources on their slides.

(Prerequisites: PBS601 & PBS 603) *Formerly PHAR 622*

### **PBS 603 Medicinal Chemistry & Physical Pharmacy (5 cr)**

The course consists of four components: (1) Fundamentals of Medicinal Chemistry – which introduces the concepts required to understand the principles of Medicinal Chemistry, including drug structure-relationships, prediction of the physico-chemical properties of a drug, basic knowledge of the major pathways of drug metabolism and factors that can contribute to drug-drug interactions; (2) students will be able to predict the solubility, metabolism and pharmacological activity/potency of drugs classes based on the contribution of their functional groups to their structures; (3) the course is designed to provide students with a fundamental understanding of drug assay and the application of chemical and physico-chemical methods of analysis to pharmaceutical substances; (4) the course provides students with a fundamental knowledge of the active constituents of natural medicines with emphasis on the top selling medicinal herbs. (Prerequisite: none) *Formerly PHAR 631*

### **PBS 604 Pharmacokinetics (5 cr)**

This course focuses on understanding and applying pharmacokinetic principles for optimizing drug dosage. It is divided into three modules: descriptive, quantitative, and pharmacokinetics of special populations. Descriptive pharmacokinetics provides a basic introduction to the key

pharmacokinetic principles. This module enables the student to conceptualize principles such as drug bioavailability, distribution, clearance, and excretion. Concepts of drug absorption, metabolism, protein binding, and pharmacokinetic drug interactions will be discussed as well. Quantitative pharmacokinetics covers the mathematical aspects, including the calculation of pharmacokinetic parameters following drug administration and compartment modeling. The third module covers the process of using pharmacokinetic principles to optimize the dose for special populations. (Prerequisite: PBS 605, PBS 611)

*Formerly PHAR 633*

#### **PBS 605 Pharmaceutics (4 cr)**

This course is designed to provide students with the deep understanding of the drug physicochemical properties and its effects on drug formulation and compounding, dosage form as well as an understanding of the interactions between drug delivery systems and biological systems. The course covers the traditional and nontraditional dosage forms as well as drug delivery systems. (Prerequisite: none)

#### **PBS 611 Pharmaceutical Calculations (1 cr)**

The course covers pharmaceutical calculations and an overview of drug quality control and regulation.

(Prerequisite: knowledge of Algebra)

#### **PBS 701 Pathophysiology and Pharmacology II: Cardiovascular, Diabetes, Thyroid (6 cr)**

This course describes and evaluates underlying pathogenesis of major cardiovascular disorders and cardiovascular pharmacology. Upon completion of this course students gain an understanding of major cardiovascular disease states, drug targets based on understanding the pathophysiology, and the mechanism of action and adverse effects of drugs used to treat cardiovascular disorders. Selected topics include: hypertension, atherosclerosis, dyslipidemia, thrombosis, arrhythmia, ischemic heart diseases, heart failure, venous thromboembolism, peripheral arterial diseases, stroke, valvular disease and cardiovascular shocks. In addition, this course describes the pathophysiology of two of the endocrine glands: thyroid and pancreas. Students gain an understanding of underlying pathogenesis of hypothyroidism, hyperthyroidism and Diabetes Mellitus, and the mechanism of action and adverse effects of pharmacological classes and agents to treat these endocrine disorders. (Prerequisites: PBS601, PBS602, PBS603, & PBS604)

*Formerly PHAR 724*

#### **PBS 704 Pathophysiology and Pharmacology III (6 cr)**

In this course, students will learn to identify drug targets based upon an understanding of the pathophysiology of major diseases of the respiratory, renal, gastrointestinal, genitourinary, and endocrine system and oncology. Students will learn to recognize the major disorders of these systems, the mechanism of action and adverse effects of pharmacological classes of drugs used in the treatment of these disorders. In addition, students will learn the alternative pharmacological agents for patients who exhibit significant adverse effects to existing pharmacological therapy of these disorders. (Prerequisite: PBS602)

#### **PBS 803 Immunology and Rheumatology (4 cr)**

The course will present an overview of the human immune system with the inclusion of both arms of immunity (innate and adaptive). The course will also cover the development and biology of B and T cells as the key players of the adaptive immunity. A special emphasis will then be placed on understanding the different types of autoimmune diseases and the up-to-date strategies for the management of autoimmune diseases. The autoimmune diseases will include TH1, TH2 (e., Allergy), and TH17 driven mediated diseases. Other topics covered in the course include organ transplantation, passive and active immunity (vaccination), immunodeficiency diseases, AIDS, as well as interactions between the immune system and cancer. Students will be provided with detailed information about immune system, immune cells and tissues, and soluble proteins (cytokines) that orchestrate the function of different cells of the immune system. The specific roles of immune cells and cytokines will be discussed with respect to human diseases. Students will gain an understanding of specific disease state management through the interpretation of basic scientific findings, application of pharmacologic principles, relevant clinical reports/data and evidence-based clinical guidelines. These principles will be emphasized in reading assignments, assigned applications, and in-class discussion. Team-based and evidence-based patient case discussion, as well as patient pharmacological treatment plan recitation will be applied throughout the course. (Prerequisites: PBS601, PBS603, & PBS704) *Formerly PHAR 827*

### **Experiential Education (EED) - IPPE**

#### **IPP 607 Introduction to Pharmacy Practice (2 cr)**

This didactic class prepares students for their IPPEs. It covers introductory and contemporary pharmacy issues, practice history, pharmacy organizations and medical terminology, and certificate programs as required by experiential practice experiences. Additionally, students will be introduced to pharmacy law and professionalism issues, and they will be provided with an opportunity to develop introductory knowledge of the top 100 dispensed prescription medications. (Prerequisite: none)

#### **IPP 707 Introduction to Pharmacy Practice Experience: Community Practice (4 cr)**

This is an introductory Pharmacy Practice Experience (IPPE) in a community practice setting. This IPPE requires 150 hours on site in a community practice setting. Summer placement is strongly encouraged, and the work schedule suggested should incorporate 4 x 40 hour weeks. (Prerequisites: IPP607)

#### **IPP 807 Introductory Pharmacy Practice Experience: Institutional Practice (2 cr)**

This is an introductory Pharmacy Practice Experience (IPPE) in an institutional practice setting. This IPPE requires 75 hours on site in this practice setting. (Pre-requisite: IPP607)

#### **IPP 808 Introductory Pharmacy Practice Experience: Specialty Practice (2 cr)**

This is an introductory Pharmacy Practice Experience (IPPE) in specialty practice setting. This IPPE requires 75 hours on site in this practice setting. (Prerequisite: IPP607)

## Experiential Education (EED) - APPE

### **Advanced Pharmacy Practice Experiences**

APPE prerequisite: students must successfully complete all P1-P3 courses before commencing APPEs. Collectively, APPEs provide students with the opportunity to hone the practice, skills, professional judgement, behaviors, attitudes, values, confidence and sense of personal and professional responsibility required for each student to practice independently and collaboratively in an inter-professional, team-based environment.

#### **APP 901 Advanced Pharmacy Practice Experience: Community (6 cr)**

In the *Community Pharmacy Practice APPE*, the student will have an opportunity to practice contemporary pharmacy in a community setting, balancing the changing demands of the healthcare system with those of the retail market. Whether in the large chain or independent pharmacy, activities will include managing the prescription verification process, selecting over-the-counter products for patient-specific needs, patient counseling, and delivering medication therapy management services. (Prerequisite: P4 standing)

#### **APP 902 Advanced Pharmacy Practice Experience: Hospital/Health Systems (6 cr)**

Students in the *Hospital/Health System APPE* will apply knowledge of sterile technique, pharmaceutical calculations, pharmaceutical compounding, medication use evaluation and pharmacokinetic monitoring in activities that enhance the safe and effective use of medications in the hospital environment. (Prerequisite: P4 standing)

#### **APP 903 Advanced Pharmacy Practice Experience: General Medicine (6 cr)**

Students in the *General Medicine APPE* apply critical thinking skills and drug information knowledge to evaluate a patient's medical information, identify drug therapy problems, design therapeutic interventions, and communicate medication therapy recommendations to other healthcare providers. (Prerequisite: P4 standing)

#### **APP 904 Advanced Pharmacy Practice Experience: Ambulatory Care (6 cr)**

In the *Ambulatory Care APPE*, students apply drug knowledge and communication skills with both patients and other healthcare team members to formulate and implement pharmacotherapy care plans, including monitoring and follow-up to assure the best possible outcomes for their patients. (Prerequisite: P4 standing)

#### **APP 905 Advanced Pharmacy Practice Experience: Specialty I (6 cr)**

This rotation allows students to explore areas of interest and focus in pharmacy practice. Specialty APPE offered in the CNUCOP curriculum include (but are not limited to) Infectious Disease, Critical Care, Emergency Medicine, Geriatrics, Pediatrics, Academia, Management, Leadership, Compounding, Home Infusion and Long-term Care. (Prerequisite: P4 standing)

#### **APP 906 Advanced Pharmacy Practice Experience: Specialty II (6 cr)**

This rotation allows students to explore areas of interest and focus in pharmacy practice. Specialty APPE offered in the CNUCOP curriculum include (but are not limited to) Infectious Disease, Critical Care, Emergency Medicine, Geriatrics, Pediatrics, Academia, Management, Leadership, Compounding, Home Infusion and Long-term Care. (Prerequisite: P4 standing)

#### **APP 910 Advanced Pharmacy Practice Experience: Seminar 1**

This is the first of a required, two-semester sequential course for pharmacy students during their advanced pharmacy practice experiences. This course is designed to: 1) prepare students for practice in the profession of pharmacy, 2) build upon didactic knowledge gained previously in the Doctor of Pharmacy program, and 3) help students become life-long learners through self-assessment and reflection on learning.

#### **APP 911 Advanced Pharmacy Practice Experience: Seminar 2**

This is the second of a required, two-semester sequential course for pharmacy students during their advanced pharmacy practice experiences. This course is designed to: 1) prepare students for practice in the profession of pharmacy, 2) build upon didactic knowledge gained previously in the Doctor of Pharmacy program, and 3) help students become life-long learners through self-assessment and reflection on learning.

## Longitudinal Practicum Education

#### **PRC 609 Longitudinal Practicum I (1 cr)**

Longitudinal Practicum I is the first in a series of six practicums designed to provide students with the opportunity to practice essential skills, and use knowledge learned in didactic courses to build and develop these skills in a sequential and integrated way. Longitudinal I provides a hands-on introduction to bench-top pharmaceutical compounding and calculations. Practicum I will provide an overview of the value of compounded dosage forms, and their limitations and relationship to FDA-approved drugs. Some insight will be given to the use of compounding pharmacies for the preparation of clinical trial materials, and various compounded preparations will be made. (Prerequisite: none)

#### **PRC 610 Longitudinal Practicum II (1 cr)**

Longitudinal Practicum II will provide students with a hands-on introduction to intravenous (IV) sterile compounding calculations and regulations, aseptic techniques, and personal safety measures using the sterile IV hood. In addition, students will learn how to perform manual blood pressure and blood glucose readings and to counsel patients on their manual blood pressure and blood glucose results, at a skill sufficient to partake in a community health screening environment. The course will be comprised of a total of 11 sessions over 11 weeks, including a total of two practical sessions and one practical assessment session for aseptic Technique/IV Sterile Compounding and one Immunization Training Certification full day event. (Prerequisites: IPP607 & PRC609)

### **PRC 709 Longitudinal Practicum III (2 cr)**

The third in the series this Practicum will enable students to apply their knowledge of pharmacotherapy to clinical scenarios through the use of an oral clinical exam. Basic laboratory elements will be introduced and skill sets related to conducting MTM/motivational interviewing will be further refined. Students will also have the opportunity to enhance their oral communication skills through patient counseling exercises and debates on topics related to psychiatry and/or neurology. Professionalism, including behaviors and attitudes that are consistent with being a health care professional, will be reinforced. (Co-requisite: CAS705)

### **PRC 710 Longitudinal Practicum IV (2 cr)**

This Practicum will provide students with an opportunity to develop and practice clinical skills through the assessment of case reports laboratory findings, pharmacologic principles and evidence based guidelines. Students will participate in various workshops, which were first introduced in Practicum III. Journal Clubs, SOAP Notes and Care Plans will all be revisited, using various cardiovascular, endocrine, and pulmonologic disease states as a platform. Students will learn to demonstrate clinical skills relevant to providing patient care in simulated learning activities with other health care professional students. Evidence-based patient case discussion and patient therapeutic treatment plan recitation will be developed throughout the practicum. Students will be expected to continue to demonstrate the professional skills, attitudes, and values necessary to enter a clinical service. (Co-requisite: CAS706)

### **PRC 809 Longitudinal Practicum V (2 cr)**

The fifth Lab Practicum will provide students with the ability to simulate real life pharmacy inpatient and outpatient experiences and challenges in a structured environment. This includes the Advanced Pharmacy Simulation (APPS) Lab which provides hands-on community pharmacy experiences, and our NeehrPerfect software that simulates an inpatient EMR system. Students will have opportunities to review patient cases using disease states from previous or concurrent pharmacotherapeutic course topics such as cardiovascular, endocrine, respiratory, neuropsychology, geriatrics and infectious disease. (Prerequisite: CAS 703; Co-requisites: CAS 805)

### **PRC 810 Longitudinal Practicum VI (2 cr)**

The sixth and final Practicum will provide students with practice in nutritional calculations, MTM review of cases using specific topics such as renal, gastroenterologic and oncologic disease from this semester's pharmacotherapeutic course. In particular, this longitudinal practicum will build on skills developed in previous didactic courses and practicums in order to optimize personal performance going into the Advanced Pharmacy Practice Experiences (APPEs). Students will be provided with an opportunity to participate in an additional Inter-Professional Education (IPE) Simulation exercise; and there will be team-based topic presentations to solidify communication skills. Overall, students will be provided with sufficient exposure to learn and practice their skills in the area of leadership, MTM, patient care and inter-professional practice. (Prerequisite: CAS703; Co-requisite: CAS806)

## **Elective Courses**

P2 and P3 students must choose one from a number of elective topics that will be offered each academic year. P2 elective courses (ELC 7XX) are offered during the Spring semester and P3 elective courses (ELC 8XX) are offered in the Fall semester. Topics vary each year. Students may complete an approved Independent Study in lieu of an elective course offered. Completion of a minimum of 4 credits of elective coursework is required. P2 elective offerings will be distributed as an addendum.

### **ELC 750/850 Independent Study (1-2 cr)**

The purpose of independent study is to provide interested students with an opportunity to collaborate with faculty on research or specialty projects. The interested student meets with the appropriate faculty member, and the student and the faculty determine the nature and scope of the project to be completed. In collaboration the student and the faculty member design the course, the scope of the project, project specific assignments, methods of evaluation, timeline, and expectations. Prior to starting the project/course, the student and the faculty member complete the independent study form and submit the completed form to the appropriate Department Chair for approval. Once approved by the appropriate Department Chair, the completed form is subsequently submitted to the Office of Academic Affairs for final approval. Once final approval has been granted, the form will be sent to the Office of the Registrar to officially enroll the student in the course. Request form and instructions available online: <http://pharmacy.cnsu.edu/independent-study>.

(Prerequisites: P2/P3 standing and minimum 2.80 cumulative GPA; Faculty, Department Chair, and Office of Academic Affairs approval)

### **ELC 756 Disc & Devel of Drugs for IBD & Rheumatoid Arthritis (2 cr)**

The course will focus on drug development and discovery approaches for Inflammatory Bowel Disease (IBD) and Rheumatoid Arthritis (RA). The first block of classes will focus on pre-clinical models used to discover drugs for IBD. A special emphasis will be placed on animal models of IBD. Clinical protocols for both Ulcerative Colitis and Crohn's Disease patients will also be reviewed. The second block of classes will focus on drug discovery for Rheumatoid Arthritis (RA). The anti-inflammatory and analgesic effects of various drugs will be discussed, including DMARD's. Clinical trial methodology for RA will also be discussed. The course will utilize both relevant literature references, as well as real-life experiences of the instructor. Students will be expected to actively participate by way of group presentations, as well as each class participant composing a final drug discovery/development project. Pre-Req: PBS601, PBS603, PBS602, PBS604, & CAS703.

### **ELC 761 Pharmacogenomics & Genetics (2 cr)**

The Pharmacogenomics (PGx) and Genetics course is designed to provide pharmacy students with a fundamental understanding of current concepts and application of genetics and genomics in light of the relevance and the scope of pharmacy practice. The course is designed with a learner-centered perspective, leading step-wise through introductory content emphasizing PGx research design including utilization of key knowledge from the human genome and

genome projects and Big "Omics" data such as genomic, transcriptomics, and proteomic approaches to patient care. Students are provided an application of pharmacogenomics in drug discovery, disease diagnosis, and the value of phenotyping/genotyping in guiding drug therapy of individual patients. Examples of clinical applications will be included and will examine the relationship between PGx and personalized medicine. This course uses a combination of lectures, discussions of assigned literature, projects, and student-led presentations. Pre-req PBS604, PBS701, PBS704, & CAS705. Equivalence: ELC861.

### **ELC 762 Pharmacists in Public Health (2 cr)**

#### ***Offered as a Hybrid-Online Course***

This is a hybrid course, combining online learning modules and in-class learning experiences. This elective course introduces, develops, and integrates the skills and knowledge needed for student pharmacists who choose to explore the realm of public health through applying their unique pharmacy backgrounds and interests. Throughout the course, the learning modules are designed to illustrate how pharmacy would fit into the greater scheme of health care from a public health perspective, to demonstrate how pharmacists can contribute in inter-professional efforts on enhancing the quality of healthcare services delivered, to integrate clinical practice and population health in pharmacists' work, and to identify public health efforts of which pharmacists are already a part. A large portion of this course is devoted to program planning, implementation, execution, and evaluation, preparing student pharmacists in their future leadership roles on the healthcare team. To enhance students' skills, evidence-based practice will be discussed and applied. Lastly, journal article analyses will be conducted to familiarize students with translating research results into real-world practice to promote population health management and practice.

### **ELC 764 Principles of Clinical Pharmacology (2 cr)**

#### ***(Part 1) Offered as an Online Course***

The Principles of Clinical Pharmacology Part 1 elective course will provide students with an overview of clinical pharmacology and its real-world usage. Topics relating to the following subject areas will be covered; pharmacokinetics, drugs metabolism and transport, drug therapy in special populations. This is an online course that will run for 10 weeks. Each week, students will be expected to review assigned you tube videos that are presented by world renowned experts in each subject area and are freely available through the NIH Clinical Center. Students will also be expected to participate in weekly online discussion boards as well as complete weekly online open book quizzes. There will be an online open book final exam at the end of the course that must be completed/submitted prior to the end of the semester.

### **ELC 765 Principles of Clinical Pharmacology (2 cr)**

#### ***(Part 2) Offered as an Online Course***

The Principles of Clinical Pharmacology Part 2 elective course, a continuation of the Part 1 elective course, will provide students with an overview of clinical pharmacology and its real-world usage through the review of the following topics; Assessment of Drug Effects, Drug Discovery and Development, Pharmacogenomics and Pharmacotherapy. This is an online course that will run for 6 weeks. Each week, students will be expected to review assigned YouTube videos that are presented by world renowned experts in each subject

area and are freely available through the NIH Clinical Center. Students will also be expected to participate in weekly online discussion boards as well as complete weekly online open book quizzes. There will be an online open book final exam at the end of the course that must be completed/submitted prior to the end of the course.

### **ELC 766 Special Pops. Pharmacotherapy: Preg, Peds, & Ger. (2 cr)**

Special Populations Pharmacotherapy: A Focus on Pregnant, Pediatric, & Geriatric Patients will focus on common disease states affecting the pediatric, geriatric, and pregnant populations and their management. These specific patient populations require special consideration as a result of their varying pharmacokinetic and pharmacodynamics profiles. Pathophysiological and pharmacological principles of each disease state and their respective treatments will be reviewed. The course will be based on team-led topic presentations and in-class discussion to enhance students' knowledge base and improve oral and written communication skills. Each team will be responsible for presenting assigned topics (pregnant, pediatric, or geriatric topic) and creating an in-class application exercise for each topic. Additionally, each student who is not presenting will be responsible for developing questions to ask each presenting team. Class participation points will be based on student engagement with in-class applications and presentation questions. Pre-reqs: PBS602, PBS603, PBS701, & CAS705. (Equivalent to PHAR781AI "Special Populations: A Focus on Pediatric and Geriatric Pharmacotherapy")

### **ELC 851 Demystifying Formulary Decisions: An Evidence Based Approach (2 cr)**

This course will focus on common disease states affecting the pediatric and geriatric population and their management. These specific patient populations require special consideration as a result of their varying pharmacokinetic and pharmacodynamic profiles. Pathophysiological and pharmacological principles of each disease state and their respective treatments will be reviewed. The course will be based on team-led topic presentations and class discussions to enhance students' knowledge base and improve oral and written communication skills. (Prerequisite: P3 standing)

### **ELC 853 Preventing the Misuse & Abuse of Prescription Medications (2 cr)**

This course is designed to raise awareness among the students about the misuse and abuse of prescription medications. Students will develop knowledge and understanding of drugs and substances of abuse, how to promote appropriate use of controlled substances, and minimize their abuse and diversion. (Prerequisite: P3 standing)

### **ELC 859 Postgraduate Pharmacy Residency and Fellowship Training Preparation (2 cr)**

The post-graduate pharmacy residency and fellowship training preparation elective is an interactive course designed to provide students with the tools and skill sets necessary to obtain a residency or a fellowship position following graduation. This course will introduce students to the basic elements of residency and fellowship, identifying programs based on one's interest, developing application materials (CV, letter of intent), and preparing for Personal Placement Service

(PPS) and/or onsite reviews (interview preparation, mock interviews, and topic presentation). In addition, students preparing for a residency will gain the skills necessary to navigate the application and residency match processes and students preparing for a fellowship will gain the skills necessary to remain a competitive candidate for onsite interviews following PPS. (Prerequisite: P3 standing)

#### **ELC 861 Pharmacogenomics and Genetics (2 cr)**

The Pharmacogenomics (PGx) and Genetics course is designed to provide pharmacy students with a fundamental understanding of current concepts and application of genetics and genomics in light of the relevance and the scope of pharmacy practice. The course is designed with a learner-centered perspective, leading step-wise through introductory content emphasizing PGx research design including utilization of key knowledge from the human genome and genome projects and Big "Omics" data such as genomic, transcriptomics, and proteomic approaches to patient care. Students are provided an application of pharmacogenomics in drug discovery, disease diagnosis, and the value of phenotyping/genotyping in guiding drug therapy of individual patients. Examples of clinical applications will be included and will examine the relationship between PGx and personalized medicine. This course uses a combination of lectures, discussions of assigned literature, projects, and student-led presentations. (Prerequisite: P3 standing; PBS604; PBS701; PBS704; CAS705; & CAS706)

#### **ELC 863 Frontiers in Translational Medicine: From Bench to Bedside (2 cr)**

Translational medicine is the practice of transferring scientific knowledge "from bench to bedside" (B2B), translational medicine builds on basic research advances and uses them to develop new therapies or medical procedures. Translational medicine transforms scientific discoveries arising from laboratory, clinical or population studies into new clinical tools and applications that improve human health. This course provides students with insight into state-of-the art research and research application in the medical field. The emphasis is the dynamic relationship between laboratory research and bedside application with the purpose of providing optimal patient therapies. Students will learn how research results guide clinical therapies, and vice versa. This course will provide real-life examples of translational medicine practices and give students exposure to analyzing and developing diagnostic tools and treatment protocols. Students will be required to actively participate in individual journal clubs and develop a review of literature presentations. Finally, each team will write a review literature on a selective topic appropriate for peer-review publication. (Prerequisite: P3 standing and PBS 601)

#### **ELC 865 Advanced Topics in Diabetes (2 cr)**

This hybrid course combines online learning modules and in-class learning experiences. Students are expected to be in class for a number of live sessions and the final exam/final presentation. This elective course introduces students to advanced topics in diabetes, such as Cardiovascular Outcomes Trials for Diabetes Medications, Technology in the Diabetes World, Psychosocial Aspect of Diabetes Management, etc. The online learning modules integrate the fundamental learning content and the application of main concepts with students' reflection. Throughout the course,

the learning modules are designed to enhance students' competency in each of the chosen advanced topics with opportunities in class to further consolidate and integrate the learned information through clinical cases.

(Prerequisite: CAS 706)

#### **ELC 867 Pediatrics Pharmacology (2 cr)**

This course is designed to familiarize students with pediatric specific disease states, pathophysiology, diagnosis as well as safe and effective drug use to optimize medication therapy in children up to 18 years of age. Importance will be placed on the pharmacist's role in individualizing drug therapy through proper product selection, dosage calculations, patient counseling and patient monitoring.

(Prerequisite: P3 standing)

# COP PharmD Curriculum

Course #	COURSE TITLE	Credits
<b>Semester I</b>		
PBS 601	Cell and Molecular Biology and Biochemistry	4
PBS 603	Medicinal Chemistry & Physical Pharmacy	5
PBS 605	Pharmaceutics	4
PBS 611	Calculations	1
IPP 607	Introduction to Pharmacy Practice and Professionalism	.5
PRC 609	Longitudinal Practicum I	.5
	Semester total	18
<b>Semester II</b>		
PBS 602	Pathophysiology & Pharmacology I: (Neuro & Psychiatric)	6
PBS 604	Pharmacokinetics	5
CAS 606	Biostatistics and Pharmacoepidemiology	3
CAS 608	Self-Care	4
PRC 610	Longitudinal Practicum II	1
	Semester total	19
<b>Semester III</b>		
PBS 701	Pathophysiology & Pharmacology II: (CV, Diabetes Mellitus & Thyroid)	6
CAS 703	Drug Literature Information & Evaluation	3
CAS 705	Pharmacotherapy I	6
PRC 709	Longitudinal Practicum III	2
	Semester total	17
<b>Semester IV</b>		
ELC 7XX	Elective I	2
CAS 702	Communications	2
PBS 704	Pathophysiology & Pharmacology III: (Pulmonary, Renal, GI & GU)	6
CAS 706	Pharmacotherapy II	6
PRC 710	Longitudinal Practicum IV	2
	Semester total	18
<b>Semester V</b>		
ELC 8XX	Elective II	2
CAS 801	Pharmacy and the HealthCare System	3
PBS 803	Immunology and Rheumatology	3
CAS 805	Pharmacotherapy III	6
PRC 809	Longitudinal Practicum V	2
	Semester total	16
<b>Semester VI</b>		
CAS 802	Pharmacy Law and Ethics	3
CAS 804	Pharmacy Management and Economic Principles	3
CAS 806	Pharmacotherapy IV	6
PRC 810	Longitudinal Practicum VI	2
CAS/PBS (TBD)	Clinical Pharmacology/Pharmacokinetics (TBD)	1
	Semester total	15
<b>*IPPE Requirements (available in Summer, *Fall, Winter, or Spring Term)</b>		
IPP 707	Introductory Pharmacy Practice Experience I	4
IPP 807	Introductory Pharmacy Practice Experience II	2
IPP 808	Introductory Pharmacy Practice Experience III	2
	IPPE total	8
<b>Semester VII and VIII</b>		
APP 901	Advanced Pharmacy Practice Experience: Community	6
APP 902	Advanced Pharmacy Practice Experience: Hospital/Health System	6
APP 903	Advanced Pharmacy Practice Experience: General Medicine	6
APP 904	Advanced Pharmacy Practice Experience: Am Care	6
APP 905	Advanced Pharmacy Practice Experience: Specialty I	6
APP 906	Advanced Pharmacy Practice Experience: Specialty II	6
	Year total	36
	<b>Program Total Credits</b>	<b>147</b>
	<b>*Denotes Fall starting 2nd year or after successful completion of IPP 607</b>	

# COP 2020-2021 Academic Calendar

## SUMMER 2020

<b>Summer Semester: 05/12/2020 – 08/14/2020</b>		
<b>Event</b>	<b>Start Date</b>	<b>End Date</b>
Summer Term	05/12/2020 - Tuesday	08/14/2020 - Friday

## FALL 2020

<b>Event</b>	<b>Start Date</b>	<b>End Date</b>
PI Orientation Week	08/11/2020 - Tuesday	08/14/2020 - Friday
White Coat Ceremony	08/29/2019 - Saturday	
<b>Fall Semester: 08/17/2020 – 12/09/2020</b>		
<b>Event</b>	<b>Start Date</b>	<b>End Date</b>
Instructional Period	08/17/2020 - Monday	12/01/2020 - Tuesday
Course Add/Drop Period	08/17/2020 - Monday	08/21/2020 - Friday
Finals Exam Period	12/03/2020 - Thursday	12/09/2020 - Wednesday
Final Grades Due	12/16/2020 - Wednesday	
Remediation Exam Period	12/11/2020 - Friday	12/17/2020 - Thursday
Winter Break	12/18/2020 – Friday	01/03/2021 - Sunday
Remediation Grades Due	21/21/2020 - Monday	

## WINTER 2020 – 2021

<b>Winter Semester: 12/10/2020 – 01/06/2021</b>		
<b>Event</b>	<b>Start Date</b>	<b>End Date</b>
Winter Term (IPPE Only)	12/10/2020 - Thursday	01/06/2021 - Wednesday

## SPRING 2021

<b>Fall Semester: 01/04/2021 – 04/30/2021</b>		
<b>Course</b>	<b>Start Date</b>	<b>End Date</b>
Instructional Period	01/04/2021 - Monday	04/23/2021 - Friday
Course Add/Drop Period	01/04/2021 - Monday	01/08/2021 - Friday
Spring Break	03/05/2021 - Friday	03/09/2021 - Tuesday
Final Exam Period	04/27/2021 - Tuesday	04/30/2021 - Friday
Final Grades Due	05/07/2021 - Friday	
Remediation Exam Period	05/05/2021 - Wednesday	05/10/2021 - Monday
Remediation Grades Due	05/14/2021 - Friday	
Graduation Clearance Day	05/14/2021 - Friday	
Graduation Ceremony	05/15/2021 - Saturday	



## IPPE Rotation Calendar 2020 – 2021

Event	Start Date	End Date
Summer IPPE	05/05/2020 - Tuesday	08/20/2020 - Thursday
Fall IPPE	08/17/2020 - Monday	12/02/2020 - Wednesday
Winter IPPE	12/10/2020 - Thursday	01/06/2021 - Wednesday
Spring IPPE	01/06/2021 - Wednesday	04/21/2021 - Wednesday

## APPE Rotation Calendar 2020 – 2021

Event	Start Date	End Date
<b>A Block</b>	05/18/2020 - Monday	06/26/2020 - Friday
<b>B Block</b>	06/29/2020 - Monday	08/07/2020 - Friday
<b>C Block</b>	08/17/2020 - Monday	09/25/2020 - Friday
<b>D Block</b>	09/28/2020 - Monday	11/06/2020 - Friday
<b>E Block</b>	11/09/2020 - Monday	12/18/2020 - Friday
<b>F Block</b>	01/04/2021 - Monday	02/12/2021 - Friday
<b>G Block</b>	02/15/2021 - Monday	03/26/2021 - Friday
<b>H Block*</b>	04/19/2021 - Saturday	05/14/2021 - Friday

\*H Block is for NAPLEX review

## EXAM SCHEDULE 2020 – 2021

Event	Start Date
Mock NAPLEX Exam (P4; Proctored)	02/19/2021 - Friday
NAPLEX Faculty Review (P4)	05/01/2021 – 05/14/2021 (Saturday-Friday)
NAPLEX Review Pre-Test (P3; Proctored)	05/03/2021 - Monday
NAPLEX Board Review (P3 & P4)	05/04/2021 - Tuesday
Milestone Exam (P1 & P2; Proctored; High-Stake)	05/10/2021 - Monday
PCOA (P3; High-Stake)	05/11/2021 - Tuesday
NAPLEX Board Review Exam (P4; Proctored; High-Stake)	05/14/2021 - Friday

## University Holidays

Holiday	Date	Holiday	Date
Independence Day	07/03/2020	Martin Luther King	01/18/2021
Labor Day	09/07/2020	President's Day	02/15/2021
Thanksgiving	11/25/2020 – 11/27/2020	Memorial Day	05/31/2021

Dates may be subject to change. Revisions will be reposted: <http://pharmacy.cnsu.edu/schedules-and-calendars>

# COLLEGE OF PSYCHOLOGY

## Our Core

### Our Mission:

Our mission is to advance the science and practice of psychology by developing clinicians trained to promote health through knowledge, research, service, and social responsibility.

### Our Aims:

Our aims are to provide students with the core knowledge necessary to become health service psychologists; to teach scientifically proven interventions; to provide hands-on clinical experience to prepare students for a practice treating diverse and complex mental health populations; and to train future clinical psychologists who are professional, ethical, and sensitive to aspects of diversity and culture.

### Our Personal Values:

1. Curiosity  
Each person will adopt an active curiosity towards their clinical work and scholarship and an openness to the change that comes with discovery.
2. Integrity  
Each person will show honesty in all relationships and build trust through genuine communication.
3. Accountability  
Each person is accountable for their behavior as they transition through the roles of student, scholar, and psychologist.
4. Respect  
Each person must respect the work, their colleagues, the clients, and themselves.
5. Service  
Each person has a duty to use their knowledge and skills to provide service and expertise to organizations and individuals most in need of care.

### Our Program Values:

1. Student Learning and Development  
The College of Psychology strives to provide educational experiences of exceptional quality and a student environment that provides for continuous personal and professional development.
2. Community and Professional Involvement  
The College of Psychology assists local community resources by lending its services and expertise in an effort to increase psychological awareness and mental health treatment.
3. Continuous Quality Improvement  
The College of Psychology strives for continuous improvement in all areas and measures its progress against appropriate national standards provided by the American Psychological Association.
4. Diversity of People, Ideas, and Beliefs  
The College of Psychology strives to develop long term relationships based on honesty, fairness, and respect by providing a safe environment that supports freedom

of inquiry, protects diversity, and fosters a sense of well-being.

### 5. Programmatic Transparency and Flexibility

The College of Psychology strives for transparency in decision making while supporting a culture of flexibility and the pursuit of opportunity.

### Our Beliefs

- We believe psychologists change lives through treatment, motivation, and inspiration.
- We believe in serving our communities as leaders and practitioners.
- We believe students are transformative when their voices are heard.
- We believe a multidisciplinary environment of respect benefits all patients.
- We believe in taking an active role in the profession of psychology.

## Educational Philosophy

The College of Psychology curriculum provides the knowledge and training necessary for students to diagnose and treat behavioral conditions in diverse and varied populations.

The Practitioner/Scholar model prepares students for entry into the profession by requiring both practical clinical experience and guided research opportunities. Those in our program learn to critically examine and evaluate scientific research and incorporate information gained through classroom instruction and practicum experiences into their clinical practice.

Because the College of Psychology is committed to ensuring that those enrolled in the program gain the knowledge and skills needed to become licensed psychologists, students will meet with their faculty academic advisor twice per semester to both monitor their academic and practicum performance and elicit feedback regarding the students' experience in the program.

To assist students in both dissertation and internship preparation, class loads are reduced in the fourth year and replaced by workshops designed to provide students with the support needed to obtain their professional goals and to facilitate graduation by the end of the program.

## Non-discrimination

The College of Psychology at California Northstate University is committed to cultivating a diverse community that recognizes and values inherent worth in individuals, fosters mutual respect, and encourages individual growth. We believe that diversity enhances and enriches the quality of our academic program. The College of Psychology at CNU provides equal opportunity in education and employment and does not discriminate on the basis of race, color, creed, religion, national origin, ethnicity, gender identity, gender

expression, age, sexual orientation, political affiliation, veteran status, or disability.

## Learning Outcomes

### Program Learning Outcomes (PLOs)

Upon successful completion of the Doctor of Psychology program, students will be able to demonstrate the following program learning outcomes:

1. **Scientific Orientation:** Students will demonstrate an ability to formulate research or other scholarly activities that may contribute to the scientific, psychological, or professional knowledge base.
  2. **Assessment and Intervention:** Students will select and apply assessment and intervention methods that draw from empirical literature, reflect the science of measurement and efficacy, and take into consideration contextual variables and diversity characteristics.
  3. **Individual and Cultural Diversity:** Students will demonstrate the ability to integrate awareness and knowledge of individual and cultural differences in the conduct of professional roles (e.g., research, clinical services, and other professional activities).
  4. **Professionalism:** Behave in ways that reflect the values and attitudes of psychology, including integrity, deportment, professional identity, accountability, lifelong learning, and concern for the welfare of others.
  5. **Ethical Practice:** Students will resolve complex moral and ethical situations by acting in accordance with relevant rules, laws, and regulations governing the profession of psychology.
  6. **Collaboration and Consultation:** Students will demonstrate knowledge and respect for the roles and perspectives of other professions as well as knowledge of consultation practices utilized in health service psychology.
4. **Cognitive Aspects of Behavior:** This class examines ways humans learn through factors such as memory, categorization of thoughts, and decision making.
  5. **Developmental Aspects of Behavior:** This knowledge is focused on human transitions through various stages of growth and the intellectual and behavioral changes that occur across an individual's lifespan.
  6. **Social Aspects of Behavior:** The study of social behavior includes group process, attributions, discrimination, societal attitudes, and the interface between the subjects of sociology and psychology.
  7. **Advanced Integrative Knowledge of Basic Discipline-Specific Content Areas:** This is not a separate class, but the integration of graduate-level scientific knowledge across multiple basic discipline-specific content areas. This knowledge is acquired through evaluated educational experiences incorporating at least two content areas from those learned in the Foundations of Behavior Series.
  8. **Research Methods:** These skills include the ability to critically read journal articles, understand the mathematical underpinnings of assessment measures, and to begin work on their own research. They will learn the strengths and limitations, means of interpretation, and the technical aspects of a case study. They will also learn the difference between correlational, descriptive, and experimental research designs while studying measurement techniques such as sampling, replication, and theory testing.
  9. **Quantitative Methods:** In the statistics and research classes students will learn about meta-analysis, quasi-experimentation, modeling, data analysis, description, inference, univariate and multivariate analysis, null-hypothesis testing, power, and estimation.
  10. **Psychometrics:** This course reviews theory and techniques of psychological measurement, scale and inventory construction, reliability, validity, evaluation of measurement quality, classical and contemporary measurement theory, and standardization.

### Discipline Specific Knowledge

Along with program learning outcomes, the curriculum also addresses the discipline specific knowledge and professional competencies expected by the American Psychological Association:

1. **History and Systems of Psychology:** Students gain a knowledge of the discipline of psychology by examining historical precedents in the profession and the social/cultural factors that contributed to the advent of various theories and interventions. They will also learn about the changes that have occurred in the profession over time, its expanding role in healthcare, and its current position as a profession rooted in scientific inquiry.
  2. **Affective Aspects of Behavior:** Students learn about affective response, mood, feeling states, and the interplay between behavior and emotion. They will have gained knowledge regarding arousal, intensity, and interaction.
  3. **Biological Aspects of Behavior:** Before graduating the program students will know the biological underpinnings of behavior including neural, physiological, anatomical, and genetic influences.
1. **Research:** Psychology doctoral students will demonstrate the ability to formulate and carry out research that will contribute to the scientific, psychological, and professional knowledge base. They will be able to critically evaluate the scholarly activities of others and engage in meaningful debate with fellow students and professional colleagues.
  2. **Assessment:** Students will conduct evidence-based assessments applying appropriate measures and tools, utilizing the best available literature from multiple sources, and factoring diversity characteristics into their treatment plans. They will be able to interpret assessment results and write reports using current professional standards to conceptualize, classify, and make both oral and written recommendations regarding a wide range of disorders and patient issues.
  3. **Intervention:** Different theoretical orientations will be learned by students to maximize their treating potential. Students will establish and maintain effective relationships with recipients of psychological services and develop evidence-based intervention plans specific to the service delivery goals. They will be able to

### Profession-Wide Competencies

implement interventions informed by current scientific literature, assessment findings, diversity characteristics, and contextual variables. They will be able to modify and adapt evidence-based approaches in evaluating intervention effectiveness and adapt goals and methods with continuous evaluation of patient care outcomes.

4. **Ethical and Legal Standards:** Students must be able to respond professionally to complex moral and ethical situations using the current version of the APA Ethical Principles of Psychologists; the APA Code of Conduct; and relevant laws, regulations, rules, and policies governing the practice of psychology. They must be able to employ sophisticated decision-making processes in order to resolve issues related to patient care and always conduct themselves in a professional and ethical manner.
5. **Individual and Cultural Diversity:** Students must conduct professional activities with the appropriate knowledge, awareness, sensitivity, and skills with regard to individuals and communities of varying cultural and personal backgrounds. It is important that students understand how their own personal/cultural history, attitudes, and biases may affect their interactions with others. They must also have knowledge of current theoretical and empirical research regarding diversity as it relates to interventions, training, supervision/consultation, and service.
6. **Professional Values and Attitudes:** Students will behave in ways that reflect the values and attitudes of psychology, including integrity, deportment, professional identity, accountability, lifelong learning, and concern for the welfare of others. They will engage in self-reflection regarding their personal and professional functioning. They will also engage in activities to maintain and improve performance, well-being, and professional effectiveness. They will actively seek and demonstrate openness and responsiveness to feedback and supervision.
7. **Communication and Interpersonal Skills:** Students are expected to develop and maintain effective relationships with a wide range of individuals, colleagues, communities, organizations, supervisors, and clients. They must produce oral, nonverbal, and written communications that are informative and appropriate for the given audience. They must demonstrate a thorough grasp of professional language and concepts, utilizing effective interpersonal skills to relay relevant information to clients, families, and other professionals.
8. **Supervision:** In the course of their professional careers psychologists will need to pass on their knowledge and experience to others. It is the responsibility of all psychologists to learn the basic techniques and ethical responsibilities regarding supervision so that the practice of psychology continues to grow organically through shared experience.
9. **Consultation and Interprofessional/ Interdisciplinary Skills:** Students will find few times in their scholastic and professional careers when they are truly working alone. Understanding other health professions, their areas of expertise, and the collaborative nature of modern case formulation is imperative to ensure that patients are receiving optimal care. Students will demonstrate respect for the roles and perspectives of other professions and learn how best to utilize the skills and

knowledge of a psychologist when working in a team environment.

## Program Overview and Licensure

The Psy.D. Doctor of Psychology (Psy.D.) Degree at CNU is a 5-year program that prepares you for entry into the profession of psychology.

**Year 1:** The first year of the program involves classroom instruction with clinical training, including the use of professional actors (standardized patients), providing an introduction to interview, assessment, and intervention skills.

**Year 2:** Second-year students continue classroom instruction while beginning to perform clinical service in the surrounding community. These practicums vary in setting and patient population. Each practicum lasts between 9-12 months. Application to second-year practicum sites begins in the spring semester of year one. Both your Practicum Preparation professor and the Office of Clinical Training will help guide your application throughout the process. The Office of Clinical Training has final approval on practicum selection.

**Year 3:** In year three, you will continue to develop your clinical skills in practicum while studying advanced concepts in class. The year culminates with the Integrative Case Presentation and Oral Examination. This requirement is an in-depth assessment of multiple aspects of the doctoral curriculum that must be successfully passed in order to advance to internship and receive the **Master of Arts Degree in Psychology**.

**Year 4:** Year four is the entryway to advanced clinical training. Fourth-year students have completed most of their foundational and advanced coursework. In this year, your practicum commitments will increase and you will be working hard to apply for fifth-year internship while also completing your dissertation. Workshops and seminars have been integrated into the program to assist you in successfully completing these tasks.

It is the expectation of the College of Psychology that students will make every attempt to complete their dissertation by the end of the fourth year. Dissertations are the culmination of your work in the Psy.D. program and are done under the supervision of faculty. These are independent, original works of publishable quality reviewed by a faculty chair and a dissertation committee. Along with the written work, you will also provide an oral, public defense of your research.

**Year 5:** The fifth year of the program is completed off campus at a full-time internship site. There are various levels of training offered during this year with the highest being an APA accredited internship. All students will be required by the College of Psychology to apply for APA accredited internships.<sup>1</sup>

Upon successful completion of your internship year and all other program requirements (dissertation, etc.), you will

graduate from the program and receive your Doctor of Psychology (Psy.D.) degree.

**Licensure:** Each state has separate requirements regarding licensure as a psychologist. California requires two years (3,000 hours) of supervised professional experience, at least 1,500 of which must be completed post-doctoral. Students in the PsyD program with have 3 years of practicums and a full year of internship. These supervised clinical experiences will be far in excess of the 1,500 pre-doctoral hours California allows towards licensure.

After a student has been awarded their doctorate they may take the next step towards licensure and sit for the national psychology test called the Examination for the Professional Practice of Psychology (EPPP). This is a requirement for California licensure and can be taken any time after the student has been awarded their PsyD.

Once all 3,000 hours have been obtained, the doctorate degree awarded, and the EPPP passed, a candidate may sit for the California Psychology Law and Ethics Examination (CPLÉE). After passing this test a candidate will be issued a license to practice in the state of California and they have earned the right to call themselves a psychologist.

<sup>1</sup>APA requires that applicants to their internships must be from programs that have either *accredited, on contingency* or *full accredited* status.

The College of Psychology curriculum provides the knowledge and training necessary for students to diagnose and treat behavioral conditions in diverse and varied populations.

The Practitioner/Scholar model prepares students from entry into the profession by requiring both practical and clinical experience and guided research opportunities. Those in our program learn to critically examine and evaluate scientific research and incorporate information gained through classroom instruction and practicum experiences into their clinical practice.

Because the College of Psychology is committed to ensuring that those enrolled in the program gain the knowledge and skills needed to become licensed psychologists, students will meet with their faculty academic advisor twice per semester to both monitor their academic and practicum performance and elicit feedback regarding the students' experience in the program.

To assist students in both dissertation and internship preparation, class loads are reduced in the fourth year and replaced by workshops designed to provide students with the support needed to obtain their professional goals and to facilitate graduation by the end of the program.

Accreditation  
Senior Colleges and Universities of the Western Association of Schools and Colleges (WASC)  
The Doctorate of Psychology degree was granted regional approval by the WSCUC Commission on June 8, 2018. With this accreditation, students can become licensed psychologists in the state of California.

Bureau for Private Postsecondary Education (BPPE)  
PsyD program was granted state approval on June 12, 2018.

American Psychological Association (APA)  
The College of Psychology is pursuing American Psychological Association accreditation. This takes place in three phases.

Please refer to the program website for updates relating to our APA application process.

Admission to the PsyD Program

Through our website ([www.psychology.cnsu.edu](http://www.psychology.cnsu.edu)), students seeking admission to the College of Psychology can access the APA's centralized application service for psychology graduate programs called PSYCAS.

### Minimum requirements:

An undergraduate (BA or BS) degree in any subject from an accredited college or university;  
Overall undergraduate GPA of 3.0 or higher or an overall graduate GPA of 3.3 or higher;  
Applicants are required to have completed at least 3 units in each of the following courses (or equivalents) before beginning classes at CNU (applicants who have an undergraduate (BA or BS) or graduate degree in psychology are exempt from this requirement. Applicants with degrees in related fields (e.g. counseling) will be evaluated on a case-by-case basis).

### A complete application consists of the following:

Completed and submitted PSYCAS program application  
Curriculum vitae or resume;  
All official college transcripts  
Three (3) letters of recommendation

### Request for Academic Performance Exemption

Applicants who do not meet the minimum GPA requirement may submit a petition for exemption if they feel that extenuating circumstances have adversely impacted previous academic performance. Petitions should include a brief personal statement explaining the factors involved and the reasons why an exemption from the GPA requirement should be considered. Applicants are strongly encouraged to submit supplemental documentation demonstrating academic ability and previous intellectual/academic achievement. Examples include: GRE score, scholarly publications, other indicators of academic potential. The appropriate form may be found on the College of Psychology website.

### Clinical, Volunteer, and/or Research Experience

While not required, preference is given to applicants with demonstrated interest in the field (e.g. volunteer work, community outreach, crisis line work, ABA experience, counseling, case management, research/lab assistant experience, etc.).

## Graduate Records Exam (GRE)

Submitting GRE scores is optional. The Admissions Committee does not use GRE scores in the selection process EXCEPT where they are submitted as part of a Request for Academic Performance Exemption. In such cases they are only used to help decide whether or not to waive the minimum GPA requirement. Applicants who elect to submit GRE scores as part of their general application should know it neither helps nor harms their application. The CNU College of Psychology ETS institutional code is 4045

## Application Timeline

The application process will be opened on our website and through PSYCAS on September 1.

If students wish to be considered for early admittance, they must have their applications submitted by December 1.

After December 1 applications are accepted and evaluated on a rolling basis. Offers of admission are made until available spaces in the following year's cohort are filled.

## Admissions Interviews

Interviews begin in January. Applicants will be notified by email if they have been selected for invitation to attend an onsite interview. Skype interviews are available for applicants who are unable to travel. Applicants who have not been selected for an interview will be notified that their application is no longer being considered. Interviews will take place at the CNU College of Psychology campus in Elk Grove.

The admissions committee will use the interview to evaluate the candidate's critical thinking, interpersonal skills, and level of commitment and motivation to the process of obtaining a doctorate degree.

## Decisions

Admissions recommendations are made by the Admissions Committee. Final admissions decisions are made by the Assistant Dean of Student Affairs and Admissions. Only complete applications are considered. In some instances, applicants may be offered conditional acceptance pending successful completion of admissions requirements such as: completion of undergraduate degree or missing prerequisite coursework prior to the beginning of the fall semester; submission of official transcript(s) prior to fall semester in instances where offers of admission were based on review of unofficial transcript materials; or satisfactory WES transcript evaluation/English language proficiency score (or agreement to enroll in supplemental English language instruction).

Offers of admission, denial of admission, and notice of waitlist status will be sent by email on a rolling basis as applications are received and evaluated. Except by individual arrangement, a nonrefundable enrollment deposit of \$200.00 is due 14 days following an offer of admission to reserve a place in the program. After that time, the offer may be made to another applicant.

Each application will be thoroughly reviewed by the admissions committee and all areas of the application will be carefully considered. It is important that the student body at the College of Psychology represents the best of future clinicians and the admissions committee will pay particular attention to professional, research, education, and life experiences. Along with academic excellence, the Admissions Committee will be looking for students with diverse cultural, socioeconomic, work, and educational backgrounds. We are a diverse faculty and student body and it is the admissions policy of the University and the College of Psychology that no applicant will be discriminated against on the basis of disability, gender, religion, military obligations, veteran status, marital status, race, creed, ethnicity, color, sex, gender expression, age, physical or mental ability, sexual orientation, national identity, or national origin.

The CNU College of Psychology reserves the right to withdraw an offer of admission if false statements are made on the application materials, academic performance of the applicant drops significantly or they fail to earn an undergraduate degree, or the applicant engages in behavior prior to matriculation that violates legal, professional, or ethical standards or otherwise raises concerns about the applicant's judgement or integrity.

## Transferring Credits from Other Institutions

The College of Psychology does not accept transfer credits, courses, or students..

## International Applicants

The College of Psychology welcomes applications from international students.

## International Coursework and English Proficiency Requirements

Applicants who have received university or graduate level education in English and maintained a satisfactory GPA are considered to have demonstrated English proficiency and are exempt from the English proficiency requirement.

Applicants who have not received university or graduate level instruction in English must demonstrate proficiency by obtaining a score above 80 on the TOEFL or a score of 6.5 or higher on the IELTS.

If transcripts are in a language other than English, they must be translated before review. A request for such services can be made through the PSYCAS system.

## International Transcripts

International transcripts must be evaluated by World Education Services (WES) under the following conditions:

1. The institution awarded a degree that is being used as a prerequisite for the Psy.D. program
2. Credits for prerequisite coursework were obtained at the institution.

Applicants can request an evaluation through the PSYCAS system.

## **Student Enrollment Agreement**

The Student Enrollment Agreement must be completed and submitted to the college in order to show intent to enroll in the program. The Student Enrollment Agreement is a legally binding contract when it is signed by the incoming student and accepted by the institution.

By signing the Enrollment Agreement, the student is acknowledging that the catalog, disclosures, and information located on the website have been made available to the student to read and review.

## **Catalog, Performance Fact Sheet, and Website**

Before signing the Student Enrollment Agreement, the prospective student is strongly urged to visit the University and College website at [www.cnsu.edu](http://www.cnsu.edu), and to read and review the CNU General Catalog, Student Rights and Responsibilities, and School Performance Fact Sheet (SPFS). The Catalog contains important information and policies regarding this institution. The Student Rights and Responsibilities contains important information about what is expected of students and due process procedures for conduct violations. The SPFS contains important performance data for the institution.

By signing the Enrollment Agreement, the student is acknowledging that the catalog, disclosures, and information located on the website have been made available to the student to read and review.

## **Student's Right to Cancel, Withdraw, and Refund**

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

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

After the cancellation period described above, you have the right to withdraw from the University at any time. Withdrawal shall occur when you give written notice of withdrawal to the Registrar at the University's address shown at the top of the first page of the Enrollment Agreement. When withdrawing from the college/university, please complete the Official College Withdrawal form available from the Registrar's request form website: <https://www.cnsu.edu/registrar/>. Do not use this form to indicate your intent to cancel your enrollment agreement.

## Tuition & Fees

All tuition, fees, expenses and policies listed in this publication are effective as of June 2020 and are subject to change without notice by California Northstate University.

In the tables below, Psy1, Psy2, Psy3, Psy4, and Psy5 indicate the student's year in the program (e.g. Psy1 is a first-year student; Psy2 is a second-year student, etc.).

Tuition is charged on a full-time, semester basis. Generally, tuition and fees are charged to the student's account thirty (30) days prior to the start of each semester term. The above is based on the assumption that a student will attend each semester term on a full-time basis and meets all program requirements, which allows for a student to graduate after successfully completing four (4) years of coursework and one (1) year Internship for a total of five (5) years consisting of 152 credit hours.

**Payment deadlines, loan obligations, refund calculations due to cancellation and withdraw, and the Student Tuition Recovery Fund (STRF) disclosures are located in FINANCIAL SERVICES & DISCLOSURES (page 221).**

### 2020-2021 Doctor of Psychology (PsyD)

Tuition & Fees	Amount	Class
Enrollment Fee (nonrefundable)	\$200.00	Psy1
Tuition	\$34,000.00	Psy1, Psy2, Psy3
Tuition	\$14,000.00	Psy4, Psy5
Student Activity Fee	\$320.00	Psy1, Psy2, Psy3, Psy4, Psy5
STRF <sup>Student Tuition Recovery Fund (STRF)</sup> (nonrefundable) (new fee effective 2/8/21) <sup>7</sup>	\$66.50	Psy1
Orientation Fee	\$50.00	Psy1
Practicum Software Fee	\$100.00	Psy1, Psy2, Psy3, Psy4, Psy5
Technology Fee	\$50.00	Psy1, Psy2, Psy3, Psy4, Psy5
Graduation Fee <sup>2</sup>	\$350.00	Psy5
Psy1 Total Estimated Tuition & Fees per Year <sup>1</sup>	\$34,720.00	
Psy2 Total Estimated Tuition & Fees per Year <sup>1</sup>	\$34,470.00	
Psy3 Total Estimated Tuition & Fees per Year <sup>1</sup>	\$34,470.00	
Psy4 Total Estimated Tuition & Fees per Year <sup>1</sup>	\$14,470.00	
Psy5 Total Estimated Tuition & Fees per Year <sup>1</sup>	\$14,820.00	

**Total estimated cost for the 5-year Doctor of Psychology program is \$132,950.<sup>1</sup>**

Estimated Other Optional Educational Related Costs <sup>3</sup>	Amount	Class
Health Insurance Premium <sup>4</sup>	\$3,600.00	Psy1, Psy2, Psy3, Psy4, Psy5
Books and Supplies <sup>5</sup>	\$2,500.00	Psy1, Psy2, Psy3, Psy4, Psy5
Room and Board <sup>5</sup> (based on 12 months)	\$25,167.00	Psy1, Psy2, Psy3, Psy4, Psy5
Transportation <sup>5</sup> (based on 12 months)	\$4,830.00	Psy1, Psy2, Psy3, Psy4, Psy5
Psy1 Total Estimated Cost per Year <sup>6</sup>	\$70,817.00	
Psy2 Total Estimated Cost per Year <sup>6</sup>	\$70,567.00	
Psy3 Total Estimated Cost per Year <sup>6</sup>	\$70,567.00	
Psy4 Total Estimated Cost per Year <sup>6</sup>	\$50,567.00	
Psy5 Total Estimated Cost per Year <sup>6</sup>	\$50,917.00	

1 Tuition, fees and charges are determined for the entire length of the program at the time of signing an Enrollment Agreement with CNU so long as state, federal and oversight fees do not change in any substantive way.

2 Cover regalia, transcripts, etc.

3 Costs a student may incur as part of participation in the applicable year of the Doctor of Psychology program, including estimated typical costs of living, whether or not paid directly to CNU.

4 Optional, estimated, and may increase or decrease based on number of insured members.

5 Estimated amount based on 12 months

6 Includes Tuition & Fees and Other Estimated Related Costs.

7. The STRF fee charge was re-instated to \$0.50 per \$1,000 of institutional charges on February 8, 2021.



# General Policies

## Orientation and Registration

First year orientation is mandatory for all new students. The Office of Student Affairs and Admissions must be notified of any absence due to illness or emergency if a student is not able to attend the scheduled orientation. The student will be required to provide documentation for the absence and complete a make-up orientation within the first week of school in addition to attending scheduled classes and maintaining course requirements.

Registration for classes requires:

1. All admission contingencies be fulfilled.
  - a. Admission contingencies include proof of medical insurance coverage and any other institutional requirements. Students may enroll in the Student Health Insurance Plan to satisfy the insurance requirement.
2. Financial aid clearance from the Financial Aid Office.
3. Completion of all new student paperwork.

New students must submit the *Emergency Contact and Medical Information Form* to the Office of the Registrar by the end of Orientation. To make updates, a new form must be submitted to the Registrar. The Office of the Registrar requires submission of the Authorization to Release Student Records if a student desires to grant a personal third-party (such as a parent, spouse, etc.) access to his/her student record. Please refer to the *Directory Information and Access to Student Records* section of this catalog for more information.

New students should review their local, home, and billing contact information via the Student Portal and update as needed. It is the student's responsibility to maintain valid contact information throughout their enrollment at CNU. Instructions for accessing the Student Portal is sent by the CNU IT department to the student's CNU email address.

Registration is conducted by the Registrar prior to the start of each semester for new and continuing students. Students with business, financial, or other registration holds on their account will not be registered until the Registrar is notified that the hold has been cleared. Students who are in compliance with institutional requirements or who have a hold on their student account at the time of registration are required to satisfy the requirement and may also be required to submit the Course Add/Drop form by the end of the Add/Drop period to register or make schedule changes.

## Address Where Instruction Will Be Provided

Class sessions are conducted at 2920 Prospect Park Dr., Suite 210 Rancho Cordova, CA 95670. Experiential education and clinical rotations and service learning activities is conducted at assigned professional clinical locations and community sites as established by agreement among the student, Assistant Dean of Clinical Training, and practicum supervisor/training director.

## Thermal Camera Use for Temperature Checks

In response to the COVID-19 pandemic and in order to protect the health and safety of all persons on California Northstate University's ("CNU") campuses, CNU has implemented the use of thermal cameras at the entrances to both campuses. These cameras are used to determine if a person seeking entry to one of our buildings is displaying a fever. Unvaccinated individuals must use the thermal imaging cameras. If after two scans the cameras indicate the person has a fever, entry will be denied to that individual. No exceptions shall be made to this policy. Anyone failing to abide by this policy will be removed from campus. Absences due to failing the thermal camera scan is considered as excused and approved absence for students. Student must communicate with the faculty on record for that session for any required makeup. Failure to complete the required "makeup" will affect the course performance.

## Instruction/Course Delivery

The PsyD program at the College of Psychology is designed to be completed in 5 years. Students will be in residency at California Northstate University full-time for their first 4 academic years. During the fifth year, students will be attending a full-time, one-year internship. Students may elect to also do a two-year, part-time internship.

Year 1 students will take 5 courses each semester. This provides the foundation necessary to begin practicum work. Year 2 and Year 3 students will take 5 courses each semester and attend a practicum. Year 4 students take a "Preparation for Internship" workshop and "Dissertation Research" seminar the first semester and in the second semester they will only take the "Dissertation Research" seminar. Year 4 students will also be attending a practicum.

Year 5 students will be attending a full-time internship. Because internships can take place anywhere in the country, there are no in class course requirements for this year and students are not expected to attend University functions.

All courses are delivered in English and English language services are not provided.

# Academic Policies and Procedures

## Academic Calendar

The academic calendar consists of two semesters of didactic, in-class instruction lasting approximately 15 weeks each. Practicum and internship hours are completed throughout the calendar year. Students are required to complete at least 1500 hours of practicum training and a 2000 hour clinical internship.

## Credit Hour Policy

For each 15-week semester, 1 hour of credit is assigned per hour each week of classroom or direct faculty didactic instruction (that is, per hour of lecture or student in-class time) and a minimum of 2 hours of out-of-class student work (homework) (*LEC/SEM*). For practicum and internship time, 1 hour of credit is assigned approximately 3 hours each week of student time spent in this activity (*AL/EL*).

Code	Course Type	Code	Course Type
AL	Active Learning course	LEC	Lecture course
EL	Experiential Learning	SEM	Seminar

## Grading Policy

The College of Psychology uses the following rubric when determining which letter grades are awarded on assignments and in courses. Students can carry no more than two courses in need of remediation at any given time. Courses may only be repeated once. All remediation must be successfully completed before internship. This table applies to all academic and didactic courses in the PsyD program:

Percentage Score in Course	Letter Grade in Course	Grade Points
89.50-100%	A	4.0
79.50-89.49%	B	3.0
69.50-79.49%	Y/C	2.0
59.50-69.49%	D	1.0
0.00-59.49%	F	0.0

\* A score between 69.50 to 79.49 will be given the mark of C on individual assignments in the class..

**Y: Must Remediate**- This designation on the transcript is a preliminary, non-permanent notation indicating that the student has not reached the minimal level of achievement regarding discipline specific knowledge or profession-wide competencies. Students have two options for removing a Y from their transcript:

1. Retake the course

2. Complete a remediation assignment with a score of 80% or better.

All Y grades must be successfully remediated prior to internship. Remediation assignments are based on, and equivalent to, the material and assignments required in the class. The form of this assignment is left to the discretion of the professor (e.g. comprehensive exam, research paper, presentation). Remediation assignments may be repeated as many times as needed until internship. If a student successfully completes a remediation assignment with a grade of 80% or better, the Y becomes a B on the transcript with an asterisk indicating that the new grade is a change from initial performance. The new grade will be used to calculate GPA.

If a student elects to repeat the course in which the Y was received, then the new course grade of A or B is placed on transcript and used in calculating GPA. An asterisk is placed next to the new grade indicating that the current grade reflects a change from initial performance.

**D or F: Must Remediate**-These grades indicate that students did not obtain the discipline specific knowledge or profession wide competencies required to meet the minimal level of achievement and are required to repeat the course in its entirety. Repeating courses may extend the students expected graduation date and may have financial implications. Students considering repeating a course are encouraged to discuss their decision with the CNU Financial Aid Office.

If a student successfully retakes a course in which a D or F was received with a final course percentage of 79.50% or better, then the new course grade is placed on transcript and used in calculating GPA. An asterisk is placed next to the new grade indicating that the current grade reflects a change from initial performance.

**I**-An incomplete on the transcript is a preliminary, non-permanent notation indicating that work in the course was satisfactory but not completed by the time grades were due. The course with the incomplete grade must be completed successfully in the time frame as defined by the student's Academic Advisor.

**W**-With the written permission of the instructor, it is possible to withdraw from a course until the last day of class in each semester. There is no penalty for withdrawal, however, there is no refund for tuition for courses from which a student has withdrawn for any reason. The course will appear on the student's transcript with the grade of W which stands for Withdrawal. Unless on approved leave of absence, the student must retake the class within one academic year. Students may only receive one W for any given course.

### **Distance Education**

No more than 15 business days that will elapse between the institution's receipt of student lesson, projects, or dissertations and the institution's mailing of its response or evaluation.

### **Grade Appeal**

If a student is not satisfied with a grade received or an academic evaluation, they should first approach the professor with their concerns. It is the policy of the College of Psychology that disagreements should be handled at the lowest level possible.

A student may file an appeal if there is continued disagreement regarding their academic performance. The appeal must be submitted within 10 business days of the online grade posting or receipt of the evaluation. The appeal must be in writing and submitted to the Assistant Dean of Academics or their representative. The Assistant Dean will respond to the appeal in writing within 10 business days of receipt.

If the appeal is not resolved to the student's liking, it can be resubmitted within 2 business days of receipt of response from the Assistant Dean of Academics to the Dean of the College who will render a decision within 10 business days. The Dean's decision is final.

A record of the final decision concerning the appeal will be kept on file in the Office of Academic Affairs.

### **Academic Alert**

An Academic Alert is designed to allow instructors to refer a student for academic support at any point during the semester, based on assessment of the student's performance. If a student's cumulative score in a course drops below 80%, they will be placed on Academic Alert. The professor for the course will notify the student via email. All Academic Alert emails should also be cc'ed to the student's Academic Advisor and the Assistant Dean of Academic Affairs (or representative). Students receiving an academic alert are encouraged to meet with their professor to devise a plan for academic support. Alert notifications are kept on file.

### **Academic Probation**

Academic Probation begins when a student has an aggregate (final) score below 80% in a course. They are considered to have not met the minimum learning objectives regarding discipline specific knowledge or profession-wide competencies. Students may only have two such courses on their transcript at any given time. If a student has more than two classes requiring remediation at any given time on their transcript, they will be recommended for dismissal from the program.

Students resolve Academic Probation via the remediation process described in the section on Remediation above.

Academic probation formally begins when written notification is given to the student by their Academic

Advisor through the Probation Plan form. The Academic Advisor has 1 week after semester grades are finalized to produce a Probation Plan for the student. A copy of the form is also submitted to the Office of Academics. Once students have fulfilled the conditions of the Probation Plan, they will be removed from probation.

A student may be terminated from the program if they fail to meet the conditions detailed in the Probation Plan, if they are acting in a manner that violates the ethical and professional standards of the APA as determined by faculty vote, if they fail to return from a leave of absence by the date specified, or if their academic or professional actions have created a situation for which a warning or probation is inappropriate or impossible.

For procedures related to dismissal from the PsyD program, please refer to the College of Psychology Student Rights and Responsibilities and Code of Conduct document.

Unless given written approval by the Dean, a student must complete the program within seven (7) years (84 calendar months) from the time they initially registered and attended their first course in the PsyD program.

### **Academic Progression**

To remain in good standing in the College of Psychology a student must maintain a 3.0 grade point average. In addition, at various points during the program they must:

1. Pass their first year readiness for practicum screening;
2. Receive satisfactory evaluations from their practicum sites and Academic Advisor;
3. Reach minimum level of achievement in all areas assessed for discipline specific knowledge and profession-wide competencies;
4. Pass the Integrative Case Presentation and Oral Examination;
5. Finish their internship;
6. Complete their dissertation paperwork and submittals within the appropriate timeframes; and
7. Act in a manner that is consistent with the professional standards established by the American Psychological Association.

### **Practicum Readiness**

Readiness for practicum is based on academic performance and feedback from the practicum preparation instructor. Students are evaluated by the Practicum Preparation instructor and the Practicum Readiness form is completed and forwarded to the Academic Advisor for an additional review and signature.

This recommendation is then submitted to the Office of Clinical Training for final approval. The Assistant Dean of Clinical Training makes the final determination of readiness for a student to participate in a practicum, barring appeal to the Dean of the College.

The Practicum Readiness Form is completed in the fall semester of a student's first year in the program. If the student is approved, but then earns a Y in Practicum Preparation for the spring semester, the grade must be remediated prior to the beginning of practicum. A grade of D or F in the spring semester for Practicum Preparation will result in the student not being able to start practicum and the case will be reviewed for possible student dismissal.

If the student is deemed unprepared for practicum placement by their Practicum Placement instructor or Academic Advisor, and this decision is upheld by the Assistant Dean of Clinical Training and/or the Dean of the College, the student's case will be reviewed for dismissal following the procedures described in the Code of Conduct.

## Length of Program

Unless given written approval by the Dean, a student must complete the program within seven (7) years (84 calendar months) from the time they initially registered and attended their first course in the PsyD program.

## Degree Requirements

To receive the PsyD degree students must:

1. Conduct themselves in an ethical, moral, professional, and lawful manner as outlined in the Student Rights and Responsibilities and Code of Conduct document
2. Complete all required didactic coursework with a score of 80% or better (Grade of B or higher)
3. Meet all Minimum Level of Achievement requirements
4. Obtain 152 credits through the College of Psychology curriculum
5. Pass the Integrative Case Presentation and Oral Examination
6. Gain written approval from Academic Advisor
7. Be free of any probationary status
8. Complete a dissertation and have it accepted by the College
9. Complete of all practicum requirements
10. Complete of all internship requirements
11. Fulfill all tuition and financial requirements of California Northstate University
12. Complete all necessary graduation paperwork for California Northstate University and the College of Psychology
13. All degree requirements must be completed within 7 years or 84 calendar months from the time the student was initially registered and attended their first course in the PsyD program.

## Transcripts

Upon graduation, transcripts shall reflect:

1. The courses taken, which semester, and grades achieved
2. Degrees conferred
3. Completion of dissertation including the title, date that the document was accepted by the College of Psychology, and the date that the dissertation was defended

## 4. Any honors awarded

The Psy.D. will be conferred by the President of the University once students will have satisfied all degree requirements listed above.

## Academic Advisors

Students are assigned an Academic Advisor upon entering the program. They will meet within the first semester of instruction to review the requirements of the program and the student's expectations and career goals. Throughout the program the student and Academic Advisor will meet each semester, though either the student or Advisor may choose to meet more frequently.

To support students in maintaining the necessary degree of academic excellence to remain in good standing, students meet with their designated Academic Advisor at least twice per semester. Although it is the student's responsibility to monitor and calculate their cumulative GPA throughout the course of their studies in the Psy.D. program, the Academic Advisor will inform students of their current cumulative GPA at each meeting.

The advisor completes an integrative assessment of the student's performance each year that becomes part of their academic record.

## Attendance Policy

The curriculum for the doctorate degree in psychology provides a broad, generalist education by imparting knowledge that is sequential, cumulative, graded in complexity, and provides a basis for further professional growth. This requires that students attend all classes and complete all practicum and internship requirements.

Regular class attendance is important and expected of all students. **Students are allowed two absences per semester for each course.** Additional absences may adversely impact course grades. Excessive absences may result in disciplinary action.

If a student knows they will need to miss a class, the student should contact the professor in advance. Students are permitted to make up missed work for excused absences (see the section on excused absences below). They may make up missed work for unexcused absences at the discretion of the course instructor.

A student cannot miss more than 30% of any given course for any reason. If a student misses more than 30%, the student will not be able to receive a passing grade and will be required to retake the course.

Students who know they will miss more than two class meetings but less than 30% of the course should request an Extended Absence (see the section on extended absences below).

Clinical Training: All doctoral students must complete 1500 hours of practicum experience as a requirement for graduation and are expected to follow the policies set forth by practicum agency as well as the college.

## Tardiness

Students are considered tardy if they arrive to class more than 15 minutes late. Tardiness counts as one hour of missed class and is added to the running tally of total missed class time for each course. Additional specific tardiness policies and consequences are at the discretion of the individual professor of each class. Students who are habitually tardy to class may also receive a conduct warning or conduct probation from the Assistant Dean of Student Affairs and Admissions.

## Excused Absences

A student may request an excused absence for the following circumstances (verification is always required if the absence is more than one day, or if the absence included any exams or in-class graded assignments)

- medical (self or immediate family)
- military duty
- immigration or naturalization
- emergency
- jury duty or legal/court mandated appearance
- bereavement (immediate family)
- professional conference (requires verification of academic standing)
- involvement in traffic accident documented by a law enforcement report.

A student seeking an excused absence should submit any required verification to their course instructor, who will determine if the absence is excused or unexcused according to the above policy.

Students who know they will miss more than one week of class should complete the *Extended Absence Request Form* (see the section below).

## Extended Absence

Extended absences are initiated by the student. If the student knows that they will need to miss class due to extenuating life circumstances, they have the option to file an Extended Absence Request Form with the Office of Student Affairs and Admissions. A copy of the form may be found on the College of Psychology website.

Students will be allowed to makeup missed work for excused absences (verification must be provided). Vacations do not qualify as excused absences and students will be allowed independent study and/or makeup assignments at the course instructor's discretion.

In the event that an extended absence is due to a medical condition, the student may not return to the program without appropriate medical clearance.

Students may request an independent study plan from course instructors if they know that they will be able to complete coursework during their planned absence.

Students who know they will be required to miss more than 30% of the course should take a leave of absence (see the section below).

## Leave of Absence

A leave of absence is approved for a specific period of time, no less than one semester, but not to exceed one academic year or to the time that it would be impossible for the student to graduate within 7 years from the student's program start date. While on a leave, the student cannot participate in any classes or related curriculum including, but not limited to practicums or internships. The student is eligible to return without reapplication if the absence is within the approved time frame.

During the leave of absence, the student is not considered enrolled in the University. For this reason, a student requesting a leave of absence is required to meet with the Financial Aid Manager and Business Office to determine the impact of their decision and any requirements needing fulfillment prior to the leave.

Students considering a formal leave of absence must submit a College of Psychology Leave of Absence Request Form with the Dean of Student Affairs and Admissions the semester before the leave is to be taken or as soon as it is known that a leave of absence is needed. The request must include the basis for the request and expected time of return. The form should be signed by the student's Academic Advisor and, if assigned, their dissertation Chair. If approved by all parties, the request will require a final signature from the Dean. A copy of the form may be found on the CNU website.

Additionally, to formally file the approved leave of the absence, an additional form must be filed with the University Registrar. The CNU Leave of Absence Request Form must be filed with the CNU Office of the Registrar. The student must submit the completed request form with the signatures of the Dean of Student Affairs, Financial Aid Manager, the Business Office, and the Registrar. A copy of the form may be found on the CNU website. Approved leave of absences will be noted on the student's transcript. The date of leave status is the date the Registrar receives the signed form.

Non-attendance does not constitute notification of intent to apply for leave of absence status.

## Return from Leave of Absence

Approximately 60 days from the planned return or other agreed deadline indicated on the initial approved Leave of Absence Request Form, the student is responsible for notifying the University Registrar of their intent to re-enroll. The student is required to return to the University/College at the beginning of the semester for which the return was planned.

Students are advised to maintain contact with the Office of Clinical Training during their leave of absence to coordinate clinical training experiences for their return.

A student who does not return to enrolled status at the end of an approved period of leave is no longer considered to be pursuing their doctorate degree and will undergo

administrative withdrawal from the program. Students who stop attending classes and/or practicum experiences without following the leave of absence procedures detailed above will undergo administrative withdrawal from the program.

## Withdrawal from the College/University

Students may voluntarily withdraw from the University/College at any time during the academic semester. The student will earn a "W" grade for a course(s) that is (are) not complete at the time the withdrawal is initiated. Informing the College of Psychology, your academic advisor, or instructor does NOT constitute official withdrawal from the program.

All withdrawals must be processed by the Office of the Registrar. Students must submit a completed *Official University/College Withdrawal Form* to the Office of the Registrar. A copy of the form may be found on the CNU website.

A student must meet with and receive signatures from the following departments before the form can be filed with the Office of the Registrar: Office of Academic Affairs, Office of Clinical Training, Office of Student Affairs and Admissions, Business Office, Financial Aid, and Office of the Registrar.

A student who officially withdraws from the University/College is entitled to apply for readmission.

Because of the sequential nature of the program, students wishing to reenter the graduate program will be considered on a case by case basis with determining factors including renewed commitment to the completion of the program, previous academic and clinical performance, and current openings in class enrollment.

## Administrative Withdrawal from the College/University

The Assistant Dean of Student Affairs and Admissions may request that a student be administratively withdrawn from the program if the student's conduct shows the intent to withdraw, including but not necessarily limited to the student's continuing and unexcused failure to attend all classes/clinical training experiences or return from a leave of absence. A student who is withdrawn is no longer considered an enrolled student. The effective date of withdrawal is the last day of attendance.

A student who is withdrawn is eligible to reapply for admission.

## Student Complaint / Conduct Resolution Policy

It is the policy of the College of Psychology that complaints and conduct violations should be handled at the lowest level possible. Complaint / Conduct resolution within the College of Psychology follows a three-tiered system. The following is a summary of policies included in section 4 of the "Student Rights and Responsibilities" for further clarification.

## Tier 1: Informal and Formal Resolution of Minor Complaints and Conduct Violations

Informal Student Complaints: may be directed to course instructors, academic advisors, or members of the College of Psychology administration. Examples of Informal and Formal Resolution of Minor Complaints and/or Conduct Violations include:

1. Minor infractions of academic or professional conduct may be handled informally by faculty or practicum personnel.
2. Minor infractions of academic or professional conduct may be handled formally by faculty or practicum personnel.

Within practicum settings, a supervisor or practicum agency coordinator may choose to involve the Office of Clinical Training to facilitate open communication intended to aid students in professional development.

## Tier 2: Formal Resolution Procedure

Student Complaints and Conduct Violations may be escalated to Tier 2 if the issue cannot be resolved at Tier 1.

The issue should be brought to the attention of the appropriate Assistant/Associate Dean:

1. Academic Complaints and Conduct Violations: Assistant /Associate Dean of Academic Affairs (or designee)
2. Practicum/Internship Complaints and Conduct Violations: Assistant/Associate Dean of Clinical Training (or designee)
3. All Other Complaints and Conduct Violations: Assistant/Associate Dean of Student Affairs and Admissions (or designee)

Assistant/Associate Deans (or designees) may investigate and resolve the matter by:

1. Referral back to all relevant parties for informal resolution
2. Referral back to course instructor or practicum setting for resolution using appropriate measures for minor complaints/concerns/violations (i.e. lowered exam score, altered schedule, increased supervision, additional training on a specific topic)
3. Assignment of corrective action (i.e. disciplinary probation, disciplinary suspension)
4. Refer to Professional and Academic Standards Committee (PASC)

## Tier 3: Appeal and Dispute Resolution

Appeal: Appeals of Tier 2 resolutions may only be pursued when:

1. Significant new information has surfaced that was not available when the issue was originally considered by an Assistant/Associate Dean or PASC
2. Due process procedures were not followed

Assistant/Associate Deans make the final decision whether or not to accept an appeal.

## Professional and Academic Standards Committee

PASC is made up of three faculty members who volunteer and are confirmed by a majority vote of the faculty. This is a standing committee with faculty members serving for two years. PASC recommendations are made by simple majority vote. In the event that an issue involves a question of student responsibility (i.e., there is a question of guilt) or possible dismissal from the College of Psychology, the issue will be referred to PASC by the appropriate Assistant/Associate Dean. This includes issues pertaining to conduct (e.g. violations of the code of conduct that may result in dismissal) and issues pertaining to academic performance that may involve dismissal. Any other matter concerning student conduct may also be referred to PASC by an Assistant/Associate Dean.

Referral to PASC will include the "Request for Formal Complaint/Conduct Resolution Form" completed by the party bringing forth the issue and any additional documentation. The referring Assistant/Associate Dean will notify the student within 5 working days of the referral to PASC. The student in question may attend the scheduled PASC meeting and may provide additional documentation to the referring dean to be included for consideration by PASC.

Notification to the student will include:

1. The nature of the alleged behavior or concern
2. The date, time, and place of the alleged behavior or concern
3. The process used to review the relevant information
4. The date, time, and place of the PASC meeting
5. The sanctions applicable if student is found to be responsible for the alleged behavior or concern
6. A notice that a decision will be made in the student's absence if the student chooses not to appear at the meeting and/or submit a statement.

PASC must meet within 21 days of receipt of the Assistant/Associate Dean's referral. A recommendation must be made by PASC and presented to the referring dean within 5 working days of the meeting.

The referring dean may either accept or reject the PASC recommendations. The student and the Dean of the College of Psychology must be notified of the referring dean's acceptance or rejection of the recommendation within 5 working days.

## Dispute Resolution

In the event that the referring dean rejects the recommendations forwarded by PASC, the issue will be decided upon by the Dean of the College of Psychology, whose decision must be made and reported to the student within 10 days of notification of the referring dean's rejection of the PASC recommendation. The Dean's decision is final.

## Resolution of Matters Involving Alleged Criminal Conduct

All matters involving alleged criminal conduct will be referred to University legal counsel and/or the Office of Human

Resources for assistance. The College of Psychology reserves the right to pursue resolution according to the procedures described in "Student Rights and Responsibilities" document in addition to (and potentially independent of) the outcome of civil and/or criminal proceedings.

## Record of Student Complaints and Conduct Proceedings

A record of student complaints and conduct resolutions is kept on file in Office of Student Affairs and Admissions and all aspects of the resolution process are kept confidential.

A record of student complaints is kept on file in the Dean of Student Affairs and Admissions' office and all aspects of the grievance process are kept confidential.

## Anonymous Reporting

Students and faculty may report grievances, complaints, and conduct violations anonymously in the Student and Faculty sections of the College of Psychology website.

## Curriculum Description

### Integrative Case Presentation and Oral Examination

The Integrative Case Presentation and Oral Examination, is an in-depth assessment of multiple aspects of the doctoral curriculum that must be successfully passed in order to receive the Master of Arts Degree in Psychology and advance to internship.

Students are required to present their work on a current or previous clinical case in a written case presentation that integrates at least two of the following basic content areas in clinical psychology:

- Affective Aspects of Behavior
- Biological Aspects of Behavior
- Cognitive Aspects of Behavior
- Developmental Aspects of Behavior
- Social Aspects of Behavior

The write-up should explore diagnosis, treatment planning, legal and ethical considerations, and cultural considerations – referencing contemporary empirical studies that guide interventions and support conclusions. During the oral examination, students are asked in-depth questions that require them to balance and synthesize the many elements necessary to accomplish competent clinical work.

### Dissertation and Defense

Dissertations are the culminating experience for a student pursuing a doctorate in psychology. It represents their opportunity to create an original scholarly work that contributes new information to the field's body of knowledge.

Students are expected to formulate their dissertation question throughout the course of the program and to begin work on the project once they have adequate knowledge of research design and implementation. Once students have a firm idea of the hypothesis they wish to test, they should begin seeking faculty members that will agree to be their Chair and Vice Chair. If the student wishes to select a Chair who is not a member of the College of Psychology faculty they must get permission from their Academic Advisor to ensure the potential committee member understands and meets the high expectations required for acceptance of a dissertation by the College of Psychology. Final approval must go through the Dean of Research or their representative.

The process of completing a dissertation can take a considerable amount of time and there are workshops to assist students provided during the 4<sup>th</sup> year.

For further details regarding the dissertation and defense process, please refer to the College of Psychology Dissertation Guide: A Handbook for Students from Proposal to Defense.

## Clinical Training

### Practicums

During the first year of graduate study students will take a year-long Practicum Preparation course designed to integrate the information they are receiving in their classes with the practical knowledge they need to be successful in their practicum training. This is also a forum where they can express their expectations and concerns with other students regarding their first year in graduate school.

In years 2-4 students will be engaged in off-site practicums. The Field Placement Office will have a list of potential practicum sites in the Greater Sacramento area and students will apply and interview in the spring prior to the beginning of a practicum placement. During these years in practicum, students will be enrolled in a Practicum Case Conference. This seminar series provides a space where participants can share their clinical experiences and receive feedback from their peers and the professor.

Students are expected to complete a minimum of 1500 hours of supervised clinical experience prior to internship. Time spent at sites and the complexity and degree of clinical interventions will increase each year. Students are encouraged to manage their time carefully to ensure that all practical and academic requirements are met. In return for their services, practicum sites will provide students supervised experience working with diverse individuals presenting various diagnoses and interpersonal issues. Practicums provide weekly individual supervision, didactic training, and evaluations of student performance based on direct observation of clinical interventions.

### Internship

During the first semester of their 4<sup>th</sup> year, students will be attending a workshop to help them prepare internship applications. Other class requirements are reduced to allow students the time necessary to complete the application process and travel to attend interviews. Students will participate in the AAPI match system. This process will be thoroughly explained in the 1<sup>st</sup> semester of year 4. Internships are full time commitments and take up the entirety of the 5<sup>th</sup> year in graduate school.

All students must apply to APA internships as part of the College of Psychology curriculum, however, some may not obtain a position through the match system. If this occurs, the student may apply the following year, keeping in mind that they must complete all graduation requirements in 7 years. They may also apply for a CAPIC internship or work with a private psychologist to earn their internship hours as a psychological assistant. Students may elect to participate in these other internship opportunities to complete their doctorate requirement.



## PsyD Course Descriptions

### Didactic Courses

#### Foundations of Behavior Series

**PSY 601 Foundations of Behavior: Biological (3 cr)**

This course focuses on the biological underpinnings of behavior including neural, physiological, anatomical, and genetic influences.

**PSY 602 Foundations of Behavior: Developmental (3 cr)**

This class focuses on the human lifespan, transitions through various stages of growth, and the intellectual and behavioral changes that occur across an individual's lifespan.

**PSY 606 Foundations of Behavior: Cognitive and Affective (3 cr)**

This course examines the ways in which humans learn, elements that affect memory, how thought processes are categorized, and a general overview of decision making. It will also cover response, mood, feeling states, and the interplay between behavior and emotion. Topics will include arousal, intensity, and interaction.

#### Assessment Series

**PSY 720 Assessment Series: Intellectual (3 cr)**

This class focuses on intellectual assessment of both children and adults. It also introduces students to assessment report writing, the various components necessary in client interviews, and how to review supplementary information.

**PSY 721 Assessment Series: Personality and Emotion (3 cr)**

This portion of the Assessment Series focuses on tests that gauge a patient's personality and emotional state. Measurements will include those that detect personality disorders and mood disturbances.

**PSY 722 Assessment Series: Neuropsychological (3 cr)**

This course is the culmination of the assessment series, using knowledge students have gained about both brain function and the capabilities of psychological assessment. Students will complete full neuro-psychological batteries and review cases of severe impairment, injury, stroke, and dementia.

#### Psychopathology Series

**PSY 603 Psychopathology: Adult (3 cr)**

This series goes through the DSM-5 reviewing mental conditions found in adult patients. Attention will also

be given to the construction of the DSM and a comparison to the ICD 10.

**PSY 604 Psychopathology: Child/Adolescent (3 cr)**

This course will review DSM-5 diagnoses that are most commonly found among children or adolescents. Special attention will be given to the autistic spectrum and learning disabilities.

#### Best Practices Series

**PSY 710 Best Practices Series: Child and Family (3 cr)**

This course will examine common psychological conditions and their scientifically proven treatments for children and their families in a variety of settings.

**PSY 711 Best Practices Series: Adults (3 cr)**

This course will examine common psychological conditions and their scientifically proven treatments for adult patients in a variety of settings.

**PSY 712 Best Practices Series: Groups (3 cr)**

This course focuses on interventions for groups, with special attention given to substance disorders and the ethical and professional issues that differentiate work with groups and individuals. The course will also examine the structure, process, and culture of organizations by examining the relationship between employees and the companies they serve. Motivation, change management, and the process of business consultation will be major topics of the course.

**PSY 803 Best Practices: Crisis and Trauma (3 cr)**

Students in this course will learn effective means to evaluate and treat patients in crisis or whom have experienced recent traumatic events. Subjects covered will include an extensive review of the legal avenues for treatment and the ethical responsibilities of clinicians.

**PSY 915 Best Practices: Alcohol and Chemical Dependency (1 cr)**

This course is devoted to the topic of alcoholism and chemical dependency. It focuses on the definition of alcoholism and other chemical dependency, the evaluation of the user, current theories of, and research on, the etiology of substance abuse, physiological and medical aspects and effects of alcoholism and other chemical dependency, psychopharmacology and the interaction of various classes of drugs, diagnosing and differentiating alcoholism and substance abuse in patients referred for other clinical symptoms, and populations at risk with regard to substance abuse.

## Research and Statistics

### **PSY 613 Research Methods (3 cr)**

This class prepares students to critically read research, understand research design, and to begin work on their own research and dissertation. They will learn the strengths and limitations, means of interpretation, and the technical aspects of rigorous case study. Students will learn the difference between correlational, descriptive, and experimental research designs and will be introduced to qualitative methods including meta-analysis and quasi-experimentation.

### **PSY 614 Statistics (3 cr)**

In this course, students will learn to engage in mathematical modeling, analysis of psychological data, description, inference, univariate and multivariate analysis, null-hypothesis testing, power, and estimation.

## Equity, Diversity, and Inclusion Series

### **PSY 801 Human Diversity and Cultural Awareness (3 cr)**

This course will review the social and cultural context of both patient care groups and the clinicians themselves. Students are expected to promote a healthy and safe environment in the class while challenging their own preconceptions and attitudes. They will also be taught the latest research regarding cultural attitudes and norms and the way human diversity effects psychological treatment.

### **PSY 607 Foundations of Behavior: Social and Cultural (3 cr)**

The study of social and cultural behavior includes group process, attributions, discrimination, societal attitudes, and the interface between the subjects of sociology and psychology.

### **PSY 815 Advocacy and Social Justice (3 cr)**

This course teaches how to competently incorporate advocacy and social justice advocacy into students' professional identity and behavior as a psychologist. It is designed as the capstone academic experience in the social justice commitment that the College of Psychology has made to its students and to the community.

## Individual Semester Courses

### **PSY 605 History and Systems (3 cr)**

This course includes the origins and development of major areas in the discipline of psychology. The class will move through historical changes in the profession while examining the social and cultural factors that contributed to the advent of particular theories. The course will also examine the changes that have occurred in the discipline, its expanding role in healthcare, and its current state as a profession.

### **PSY 608 Standards and Ethics (3 cr)**

This course reviews the current American Psychological Association's Ethics and Professional Code through the lens of real world cases. Students will be challenged in their thinking as they move from recipients of healthcare to practitioners.

### **PSY 703 Psychometrics (3 cr)**

This course builds on the basics learned in Research Methods and Statistics, preparing students for a deeper understanding of topics that will be necessary as they move through the assessment series and start work on their dissertation. This course reviews theory and techniques of psychological measurement, scale and inventory construction, reliability, validity, evaluation of measurement quality, classical and contemporary measurement theory, and standardization. This is also the first class that introduces students to the formal requirements of the dissertation process.

### **PSY 804 Consulting and Supervision (3 cr)**

All psychologists will be consulting throughout their career, whether it is with other psychologists and healthcare providers or with members of the public and professional organizations. This course addresses effective means of supervision and spotlights ethical issues that present themselves in the supervisor/supervisee relationship.

### **PSY 806 Forensics (3 cr.)**

This course will examine the interface between psychology and the law. Discussion topics will include competency, violence risk, commitments, malingering, and testimony. There will also be a review of common assessment tools and report writing for the courts.

### **PSY 808 Psychopharmacology (3 cr)**

Patients are often prescribed medication in conjunction with behavioral interventions. It is imperative that students learn about the medications that can be used to treat disorders, the resultant physiology, and their overall effectiveness.

### **PSY 811 Leadership in Health Professions (3 cr)**

This course uses experiential learning, real world cases, class discussion, and the latest research to help students develop their own voices as future leaders in the healthcare industry. Students will also gain a deeper appreciation of the talents, skills, and abilities different professions bring to case formulation and the treatment of patients.

### **PSY 812 Organizational Behavior (3 cr)**

This class focuses on the I/O branch of psychology and looks at organizational systems and therapies used in a variety of intervention scenarios. It builds upon the knowledge gained in the Best Practices: Groups course and the Leadership in Health Professions course.

**PSY 860 Preparation for Internship (2 cr)**

This course takes place in Year 4 of the program and assists students in the construction and development of their internship application. Materials will be reviewed and constructive criticism given to improve students' chances of obtaining the internship of their choice. Students will also assist each other through mock interviews, needed motivation, and assistance in finding the best fit for each applicant.

## Year-Long Courses

**PSY 650/PSY 651 Practicum Preparation 1&2 (3 cr. each)**

These two courses are designed to prepare students for starting work in the community as new practitioners. Students work toward understanding theoretical orientations, their role as a student volunteer, what their rights and responsibilities will entail as a practicum student, procedural elements such as charting and organizing their appointments, and how they can best use practicums as a means of applying the knowledge they have learned in class. These courses are also an open forum where students can express concerns, support, and questions regarding their first year in graduate school. As part of this course, students will engage in interaction with standardized patients (actors) under the guidance and observation of faculty.

**PSY 861/PSY 862 Dissertation Research Seminar 1&2 (2 cr. each)**

This series takes place in the 4th year and is designed to assist students with the completion of their dissertation. Students will find a supportive environment where they can work through challenges, seek feedback, and progress in a systematic fashion towards completion the capstone to their doctorate experiences

## Practicum Experiences

**PRC 713 Practicum Case Conference 1 (2 cr)**

First semester. This seminar series takes place while the student is in practicum and provides a space where participants can share their clinical experiences and receive feedback from their peers and the professor.

**PRC 714 Practicum Case Conference 2 (2 cr)**

Second semester. This seminar series takes place while the student is in practicum and provides a space where participants can share their clinical experiences and receive feedback from their peers and the professor.

**PRC 813 Practicum Case Conference 3 (2 cr)**

Third semester. This seminar series takes place while the student is in practicum and provides a space where participants can share their clinical experiences

and receive feedback from their peers and the professor.

**PRC 814 Practicum Case Conference 4 (2 cr)**

Fourth semester. This seminar series takes place while the student is in practicum and provides a space where participants can share their clinical experiences and receive feedback from their peers and the professor.

**PRC 913 Practicum Case Conference 5 (2 cr)**

Fifth semester. This seminar series takes place while the student is in practicum and provides a space where participants can share their clinical experiences and receive feedback from their peers and the professor.

**PRC 914 Practicum Case Conference 6 (2 cr)**

Sixth semester. This seminar series takes place while the student is in practicum and provides a space where participants can share their clinical experiences and receive feedback from their peers and the professor.

**PRC 750 Practicum 1 (4 cr)**

Completed during the fall semester of Year 2. 1 hour of credit is assigned approximately 3 hours each week of student time spent in this activity. Each practicum lasts between 9-12 months. Practicums vary in setting, patient population, and difficulty as the student progresses through the program. Students may apply to potential practicum sites based on their developmental level and practicum sites will select potential practicum students. The Field Placement Office has final approval on practicum selection. (Grading P/NP only)

**PRC 751 Practicum 1 (4 cr)**

Completed during the spring semester of Year 2. 1 hour of credit is assigned approximately 3 hours each week of student time spent in this activity. Practicums vary in setting, patient population, and difficulty as the student progresses through the program. (Grading P/NP only)

**PRC 850 Practicum 2 (5 cr)**

Completed during the fall semester of Year 3. 1 hour of credit is assigned approximately 3 hours each week of student time spent in this activity. Each practicum lasts between 9-12 months. Practicums vary in setting, patient population, and difficulty as the student progresses through the program. Students may apply to potential practicum sites based on their developmental level and practicum sites will select potential practicum students. The Field Placement Office has final approval on practicum selection. (Grading P/NP only)

**PRC 851 Practicum 2 (5 cr)**

Completed during the spring semester of Year 3. 1 hour of credit is assigned approximately 3 hours each week of student time spent in this activity. Practicums vary in setting, patient population, and difficulty as the student progresses through the program. (Grading P/NP only)

**PRC 950 Practicum 3 (6 cr)**

Completed during the fall semester of Year 3. 1 hour of credit is assigned approximately 3 hours each week of student time spent in this activity. Each practicum lasts between 9-12 months. Practicums vary in setting, patient population, and difficulty as the student progresses through the program. Students may apply to potential practicum sites based on their developmental level and practicum sites will select potential practicum students. The Field Placement Office has final approval on practicum selection. (Grading P/NP only)

**PRC 951 Practicum 3 (6 cr)**

Completed during the spring semester of Year 3. 1 hour of credit is assigned approximately 3 hours each week of student time spent in this activity. Practicums vary in setting, patient population, and difficulty as the student progresses through the program. (Grading P/NP only)

**PRC 799 Summer Session (0-1 cr)**

Completed during the fall semester of years 2-4. 1 hour of credit is assigned approximately 3 hours each week of student time spent in this activity. Practicums vary in setting, patient population, and difficulty as the student progresses through the program. The summer session is the continuation of a 12-month practicum. Those practicums that are only 9 months will not have a summer session. (Grading P/NP only)

## **Internship Experience**

**PSY 960 Internship (40 hours per week for 12 months)**

Students participate in an APA internship or a CAPIC internship. Alternatively, students can work with a private psychologist to earn their internship hours as a psychological assistant. Part-time is available and requires 24 months to complete. (Grading P/NP only).

# PsyD Curriculum

## 2020-2021 Class Schedule

**First Year Students:** Classes are Tuesday and Thursday, 9-5:30

Fall		
	Tuesday	Thursday
9:00-12:00	PSY 650 Practicum Preparation 1 Haggins, K	PSY 603 Psychopathology: Adult Roberto, L
1:00-2:30	PSY 801 Human Diversity and Cultural Awareness Haggins, K & Jull-Patterson, D	PSY 801 Human Diversity and Cultural Awareness Haggins, K & Jull-Patterson, D
2:30-5:30	PSY 613 Research Methods Lillis, J	PSY 601 Foundations of Behavior: Biological Schneider, A
Spring		
	Tuesday	Thursday
9:00-12:00	PSY 651 Practicum Preparation 2 Haggins, K	PSY 608 Standards and Ethics Jull-Patterson, D
1:00-2:30	PSY 602 Foundations of Behavior: Developmental Mimms, T	PSY 602 Foundations of Behavior: Developmental Mimms, T
2:30-5:30	PSY 614 Statistics Lillis, J	PSY 604 Psychopathology: Child and Adolescent Schneider, A

**Second year Students:** Classes are Monday and Wednesday, 9-5:30

**Fall**

	Monday	Wednesday
9:00-12:00	PSY 711 Best Practices: Adults Chew, B	10:00-12:00 PSY 713 Practicum Case Conference 1 Mimms, T
1:00-2:30	PSY 607 Foundations of Behavior: Social and Cultural Jull-Patterson, D	PSY 607 Foundations of Behavior: Social and Cultural Jull-Patterson, D
2:30-5:30	PSY 720 Assessment Series: Intellectual Wetterer, C	PSY 721 Assessment Series: Personality and Emotion Hutchinson, S

**Spring**

	Monday	Wednesday
9:00-12:00	PSY 703 Psychometrics Wetterer, C	10:00-12:00 PSY 713 Practicum Case Conference 2 Mimms, T
1:00-2:30	PSY 712 Best Practices: Groups Weinberg, H	PSY 712 Best Practices: Groups Weinberg, H
2:30-5:30	PSY 606 Foundations of Behavior: Cognitive / Affective Chew, B	PSY 710 Best Practices: Child and Family Scott, H

**Third year Students:** Classes are Tuesday and Thursday, 9-5:30

**Fall**

	Tuesday	Thursday
9:00-12:00	10:00-12:00 PSY 813 Practicum Case Conference 3 Jull-Patterson, D	PSY 811 Leadership in Health Professions Bienati, L
1:00-2:30	PSY 801 Human Diversity and Cultural Awareness Haggins, K & Jull-Patterson, D	PSY 801 Human Diversity and Cultural Awareness Haggins, K & Jull-Patterson, D
2:30-5:30	PSY 808 Psychopharmacology Smith, S	PSY 803 Crisis and Trauma Scott, H

**Spring**

	Tuesday	Thursday
9:00-12:00	10:00-12:00 PSY 814 Practicum Case Conference 4 Jull-Patterson, D	PSY 804 Consultation and Supervision Haggins, K
1:00-2:30	PSY 812 Organizational Behavior Bienati, L	PSY 812 Organizational Behavior Bienati, L
2:30-5:30	PSY 806 Forensics Wetterer, C	PSY 722 Assessment Series: Neuropsychology Hutchinson, S

## Curriculum and Courses by Semester (2020-2021)

Semester	Course #	Course Title	Credits
Year 1: Fall			
1	PSY 601	Foundations of Behavior: Biological	3
1	PSY 603	Psychopathology: Adult	3
1	PSY 801	Human Diversity and Cultural Awareness	3
1	PSY 613	Research Methods	3
1	PSY 650	Practicum Preparation 1	3
Total			15
Year 1: Spring			
2	PSY 602	Foundations of Behavior: Developmental	3
2	PSY 604	Psychopathology: Child/Adolescent	3
2	PSY 608	Standards and Ethics	3
2	PSY 614	Statistics	3
2	PSY 651	Practicum Preparation 2	3
Total			15
Year 2: Fall			
3	PSY 607	Foundations of Behavior: Social and Cultural	3
3	PSY 721	Assessment Series: Personality and Emotion	3
3	PSY 711	Best Practices: Adults	3
3	PSY 720	Assessment Series: Intellectual	3
3	PSY 713	Practicum Case Conference 1	2
3	PRC 750	Practicum 1	4
Total			18



Semester	Course #	Course Title	Credits
Year 2: Spring			
4	PSY 606	Foundations of Behavior: Cognitive and Affective	3
4	PSY 710	Best Practices: Child and Family	3
4	PSY 712	Best Practices: Groups	3
4	PSY 703	Psychometrics	3
4	PSY 714	Practicum Case Conference 2	2
4	PRC 751	Practicum 1	4
Total			18

Year 2: Summer			
	PRC 799	Practicum 1 – Summer hours vary by practicum. Not all placements require a summer commitment.	0-1

Year 3: Fall			
5	PSY 801	Human Diversity and Cultural Awareness	3
5	PSY 803	Crisis and Trauma	3
5	PSY 811	Leadership in Health Professions	3
5	PSY 808	Psychopharmacology	3
5	PSY 813	Practicum Case Conference 3	2
5	PRC 850	Practicum 2	5
Total			19

Year 3: Spring			
6	PSY 804	Consultation and Supervision	3
6	PSY 806	Forensics	3
6	PSY 722	Assessment Series: Neuropsychology	3
6	PSY 812	Organizational Behavior	3
6	PSY 814	Practicum Case Conference 4	2
6	PRC 851	Practicum 2	5
Total			19

Semester	Course #	Course Title	Credits
Year 3: Summer			
	PRC 799	Practicum 2 – Summer hours vary by practicum. Not all placements require a summer commitment.	0-1

## Full Curriculum (All 5 Years)

1 <sup>st</sup> Year	Course #	Course Title	Credits	Semester
	PSY 601	Foundations of Behavior: Biological	3	Fall
	PSY 602	Foundations of Behavior: Developmental	3	Spring
	PSY 603	Psychopathology: Adult	3	Fall
	PSY 604	Psychopathology: Child/Adolescent	3	Spring
	PSY 801	Human Diversity and Cultural Awareness	3	Fall
	PSY 608	Standards and Ethics	3	Spring
	PSY 613	Research Methods	3	Fall
	PSY 614	Statistics	3	Spring
	PSY 650	Practicum Preparation 1	3	Fall
	PSY 651	Practicum Preparation 2	3	Spring
<b>Total</b>			<b>30</b>	
2 <sup>nd</sup> Year				
	PSY 606	Foundations of Behavior: Cognitive/Affective	3	Spring
	PSY 607	Foundations of Behavior: Social and Cultural	3	Fall
	PSY 703	Psychometrics	3	Spring
	PSY 710	Best Practices: Child and Family	3	Spring
	PSY 711	Best Practices: Adults	3	Fall
	PSY 712	Best Practices: Groups	3	Spring
	PSY 720	Assessment Series: Intellectual	3	Fall
	PSY 721	Assessment Series: Personality and Emotion	3	Fall
	PSY 713	Practicum Case Conference 1	2	Fall
	PSY 714	Practicum Case Conference 2	2	Spring
<b>Total</b>			<b>28</b>	
3 <sup>rd</sup> Year				
	PSY 605	History and Systems of Psychology	3	Spring
	PSY 803	Crisis and Trauma Intervention	3	Fall
	PSY 804	Consultation and Supervision	3	Spring
	PSY 808	Psychopharmacology	3	Fall
	PSY 811	Leadership in Health Professions	3	Fall
	PSY 812	Organizational Behavior	3	Spring
	PSY 815	Advocacy and Social Justice	3	Fall

	PSY 722	Assessment Series: Neuropsychology	3	Spring
	PSY 813	Practicum Case Conference 3	2	Fall
	PSY 814	Practicum Case Conference 4	2	Spring
	<b>Total</b>		<b>28</b>	
<b>4<sup>th</sup> Year</b>				
	PSY 860	Preparation for Internship	2	Fall
	PSY 861	Dissertation Research Seminar 1	2	Fall
	PSY 862	Dissertation Research Seminar 2	2	Spring
	PSY 915	Alcohol and Chemical Dependency	1	Spring
	PSY 913	Practicum Case Conference 5	2	Fall
	PSY 914	Practicum Case Conference 6	2	Spring
	<b>Total</b>		<b>11</b>	
<b>2<sup>nd</sup> – 4<sup>th</sup> Year PRACTICUM REQUIREMENT (duration of practicums range up to 12 months)</b>				
2 <sup>nd</sup> year	PRC 799	Summer Session	0-1	Summer
	PRC 750	Practicum 1	4	Fall
	PRC 751	Practicum 1	4	Spring
3 <sup>rd</sup> year	PRC 799	Summer Session	0-1	Summer
	PRC 850	Practicum 2	5	Fall
	PRC 851	Practicum 2	5	Spring
4 <sup>th</sup> year	PRC 799	Summer Session	0-1	Summer
	PRC 950	Practicum 3	6	Fall
	PRC 951	Practicum 3	6	Spring
	PRC 799	Summer Session	0-1	Summer
	<b>Total</b>		<b>30</b>	
<b>5<sup>th</sup> Year INTERNSHIP</b>				
<b>2000 Total Hours Required</b>				
	PSY 960	Internship (fall, spring, summer)	<i>Full-time</i>	<i>Half-time</i>
		40 hours a week for full-time for 50 weeks (1 year)	14	7
		20 hours per week for half-time for 50 weeks (2 years)	14	7
			12	6
	<b>Total</b>		<b>40</b>	<b>20</b>
<b>Total Program Credit Hours:</b>			<b>167</b>	

# PsyD Academic Calendar

## Academic Calendar (2020-2021)

Summer Semester: 05/26/2020 – 08/21/2020		
	Start Date	End Date
Practicums (2 <sup>nd</sup> -4 <sup>th</sup> year)	05/26/2020	8/21/2020

  

Fall Semester: 09/01/2020 – 12/17/2020		
	Start Date	End Date
Orientation - Welcome Ceremony	08/27/2020	08/28/2020
Start of Instructional Courses	09/01/2020	
Holiday – Labor Day	09/07/2020	
Holiday – Thanksgiving	11/26/2020	11/27/2020
Final Exams	12/14/2020	12/17/2020
Holiday – Winter Break	12/18/2020	01/22/2021
Grades Due	01/15/2021	

  

Winter Semester: 12/18/2020 – 01/22/2021		
	Start Date	End Date
Practicums (2 <sup>nd</sup> -4 <sup>th</sup> )	12/18/2020	01/22/2021
Holiday – New Year’s Day	01/01/2021	

  

Spring Semester: 01/25/2021 – 05/21/2021		
	Start Date	End Date
Start of Instructional Courses	01/25/2021	
Holiday – President’s Day	02/15/2021	
Holiday – Spring Break	03/15/2021	03/19/2021
Final Exams	05/17/2021	05/21/2021
Grades Due	05/28/2021	

# MASTER OF SCIENCE in PHARMACEUTICAL SCIENCES

## Mission and Vision

**Mission:** To advance the science of pharmaceutical research by developing future scientists trained to promote health through knowledge, research, and social responsibility

**Vision:** Preeminence in pharmaceutical sciences research, drug development skills, and integrated education abilities

## Accreditation

### Senior Colleges and Universities of the Western Association of Schools and Colleges (WASC).

California Northstate University is accredited by the Accrediting Commission for Senior Colleges and Universities of the Western Association of Schools and Colleges (WASC), 985 Atlantic Avenue, #100, Alameda, CA 94501, 510.748.9001

## Program Overview

The two-year Master of Pharmaceutical Sciences (MPS) program offered by CNU is designed to provide fundamental knowledge and skills in the pharmaceutical sciences field to enable students to pursue careers in academia, the pharmaceutical industry, regulatory affairs, and government positions upon graduation.

This program also provides advanced training in theory and laboratory-based settings to students opting for higher education in the health-related professions (MD/PharmD, MD/Ph.D., and PharmD/Ph.D.) and graduate schools (Ph.D.). In addition, this program provides a sufficient foundation in basic pharmacology, molecular biology and biochemistry to allow the students the flexibility to pursue careers in pharmaceutical and biotechnology industries, as well as regulatory affairs.

## Program Objectives

- Expand the students' foundation of Basic Pharmaceutical Sciences with emphasis in drug design, drug development or drug delivery.
- Expand the students' pharmaceutical research skills.
- Develop the students' ability to identify problems, formulate hypotheses, plan and execute experiments, analyze data and present results.

## MPS at CNU: Strengths & Unique Features

- Two track options: 1) a thesis-based track, and 2) a capstone track
- Foundational core courses are complemented by a broad spectrum of well-designed electives.
- Multiple teaching pedagogical formats maximize learning and subject retention.
- Small class sizes suitable for individualized education and research skills.
- Close proximity and ties to the Colleges of Pharmacy and Medicine, with course paths to prepare students seeking entry into pharmacy or medical school.
- Established collaborations with regional clinical centers, and pharmaceutical industries, providing an array of cooperative educational opportunities.
- Located in Elk Grove, California, the second largest city in the Greater Sacramento Metropolitan Area. Northern California is the hub for many biopharmaceutical companies.

## Curriculum

MPS students have two course of study track options: 1) a thesis-based track; and 2) a capstone track.

### Thesis/Course Track

#### Core Courses (29 credits)

- MPS 501 Introduction to Pharmaceutical Sciences I (3 cr) MPS 511 Introduction to Pharmaceutical Sciences II (3 cr)
- MPS 502 Techniques in Pharmaceutical Sciences: Theory and Practice (2 cr)
- MPS 512 Principal of FDA Regulatory Affairs and Drug Discovery (3 cr)
- MPS 513 Biostatistics & Research Methods (3 cr)
- MPS 514 Clinical Biochemistry (3 cr)
- MPS 515 medical immunology (3 cr)
- MPS 518 Advances in drug delivery (3 cr)
- MPS 506 Research and Thesis-I (3 cr)
- MPS 516 Research and Thesis-II (3 cr)

#### Elective Courses (2 credits)

A minimum of 2 credits are required.

### Capstone/Course Track

#### Core Courses (25 credits)

- MPS 501 Introduction to Pharmaceutical Sciences I (3 cr) MPS 511 Introduction to Pharmaceutical Sciences II (3 cr)
- MPS 502 Techniques in Pharmaceutical Sciences: Theory and Practice (2 cr)

- MPS 512 Principal of FDA Regulatory Affairs and Drug Discovery (3 cr)
- MPS 513 Biostatistics & Research Methods (3 cr)
- MPS 514 Clinical Biochemistry (3 cr)
- MPS 515 medical immunology (3 cr)
- MPS 518 Advances in drug delivery (3 cr)
- MPS 507 Capstone Paper-I (3 cr)
- MPS 516 Capstone Paper-II (3 cr)

#### **Elective Courses (2 credits)**

A minimum of 2 credits are required.

#### **Elective Course Options (Subject to Change)**

- MPS 601 Advanced Topics in Drug Design (2 cr)
- MPS 602 Advanced Topics in Phytochemistry (2 cr)
- MPS 603 Advanced Topics in Immunology (2 cr)
- MPS 604 Journal Seminar (2 cr)
- 

#### **MPS to MD (2+4)-Combined Programs**

The 2+4 MPS+MD (Master of Pharmaceutical Sciences + Doctor of Medicine) combined program at California Northstate University is designed to offer a unique opportunity (pathway) for students to enter into medical school. This combined program will significantly increase the chances to enter into medical school, receiving competitive clinical residencies and pursue career opportunities in advanced medicine. For this MPS-MD combined program, the students must maintain a cumulative GPA of 3.5 in the MPS program and required MCAT score to be matriculated into the MD program.

#### **PharmD/MPS Combined Program**

California Northstate University College of Pharmacy students in their P1 or P2 year with a minimum cumulative GPA of a 3.0 are eligible to apply for the PharmD/Masters of Pharmaceutical Sciences (MPS) combined degree program, which runs concurrently with the pharmacy program. While the MPS degree alone takes a minimum of 21-months to complete, current pharmacy students may opt to complete the PharmD/MPS combined degree program requirements within the four-year time frame of the PharmD program. This combined program will increase your chances of receiving clinical residencies. Also, students completing the PharmD/MPS combined degree may be better-situated to pursue career opportunities within the pharmaceutical industry field, regulatory affairs, academia, and other clinical research areas.

#### **Program Learning Outcomes (PLOs)**

##### **PLO 1: Foundational Knowledge in Pharmaceutical Sciences. Demonstrates the knowledge, skills, attitudes, and ethics that are required as scientists or scientific advocates**

1.1. Demonstrate essential knowledge of pharmaceutical sciences needed to advance these sciences

1.2. Evaluate scientific literature and scientific products

##### **PLO 2: Exposure to research instrumentation and laboratory techniques of pharmaceutical sciences**

2.1. Demonstrate technical proficiency with basic laboratory techniques for pharmaceutical sciences

2.2. Utilize innovation in research instrumentation and laboratory techniques in basic science and drug discovery/ development

##### **PLO 3: Critical thinking skills and problem-solving abilities**

3.1. Demonstrate skillful research design and adaptation

3.2. Apply critical thinking and problem-solving skills to make decisions in developing, testing, and producing pharmaceutical products

##### **PLO 4: Critical writing skills and data presentation abilities**

4.1. Demonstrate writing skills needed for a career in pharmaceutical sciences and effective communication of scientific ideas in oral and visual formats appropriate for key audiences

4.2. Work effectively in a collaborative scientific setting and demonstrate appropriate intercommunication skills

##### **PLO 5: Promote scientific and technique development of pharmaceutical sciences**

5.1. Demonstrate ability to design mechanism-based drugs

5.2. Utilize scientific and technical skills needed to advance the discovery and management of new drugs and other therapeutic products.

# Admissions

## Educational Prerequisites

- A bachelor's degree (B.S. or B.A.) or higher in Biology, Chemistry or relevant science disciplines, or one year of biology and 1 year of chemistry.
- A cumulative grade point average (GPA) of 2.8 is considered competitive. When evaluating applicants, greater emphasis will be placed on courses that are relevant to our program.
- Completion of the GRE. No minimum requirement for GRE scores- only the General Test is required.

## Applying to M.S. in Pharmaceutical Sciences:

- The online application must be completed fully.
- Application Fee: \$60 for applicants. Applicants who demonstrate financial need can request an application fee waiver.
- Personal Statement: Please provide a personal statement describing your professional goals as well as the characteristics you possess that make you a qualified candidate for entry into the Masters of Pharmaceutical Science Program.
- Official Transcripts: Your academic records from each college-level institution you have attended are required. Canadian applicants and all other foreign applicants must submit a foreign coursework evaluation; CNU accepts evaluations from ECE, IERF, WES, and Education Perspectives.
  - Transcripts from undergraduate and graduate institutions attended must be sent directly from the institution, even if a degree was not awarded.
- Minimum requirement GPA 2.8
- Official GRE General Test scores preferred
- Official TOEFL scores for international applicants
- Letters of Recommendation: At least two letters must be submitted from faculty members who are knowledgeable about your academic capabilities and interests.
- Official letters of recommendation should be mailed directly to CNU Master of Science in Pharmaceutical Sciences at the following address:  
California Northstate University  
Master of Pharmaceutical Sciences  
Admissions  
9700 W. Taron Dr.  
Elk Grove, CA 95757

## Additional Admission Requirements

Applicants are strongly encouraged to communicate with potential CNU research advisors listed in the graduate program prior to the admissions process. It is important to identify a research mentor and anticipated area of research prior to beginning the

program. Formal research laboratory rotations with faculty members will be implemented after your admission. Onsite interviews are also provided to enable applicants to familiarize themselves with CNU faculty and their research areas.

## Deadlines

The deadline to submit an application for Fall enrollment will be May 1<sup>st</sup> of the same year. All supporting documents must be received prior to May 1<sup>st</sup> for a Fall enrollment and official transcripts must be received by September 30<sup>th</sup> of the same year. The online application must be fully completed to be accepted.

## Student Enrollment Agreement

The Student Enrollment Agreement must be completed and submitted to the college in order to show intent to enroll in the program. The Student Enrollment Agreement is a legally binding contract when it is signed by the incoming student and accepted by the institution.

By signing the Enrollment Agreement, the student is acknowledging that the catalog, disclosures, and information located on the website have been made available to the student to read and review.

Any questions or concerns regarding the Student Enrollment Agreement should be directed to the college or university department.

## Catalog, Performance Fact Sheet, and Website

Before signing the Student Enrollment Agreement, the prospective student is strongly urged to visit the University and College website at [www.cnsu.edu](http://www.cnsu.edu), and to read and review the CNU General Catalog and School Performance Fact Sheet (SPFS). The SPFS contains important performance data for the institution. The Catalog contains important information and policies regarding this institution.

## Student's Right to Cancel and Refund

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

Cancellation shall occur when you give written notice of cancellation to the University at the University's address shown at the top of the first page of the Enrollment Agreement. You can do this by hand delivery, email, facsimile, or mail. Written notice of

cancellation sent by hand delivery, email, or facsimile is effective upon receipt by the University. Written notice of cancellation sent by mail is effective when deposited in the mail properly addressed with postage prepaid.

After the cancellation period described above, you have the right to withdraw from the University at any time. Withdrawal shall occur when you give written notice of withdrawal to the Registrar at the University's address shown at the top of the first page of the Enrollment Agreement.

## Student's Right to Withdraw and Refund

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

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

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

**Step A)** Total calendar days\* in current term\*\* – Calendar days in current term completed = Total Calendar days Not Completed

**Step B)** Total calendar days not completed/Total calendar days in current term = % of pro-rata refund

**Step C)** Institutional charges\*\*\* x % of pro-rata refund = Total refund owed

\* Total calendar days include weekends and holidays, except:

- Scheduled break of five or more consecutive days when no classes are offered.
- Days of leave of absence are not included in total days.

\*\*Current term generally means the current semester, but when tuition is charged for the entire period of

enrollment rather than by semester, then the current term shall mean that period of enrollment.

\*\*\*Institutional charges excluded from the pro-rata refund are: (1) non-refundable registration fee (applicable to first year, first semester students only), (2) all other non-refundable fees as described in the current General Catalog, (3) Student Tuition Recovery Fund fee, and (4) Student Health Insurance premium estimated at \$3,200.00, if applicable; institutional charges included in the pro-rata refund include: (1) current term tuition.

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

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

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

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

## Student Tuition Recovery Fund (STRF) Disclosures

Information on the Student Tuition Recovery Fund disclosures (STRF) can be found on page 221 of the General Catalog.



## Tuition, Fees and Related Disclosures

All tuition, fees, expenses, and policies listed in this publication are effective as of June 2020 and are subject to change without notice by California Northstate University.

In the tables below, MPS1 and MPS2 indicate the student's year in the program, e.g. MPS1 is a first-year student; MPS2 is a second-year student.

Tuition is charged on a full-time, semester basis. Generally, tuition and fees are charged to a student's account thirty (30) days prior to the start of each semester term. The above is based on the assumption that a student will attend each semester term on a full-time basis, which allows for a student to graduate after successfully completing two (2) years of coursework consisting of 31 semester credit hours.

International students are not charged additional fees or charges associated with vouching for student status.

Payment deadlines, loan obligations, refund calculations due to cancellation and withdraw, and the Student Tuition Recovery Fund (STRF) disclosures are located on page 221 of the General Catalog.

### 2020-2021 MPS Tuition & Fees

Tuition & Fees (T&F)	Amount	Class
Enrollment Fee (nonrefundable)	\$100.00	MPS1
Tuition	\$30,000.00	MPS1, MPS2
STRF Student Tuition Recovery Fund (STRF) (nonrefundable) (new fee effective 2/8/21) <sup>7</sup>	\$15.50	MPS1
Student Activity Fee	\$100.00	MPS1, MPS2
Technology Fee	\$50.00	MPS1, MPS2
Pharma Sci Lab Fee	\$700.00	MPS1, MPS2
Orientation Fee	\$50.00	MPS1
Graduation Fees <sup>2</sup>	\$250.00	MPS2
<b>MPS1 Total Estimated Tuition &amp; Fees per Year<sup>1</sup></b>	<b>\$31,000.00</b>	
<b>MPS2 Total Estimated Tuition &amp; Fees per Year<sup>1</sup></b>	<b>\$31,100.00</b>	

**Total estimated cost for the 2-year Master of Pharmaceutical Sciences program is \$62,100.<sup>1</sup>**

Other Educational Related Costs <sup>3</sup>	Amount	Class
Health Insurance Premium <sup>4</sup>	\$3,600.00	MPS1, MPS2
Books and Supplies <sup>5</sup>	\$1,600.00	MPS1, MPS2
Room and Board <sup>5</sup> (based on 8 months)	\$16,778.00	MPS1
Room and Board <sup>5</sup> (based on 12 months)	\$25,167.00	MPS2
Transportation <sup>5</sup> (based on 8 months)	\$3,220.00	MPS1
Transportation <sup>5</sup> (based on 12 months)	\$4,830.00	MPS2
<b>MPS1 Total Estimated Cost per Year<sup>6</sup></b>	<b>\$56,198.00</b>	
<b>MPS2 Total Estimated Cost per Year<sup>6</sup></b>	<b>\$66,297.00</b>	

1 Tuition, fees and charges are determined for the entire length of the program at the time of signing an Enrollment Agreement with CNU so long as state, federal and oversight fees do not change in any substantive way.

2 Covers regalia, transcripts, etc.

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

4 Optional, estimated and may increase based on number of insured members.

5 Estimated amount.

6 Includes tuition, fees and other estimated educationally related costs, including some costs of living.

7. The STRF fee charge was re-instated to \$0.50 per \$1,000 of institutional charges on February 8, 2021.

## General Policies

### Orientation & Registration

Registration for classes requires:

1. All admission contingencies be fulfilled.
2. Financial aid clearance from the Financial Aid Officer.
3. Completion of all new student paperwork.

Admission contingencies include proof of medical insurance coverage and any other institutional requirements. Students may enroll in the Student Health Insurance Plan to satisfy the insurance requirement.

New students must submit the *Emergency Contact and Medical Information Form* to the Office of the Registrar by the end of Orientation. To make updates, a new form must be submitted to the Registrar. The Office of the Registrar requires submission of the Authorization to Release Student Records if a student desires to grant a personal third-party (such as a parent, spouse, etc.) access to his/her student record. Please refer to the *Directory Information and Access to Student Records* section of this catalog for more information.

New students should review their local, home, and billing contact information via the Student Portal and update as needed. It is the student's responsibility to maintain valid contact information throughout their enrollment at CNU. Instructions for accessing the Student Portal is sent by the CNU IT department to the student's CNU email address.

Registration is conducted by the Registrar prior to the start of each semester for new and continuing students. Students with business, financial, or other registration holds on their account will not be registered until the Registrar is notified that the hold has been cleared. Students who are non-compliant with institutional requirements or who have a hold on their student account at the time of registration are required to satisfy the requirement and may also be required to submit the Course Add/Drop form by the end of the Add/Drop period to register or make schedule changes.

### Address Where Instruction Will Be Provided

Class sessions are conducted at 9700 West Taron Drive, Elk Grove CA 95757.

### Thermal Camera Use for Temperature Checks

In response to the COVID-19 pandemic and in order to protect the health and safety of all persons on California Northstate University's ("CNU") campuses, CNU has implemented the use of thermal cameras at the entrances to both campuses. These cameras are used to determine if a person seeking entry to one of our buildings is displaying a fever. If after two scans the cameras indicate the person has a fever, entry will be denied to that individual. No exceptions shall be made to this policy. Anyone failing to abide by this policy will be removed from campus. Absences due to failing the thermal camera scan is considered as excused and

approved absence for students. Student must communicate with the faculty on record for that session for any required makeup. Failure to complete the required "makeup" will affect the course performance.

### Catalog, School Performance Fact Sheet, and Website

Before signing the Student Enrollment Agreement, students are strongly encouraged to visit the College website at <http://pharmasciences.cnsu.edu/> and to read and review the CNU General Catalog and School Performance Fact Sheet (SPFS). The SPFS contains important performance data for the institution. The Catalog contains important information and policies regarding this institution.

By signing the Enrollment Agreement, the student is acknowledging that the catalog, disclosures, and information located on the website have been made available to the student to read and review.

### Instruction/Course Delivery

All courses for MPS are 100% face-to-face on-campus teaching, with the exception of one course: MPS 607: Drug Discovery and Development. This comprehensive course is designed using a hybrid teaching format, combining direct faculty-student interaction and eLearning.

All courses are taught in English and English language services are not provided.

### Description of Facilities

Information on research laboratories and facilities utilized by California Northstate University in conjunction with the delivery of instruction for all CNU Colleges, can be located on page 229 of the General Catalog.

# Academic Policies and Procedures

## Academic Calendar

The academic calendar consists of two semesters lasting approximately 15 weeks long and one summer term lasting approximately 10 weeks.

## Credit Hour Policy

For each 15-week semester, one (1) unit of credit is assigned per hour each week of classroom and a minimum of two (2) hours of out-of-class student work (homework) (*LEC/SEM*). For courses that include workshop and/or laboratory time, one (1) unit of credit is assigned per two (6) hours each week of student time spent in this activity (*LAB/AL*)

Code	Course Type	Code	Course Type
<b>AL</b>	Active Learning course	<b>LEC</b>	Lecture course
<b>LAB</b>	Laboratory Course	<b>SEM</b>	Seminar

## Grading

A letter grade equal to or greater than C is considered satisfactory performance (passing) for completion of a course. Students must maintain a minimum cumulative grade point average (GPA) of 3.0. The breakdown for assignment of letter grades and grade points for each letter grade are as follows:

Grade	Definition	GPA Unit
A	90.0 – 100%	4.00
B	80.0 – 89.9%	3.00
C	70.0 – 79.9%	2.00
D	60.0 – 69.9%	1.00
F	<60%	0.00
I	Incomplete	Not in GPA
S	Satisfactory (70% or above)	Not in GPA
U	Unsatisfactory (<70%)	Not in GPA
W	Withdrawal	Not in GPA

## GPA Calculation

To calculate cumulative GPA, letter grades will be converted to their numeric grade point value using the grading convention table above, and then added together. The sum is then divided by the number of courses taken. Grades received in retaken classes will be used in determining cumulative GPA. The grade initially received in the course will not be included in the calculation, but is recorded on the transcript.

## Course Add/Drop Procedure

Changes in course registration may be made without penalty up to the end of the first week (5 class days) for fall and spring terms. Specific add/drop deadlines will apply for courses offered during the summer term.

## Incomplete or Withdrawal from a Course

During a semester, a student may withdraw or fail to complete all required assignments and/or examinations due to extenuating circumstances, such as, but not limited to, an illness or a family emergency. In such cases, the course coordinator may give a grade of Incomplete for the course.

All missed assignments and exams must normally be completed within 10 business days after the end of the semester in which the Incomplete was received, or within a timeframe determined by the course coordinator. Failure to successfully complete the course will result in an earned F grade for the course and placement on Academic Probation.

Withdrawal from a course must first be approved by the course coordinator and the Office of Academic Affairs. Where a student has had to withdraw from a course a grade of W will be applied and the student will have to repeat the course next time it is offered.

## Grade Appeals Procedure

A student can file an appeal if there is a disagreement with a final course grade. The appeal must be submitted within ten (10) business days of online grade posting. The student must initiate a formal grade appeal process in writing and present the appeal to the course coordinator.

The faculty member will respond to the student in writing within ten (10) business days. If the appeal cannot be resolved, the student has two (2) business days to appeal in writing to the appropriate Department Chair who renders a decision in writing within ten (10) business days of receipt of the formal appeal. (If the course Coordinator is the Department Chair, then the student may appeal the decision directly to the Vice President of Academic Affairs. The student has two (2) business days to submit an appeal in writing to the Vice President of Academic Affairs. The Vice President of Academic Affairs will render a decision in writing within ten (10) business days of receipt of the formal appeal).

If the Department Chair cannot resolve the appeal, the student has two (2) business days to submit an appeal in writing to the Vice President of Academic Affairs. The Committee will render a decision in writing within ten (10) business days of receipt of the formal appeal.

If a grade appeal is approved, the professor must complete a Grade Change Form and submit the form to the Vice President of Academic Affairs for final approval. The form must then be submitted to the Registrar so that the grade can be changed on the transcript.

A record of the final decision concerning the appeal will be kept on file in the Vice President of Academic Affairs office.

## Academic Progression Policy

The Master of Pharmaceutical Sciences (MPS) at California Northstate University has a rigorous academic progression policy to ensure students' progression through the curriculum in a timely manner.

The purpose of the academic progression policy is to ensure students in the MPS program reach and maintain high standard of course learning and successfully complete course credits and thesis or capstone paper within required time frame.

Students in the MPS program must pass all courses each semester with a least a grade of C and maintain a minimum grade point average (GPA) of 3.0. A grade of D or below in a course indicates a lack of understanding of the fundamental knowledge of the course necessary for progression.

Students struggling with academic courses must complete the MPS program within 3 years (2-year program) or 5 years (dual degree-MPS/PharmD) from the time they register and attend their first core course if insufficient knowledge has been identified and remediated.

## Remediation

Remediation is provided to students who earn a letter grade lower than C in any course in the MPS curriculum. The course coordinator/instructors determine the format of remediation examination that covers the course material presented throughout the course. Preparation of the remediation exam is the sole responsibility of the student. A grade of C to this course will be reported to the Registrar if the remediation examination was satisfactorily completed.

## Academic Probation

If a student fails a course or remediation is taking place for three or more courses, the student will be automatically placed on academic probation for three-

year plan (2-year program) or five-year plan (dual degree-MPS/PharmD) from the time they register and attend their first core course. An academic plan for probation must be documented and approved by the Dean of the College of Graduate Studies.

## Dismissal

A student may be dismissed from the MPS program if any of the following conditions occur and the Professional and Academic Standards Committee determines that dismissal is warranted:

- a. Failure to meet any terms of remediation or academic probation.
- b. Conduct subject to dismissal as described in the Student Handbook.
- c. Failure to complete the degree requirements in three (two-year program) or five (dual degree) consecutive academic years from the date of the first day the student begins the program.

## Appeal of Dismissal

Students dismissed from the MPS program may appeal the decision in writing within thirty calendar days of notification of dismissal to the Dean of the College. The Dean will render a decision in writing within 15 calendar days of the receipt of the formal written appeal. The Dean's decision is final.

## Degree Requirements

The Master in Pharmaceutical Sciences degree is a two year (21-24 months) program. All requirements must be fulfilled within a period of two years following initial registration, although course credit is not nullified until three years after completion of a course. Any student who has not achieved candidacy by the end of their second year will be reviewed by the Thesis Committee for placement on academic probation, regardless of grade point average, and recommendations for progress will be established.

Degree requirements for the Thesis-based track and the Capstone/Course track are as follows:

### Thesis-based Track:

To graduate from the M.Sc. program, students in this track must earn a minimum of 31 credits. In addition to the course requirements, students must pass a written prequalifying examination and complete a thesis.

### Capstone/Course Track:

Students in this track must pass a minimum of 31 credits along with successfully completing a written qualifying examination, and a capstone paper that consists of conducting a detailed literature review and analysis on a selected topic in lieu of a thesis.

### Comparison of Thesis-based and Capstone Track

	<b>Thesis Track</b>	<b>Capstone Track</b>
<b>Years</b>	2	2
<b>Total Credits</b>	31	31
<b>Core Course Credits</b>	29	29
<b>Elective Credits</b>	2	2
<b>Written Examination</b>	Yes	Yes
<b>Thesis</b>	Yes	Capstone paper

## Attendance Policy

The MS program will follow University guidelines in attendance policy, which requires mandatory attendance for all students. Specifically, students are expected to attend and participate in all classes, and complete all exams and assessments as scheduled (together defined as "coursework").

However, occasionally an absence from coursework will be unavoidable. The policy described below delineates the circumstances when an absence will be considered excused along with expectations for timely communication with the Course Coordinator and makeup of missed coursework.

### A. Approval of Absence

Students should seek approval for an absence from the course coordinator well in advance of the absence if possible, by completing an Excused Absence Request Form. In the case of emergency absence, students should complete and submit the Excused Absence Request Form within 3 business days of returning to campus after the absence. Regardless of whether an absence is excused or unexcused, students are expected to demonstrate professionalism and to follow procedure when requesting an absence.

### B. Duration of Absence

A student may request no more than three academic days of excused absences per semester. Absences exceeding five academic days per semester may require a student to request a Leave of Absence or a Withdrawal. Students must contact the Office of Academic Affairs (OAA) if any one absence period exceeds five days to discuss these options.

### C. Type of Excused Absence

A student may request an excused absence, from the course coordinator, only for reasons listed below:

- Medical (self or immediate family)
- Military duty
- Immigration & Naturalization
- Jury duty
- Legal
- Bereavement (first degree relative)

Involvement in traffic accident documented by law enforcement report

Professional Leave – conferences, invited presentations/posters, competitions, (requires verification of academic standing).

### D. Makeup Allowances

Students are responsible for contacting the course coordinator to arrange makeup of coursework, otherwise they will receive a zero grade. A student seeking an excused absence should complete the Excused Absence Request Form and seek the Course Coordinator's signature for each course the student was absent within three business days upon return to courses or campus. The form must then be given to the Dean of Academic Affairs, who will approve or not the absence request. The OAA will notify the student and course coordinator of the outcome of the absence request.

If an absence is excused, students will be allowed the option to make up missed coursework, rotations, or missed assessments. The nature and type of makeup, makeup time, date, format, duration, and grading is at the sole discretion of the Course Coordinator, but in general Coordinators will draw the following distinction between "high" and "low" stakes assessments/coursework, and professional leave:

A student who is absent for a "high stakes" exam or other such activity considered high stakes, provided the absence has been excused, will be required and allowed to make up the work.

If a student is absent for a "low stakes" assessment the Course Coordinator may choose to drop the missed coursework from the gradebook or provide a makeup opportunity.

A student requesting an absence to attend a professional meeting must demonstrate they are in good academic standing. Requests for professional leave must be submitted at least 10 business days in advance of the professional conference attendance. If attendance coincides with a high stakes exam it is highly likely that the absence will be denied.

### Leave of Absence

A leave of absence is approved for a specific period of time, not to exceed more than a year, and the institution agrees to permit the student to return to the University/College without formally reapplying for admission to the University/College.

The student will be required to return to the University/College at the beginning of the semester in which the leave was granted. All students requesting a Leave of Absence should fill out a Leave of Absence

Form after discussing their decision with the Academic Official for Academic Affairs. If a student is requesting a leave of absence, the Academic Official for Academic Affairs must sign the form. If the student is approved for a leave of absence, the student is eligible to return without reapplication if the absence is within the approved time frame. A student requesting a leave of absence should also meet with the Financial Aid Manager and Business Office to determine impact of their decision and any requirements needing fulfillment prior to the leave.

Non-attendance does not constitute notification of intent to apply for leave of absence status. The date of leave status is the date the Registrar receives the signed form.

## Return from Leave of Absence

The Office of the Registrar will contact a student on Leave of Absence (LOA) approximately 90 days before the LOA expires via certified US mail and the email addresses on record. The student will receive the Intent to Return Form and instructions for re-enrollment and for withdrawing from the University.

The student will have 30 days of the date of the notice to reply to the Office of Registrar with their intent to return to the University/College or officially withdraw.

If a student does not return within 1 year of approved LOA they are no longer eligible to return as a continuing student and must reapply to the University/College for admission.

## Journal Club & Attendance at Seminars and Thesis Presentations

The journal club and graduate seminar are conducted mainly by students, facilitated by the course coordinator. Each week, a student presents a paper related to their research/scholarship interest. The chosen paper will be announced prior to the class and copies provided to all participants. The goal of the journal club is to create an open venue for friendly but lively scientific discussion. Students are encouraged to critically review the paper, and understand how to gauge its impact on the field. Grades will be determined primarily based on the presentation of the student during the course, as well as overall class participation.

## Assisting in Research and Teaching

Under the recommendation of faculty members and the advisory committee, research assistantship and teaching assistantship that cover tuition and other expenses are provided to outstanding graduate students with the final approval from the Dean.

## MPS Thesis Advisory Committee

This committee, which is recommended by the MPS program Director and approved by the Dean, shall consist of at least three faculty members. All members of the committee shall be members of the Graduate Program Faculty. The student's Major Advisor (Thesis Mentor) typically serves as Chair of the committee.

## Thesis Guidelines

The thesis is a vital portion of the curriculum for graduate students choosing the thesis-based track. These students will conduct hands-on, original research in CNU's state-of-the-art laboratories, mentored by faculty with experience in the biomedical and pharmaceutical sciences. Students will select their research topics after consultation with their major advisors. This course will examine student capabilities in scientific literature review, research design, research execution, statistics, result analysis & discussion, and written skills as required to produce a laudable thesis. Lab-based thesis research starts in the summer of the 1st year and proceeds through the entire 2nd year, with 1 credit in each semester. Students will be evaluated each semester, and their progress monitored closely by their thesis advisors. The components of this course evaluation include the following comprehensive elements: literature review; experimental design; research performance; statistical analysis; result presentation and discussion, and conclusion.

- Literature review: 5%
- Research design: 20%
- Research performance: 20%
- Statistical analysis: 5%
- Result analysis and expression: 10%
- Discussion: 10%
- Thesis quality: 20%
- Oral presentation: 10%

Final grades for the student thesis will be indicated as Satisfactory (S) or Unsatisfactory (U) without any computation of grade points for the course into the semester or cumulative grade point average (GPA). A Satisfactory score in this course is granted based on the evaluation results with 70% or above. Unsatisfactory for Research & Thesis will be indicated if the net result of evaluation components is less than 70% in two semesters. Extension to the 3rd year for students with "U" grade will be reviewed by the thesis committee and approved by the Dean of College of Graduate Studies. Only one year extension is allowed for students with "U". For details please refer to the Graduate Student Handbook.

## Thesis Defense

Defense of thesis is the final step for graduate students on the thesis-based track. This process tests the depth and breadth of knowledge in pharmaceutical sciences, and will assess the overall understanding of scientific

inquiry as it relates to the thesis. Students will be expected to justify their decisions in study design and interpretation of data. The advisory committee will make the recommendation based on the quality of thesis, answers to all questions, and other factors. The Dean of College of the Graduate Studies will make the final decision upon the recommendation of committee.

## **Requirements for Laboratory-based Research**

Laboratory research is one of the essential components for graduate students in the Master's program in Pharmaceutical Sciences at California Northstate University (CNU). Any students working in the Lab must abide by the following standards.

1. Students must complete the Collaborative Institutional Training Initiative (CITI) training and relevant biosafety training that are required for the personnel working in the Lab at CNU. CITI is an on-line service program providing research ethics and related modules to faculty, staff, and students working for research projects or courses. Students must present completion certificates to their major advisors prior to self-directed work in the labs. Students must complete and pass the Responsible Conduct of Research course and the student Biosafety and Biosecurity Course. Additional courses may be recommended or required by their instructors.
2. Students must respect all ethical standards and must observe all federal, state, local, and institutional regulations.
3. Students must abide by all safety regulations while present in the labs, including those regarding appropriate clothing and shoes. Students must wear lab coat, gloves, and other appropriate personal protective equipment when performing procedures in the Lab.
4. Students must follow all standard operating procedures and protocols when conducting research.
5. Students must work in their designated areas. All shared equipment and instruments must be cleaned and stored in their original location after completing experiments.

6. Students must maintain original research records, catalogs, and research materials following good practices. Computer records must be consistent with the notebooks. Students are strongly encouraged to discuss the records and seek approval from the advisors.
7. All packages, containers, buffers and reagents in the Lab must have discernible, compliant labels that include name, date, identity, and sources.
8. Eating, drinking, or smoking in the Lab are strictly prohibited. Violators will be excluded from the research projects or relevant courses.
9. Hand washing with clean, running water is a good practice before leaving the Lab, and is required after certain procedures.
10. It is expected that all students will exercise professionalism and decorum while in the Labs. Horseplay, practical jokes, pranks or other inappropriate or distracting behaviors will result in a loss of Lab privileges and may impact student graduation.
11. Please report all unexpected issues to your advisors or Lab Manager.

## **Student Grievance Policy**

If a student wishes to file a grievance, they can submit a written complaint using the Complaint/Grievance form placed in a sealed envelope and delivered to the Vice President of Academic Affairs or submit an online Anonymous Report available on the CNU website. The Vice President of Academic Affairs will handle the complaint in accordance to University policies and after a review of the facts will attempt to resolve the issue. Any resolution will be provided to the student in writing within 4 weeks of the form submission, excluding holidays and University breaks.

For complaints related to accreditation standards can be found on page 10 of the General Catalog.

## **Student Services**

Information on Student Services can be located on page 223 of the General Catalog.

# MPS Course Descriptions

## Core Courses

### **MPS 501 Introduction to Pharmaceutical Sciences-I (3 cr)**

Crosslist: PBS 602 Pathophysiology & Pharmacology I  
This course introduces the basic mechanisms of pathophysiology and pharmacology, and then integrates these disciplines through the study of the etiology, pathogenesis, clinical manifestations, treatment and prevention of major neurologic, psychiatric, and neuroendocrine diseases/disorders. Following an introduction to normal tissue types and adaptive responses, the course will cover basic etiological and pathophysiological mechanisms; mechanisms of injury will be reviewed; the central and peripheral nervous systems (CNS & PNS) are reviewed, major CNS, PNS and neuroendocrine diseases and disorders are covered, Students will learn the mechanism(s) of action and common or serious adverse effects of pharmacological agents and identify appropriate pharmacological treatments or adjust pharmacotherapy in the face of adverse effects. In addition, each student team will research a topic in depth, including a systematic search of peer-reviewed literature, to develop and present a formal case study, given at a level appropriate for an audience of healthcare professionals. To promote information literacy, teams will use systematic PubMed searches using MESH terms to identify and incorporate current literature reviews, guidelines, or other advanced professional sources, and carefully cite the information and sources on their slides.

### **MPS 502 Techniques in Pharmaceutical Sciences: Theory and Practice - I (2 cr)**

This course is designed to advance critical thinking in research approaches and methodology providing MPS and PharmD dual degree students an overview in new advances in therapeutics including gene therapy and technical applications in the field of Industrial Pharmacy, Integrated Pharmacological Medicine, Translational Medicine, Alternative and Complementary Medicine, Drug Discovery and Targeting Complement Therapeutics. Course subjects will cover research technique trends, pitfalls and alternative approaches to overcome them.

### **MPS 506 Research and Thesis - I (3 cr)**

This course is designed to provide hands-on research experience in laboratories of biomedical and pharmaceutical sciences. Students will choose the research topics after consultation with their major advisors. This course will exam the students' capabilities in original article review, research design, research execution, statistics, result analysis & discussion, and written skills of thesis.

### **MPS 507 Capstone Paper - I (3 cr)**

This course is designed to advance critical thinking and written skills in the identification and synthesis of contemporary topics in the broad area of pharmaceutical sciences. MPS 504 (Literature & Technical Writing Skills) is divided into two sections for the graduate students in Plan B (Capstone Track): (i) section I delineates the basic skills and techniques in reference search, review, and writing exercise; and (ii) section II is designed to evaluate the students' capabilities in integration of science, literature, and communication skills. Successful and timely completion of capstone paper is mandatory for students in this track.

### **MPS 511 Introduction to Pharmaceutical Sciences – II (3 cr)**

Crosslist: PBS 605 TBL Pharmaceuticals and Calculations  
This course is designed to provide students with the deep understanding of the drug physicochemical properties and its effects on drug formulation and computing, dosage form as well as an understanding of the interactions between drug delivery systems and biological systems. The course covers the traditional and non-traditional dosage forms as well as drug delivery systems. The course also covers pharmaceutical calculations and an overview of drug quality control and regulation.

### **MPS 512 Principal of FDA Regulatory Affairs and Drug Discovery (2 cr)**

This course focuses on regulatory strategy, guidance and regulatory compliance, legal and ethical issues, processes for product development and the business components of regulation in clinical research, all while reinforcing the science behind the methods. The regulatory affairs course provides students with the knowledge and understanding for the key elements of the regulatory process in various industries, governmental agencies, and consultancies worldwide.

### **MPS 513 Biostatistics & Research Methods (3 cr)**

Crosslist: CAS 606 Biostatistics and Pharmacoepidemiology  
This course is designed to introduce major concepts in biostatistics and pharmacoepidemiology. Students will develop the ability to interpret and critically evaluate medical literature and to identify findings that have implications for their practice. Emphasis will be placed on an examination of how observational study designs draw upon epidemiologic techniques to address drug effectiveness, safety, outcome assessment and regulatory decision making. Students will also acquire skills in applying statistical analysis concepts learned throughout this course with the use of common computer software.



**MPS 516 Research and Thesis - II (3 cr)**

This course is designed to provide hands-on research experience in laboratories of biomedical and pharmaceutical sciences. Students will choose the research topics after consultation with their major advisors. This course will exam the students' capabilities in original article review, research design, research execution, statistics, result analysis & discussion, and written skills of thesis

## MPS Curriculum

Example of Schedule for Thesis-Based Track and Capstone Track

Year 1 – Fall		Year 1 – Spring	
Course	Credit	Course	Credit
MPS 501-Introduction to Pharm. Sci.	3	MPS 511 –Introduction to Pharm. Sci.	3
MPS 513 – Biostatistics & Research Methods	3	MPS 502 -Techniques in Pharm. Sci.	2
		MPS 515– Medical immunology	3
<b>Semester Credit</b>	<b>6</b>		<b>8</b>
Year 2 – Fall		Year 2 – Spring	
Course	Credit	Course	Credit
MPS 512 – Principal of FDA Regulatory Affairs & Drug Discovery	3	MPS 518 – Advances in Drug delivery	3
MPS 514 – Medical Immunology	3	MPS 516 - Research and Thesis-II / MPS 517 – Capstone Paper-II	3
MPS Elective	2		
MPS 506 - Research and Thesis-I / MPS 507 – Capstone Paper-I			
<b>Semester Credit</b>	<b>11</b>		<b>6</b>

**TOTAL CREDITS REQUIRED FOR MASTER OF SCIENCE IN PHARMACEUTICAL SCIENCES DEGREE = 31**

# MPS 2020 - 2021 Academic Calendar

## SUMMER 2020

<b>Summer Term: 05/12/2020 – 7/17/2020</b>		
<b>Event</b>	<b>Start Date</b>	<b>End Date</b>
Summer Term	05/12/2020 - Tuesday	07/17/2020 - Friday
Final Grades Due	07/30/2020 - Thursday	

## FALL 2020

<b>Fall Semester: 09/01/2020 – 12/17/2020</b>		
<b>Event</b>	<b>Start Date</b>	<b>End Date</b>
Orientation (New Students)	08/26/2020 - Wednesday	08/27/2020 - Thursday
Instructional Period	09/01/2020 - Tuesday	12/11/2020 - Friday
Course Add/Drop Period	09/01/2020 - Tuesday	09/07/2020 - Monday
Final Exams	12/14/2020 - Monday	12/17/2020 - Thursday
Remediation Exam Period	12/17/2020 - Thursday	12/18/2020 - Friday
Winter Break	12/18/2020 – Friday	01/01/2021 - Friday
Final Grades Due	12/30/2020 - Wednesday	

## SPRING 2021

<b>Fall Semester: 01/04/2021 – 04/27/2021</b>		
<b>Event</b>	<b>Start Date</b>	<b>End Date</b>
Instructional Period	01/04/2021 - Monday	04/21/2021 - Wednesday
Course Add/Drop Deadline	01/04/2021 - Monday	01/08/2021 - Friday
Spring Break	03/15/2021 – Monday	03/19/2021 - Friday
Final Exams	04/22/2021 - Thursday	04/27/2021 - Tuesday
Remediation Exam Period	04/28/2021 - Wednesday	04/30/2021 - Friday
Final Grades Due	05/14/2021 - Friday	
Graduation Clearance Day	05/14/2021 - Friday	
Graduation Ceremony	05/15/2021 - Saturday	

# MASTER OF HEALTHCARE ADMINISTRATION

## Mission and Vision

**Mission:** To advance the art and science of healthcare management

**Vision:** To provide innovative graduate education in healthcare management and delivery to meet the complexities and challenges in the evolution of healthcare.

## Accreditation

### Senior Colleges and Universities of the Western Association of Schools and Colleges (WASC).

California Northstate University is accredited by the Accrediting Commission for Senior Colleges and Universities of the Western Association of Schools and Colleges (WASC), 985 Atlantic Avenue, #100, Alameda, CA 94501, 510.748.9001

## Program Overview

Optimize your future by investing in yourself at CNU, where we strive to deliver the best graduate healthcare management education in the field.

The Bureau of Labor Statistics predicts that over 4 million healthcare jobs will be added through 2026, making it the fastest growing professional field. Healthcare is currently 18% of the U.S. gross domestic product (GDP).

Our Master of Healthcare Administration (MHA) degree complements the University's mission to prepare early to mid-careerists with the industry knowledge and business administration skills required to pursue potential leadership positions in healthcare management such as: health service administrators, managers, analysts, entrepreneurs, and eventually, executive leadership. We cultivate entrepreneurial mindsets geared towards innovating and engineering healthcare systems of the future while corresponding to the societal need of producing ethical and responsible leaders. Through this transformational change, leaders will deliver improved healthcare delivery systems through operational excellence.

Foundational concepts and competencies prescribed by the Healthcare Leadership Alliance (HLA) have been incorporated into the curriculum. Our pedagogy includes the Interprofessional Education framework

that will yield collaborative leaders who aim to communicate empathetically among their teams. Students include: aspiring medical doctors, nurses, psychologists, pharmacists, administrators, marketers, operation managers, data analysts, accountants, health insurance managers, IT managers and engineers, start up owners and anyone who seeks to complement their field of studies in healthcare. The Interprofessional Education pedagogy has been touted by the World Health Organization as "a necessary step" in preparing a collaborative practice-ready health workforce that is better prepared to respond to local health needs.

Through an integrated, innovative, and rigorous curriculum, our students will be prepared to enter or return to the healthcare workforce with management and leadership capacity in various healthcare organizations and agencies, as well as information technology, consulting, engineering and solution providers and start-ups, with a broad spectrum of career and advancement opportunities.

## Program Objectives

- Summarize and evaluate foundational business functions and management theories.
- Evaluate healthcare delivery models and stakeholders.
- Explore and evaluate the role of leadership and ethics in healthcare management.
- Incorporate critical thinking and optimal decision making skills to produce an integrated analysis that enhances healthcare management.
- Evaluate the role of healthcare delivery as it relates to individual and organizational differences.

## MHA at CNU: Strengths & Unique Features

- 39 credit units in two academic years (less than 24 months)
- Three unique concentrations: 1) Leadership, 2) Analytics and Intelligence (A.I.), and 3) Service Excellence
- Integrated core curriculum complemented by a broad spectrum of well-designed electives
- We serve as the West Coast educational catalyst to deliver cutting-edge and proven technologies in analytics and intelligence (A.I.) that will optimize healthcare delivery systems
- Classes are delivered in a hybrid format with one-course at a time over 5-week blocks

- Classes meet Friday evenings from 5-8pm and Saturdays from 8am to 2pm with every 2<sup>nd</sup> and 4<sup>th</sup> week online
- Our hybrid model offers flexibility to working professional as well as students taking other degree programs in parallel
- We offer cohort-based experiential education with small class sizes centered around focused student learning experiences. The cohort include students from various backgrounds in healthcare or those aspiring to enter the field. The cohort environment fosters collaborate learning, camaraderie and life-long bonds
- The program blends world-class business and healthcare faculty from the Northern California region
- Courses incorporate industry leaders and professionals to integrate real-world experience and case studies
- Instructors are accessible and serve as mentors during all stages of a student's academic journey
- Close proximity and ties to other Colleges on campus, with credit transfer opportunities
- Established collaborations with regional healthcare organizations providing an array of internship, residency and cooperative educational opportunities for the capstone project
- Research-based thesis-track option for the A.I. concentration
- Located in the Greater Sacramento Metropolitan Area. Northern California is the hub for many healthcare and hospital systems as well as information technology and biotechnology companies

## Curriculum

39 credit units in total that include 21 units of core courses and 6 units of capstone. Three concentrations are available: 1) Leadership (12 units), 2) Analytics and Intelligence (A.I.) (12 units), and 3) Service Excellence (12 units)

### Core Curriculum

#### Core Courses (21 credit units)

- MHA 501 Introduction to healthcare systems, policies, markets, economics
- MHA 502 Legal, ethical, and regulatory principles in healthcare
- MHA 503 Data, information and technology systems management in healthcare
- MHA 504 Operations and supply chain management in healthcare

- MHA 505 Accounting and financial management in healthcare
- MHA 506 Organizations and human capital management in healthcare
- MHA 507 Healthcare marketing and communications strategies

#### Capstone 1 (after core courses; 3 credit units)

- MHA 600 Practicum/service learning activity

#### Capstone 2 (final capstone after all courses; 3 credit units)

- MHA 601 Thesis
- or
- MHA 602 Residency/service learning activity

## Leadership Concentration

#### Required Courses (6 credit units)

- MHA 511 Strategic analysis and planning for healthcare
- MHA 512 Change management and leadership

#### Elective Courses (6 credit units depending on cohort choice)

- MHA 521 Executive decision making for healthcare
- MHA 522 Global Procurement and supply management
- MHA 523 Healthcare in the global marketplace
- MHA 524 Public health, compliance, and risk management
- MHA 525 Innovation, entrepreneurship and new venture financing

## Analytics and Intelligence (A.I.) Concentration

#### Required Courses (6 credit units)

- MHA 531 Data analytics and predictive models for business intelligence
- MHA 532 Optimization and prescriptive decision models

#### Elective Courses (6 credit units depending on cohort choice)

- MHA 533 Systems simulation and design for healthcare delivery
- MHA 541 Introduction to analytics programming
- MHA 542 Machine learning and artificial intelligence for healthcare
- MHA 534 Health Record Management and cybersecurity
- MHA 552 Lean Six Sigma and project management for healthcare

- MHA 525 Innovation, entrepreneurship and new venture financing

## Service Excellence Concentration

### Required Courses (6 credit units)

- MHA 551 Healthcare delivery and service management
- MHA 552 Lean Six Sigma and project management for healthcare

### Elective Courses (6 credit units depending on cohort choice)

- MHA 533 Systems simulation and design for healthcare delivery
- MHA 522 Global Procurement and supply management
- MHA 531 Data analytics and predictive models for business intelligence
- MHA 532 Optimization and prescriptive decision models
- MHA 534 Health Record Management and cybersecurity

## Program Learning Outcomes (PLOs)

### 1.0 Summarize foundational business functions and management theories (Domain 1: Business skills and knowledge)

- 1.1 Organize and manage the human, financial and physical resources of the organization to achieve input, buy-in and optimal performance.
- 1.2 Determine the efficacy of interrelationships among access, quality, technology, cost, resource allocation, decisions, accountability, and community.
- 1.3 Use data to inform decision making in regards to documentation, analysis and design of business and/or clinical processes.
- 1.4 Assess projects related to performance, structure and outcomes of health services.

### 2.0 Evaluate healthcare delivery models and stakeholders. (Domain 2: Knowledge of the Healthcare environment)

- 2.1 Explain the roles, responsibilities, structures and influence governing bodies hold in health care organizations.
- 2.2 Identify circumstances causing major changes and reform to the structure of U.S. health care delivery systems and explain the impact on the delivery of health services to populations at a local, regional, and national level.
- 2.3 Analyze health-related legal principles including standards, regulations and risk management specific to the funding and payment mechanisms of the healthcare systems as well as private insurance.
- 2.4 Identify and explain the major factors in health status to health care professionals and the various roles and expectations of stakeholders.

### 3.0 Explore and evaluate the role of leadership and ethics in Healthcare Management (Domain 3: Leadership)

- 3.1 Demonstrate reflective leadership and an understanding that all leadership begins from within. Exhibit how to hold self and others accountable for personal and organizational goal attainment. Determine how to establish an organizational climate that encourages teamwork that values and supports diversity.
- 3.2 Apply evidence-based decision-making techniques to health care questions. Be able to assess the potential impacts and consequences of decisions in a broad variety of situations including internal and external. Synthesize and integrate divergent viewpoints for the good of the organization. Demonstrate how to promote and manage change.
- 3.3 Cultivates a climate of mutual respect and shared values while applying ethical business principles and exhibiting ethical behaviors.

### 4.0 Incorporate critical thinking and optimal decision making skills to produce an integrated analysis that enhances healthcare management. (DOMAIN 4: Communication and Relationship Management)

- 4.1 Builds collaborative relationship and negotiation skills with sensitivity to diverse cultures while constructively supporting conflict resolution. Recognize and use non-verbal forms of communication.
- 4.2 Demonstrate effective interpersonal relations by practicing value-shared decision making to build trust among team; including: peers, staff, other disciplines, physicians, vendors, community leaders, legislators, nursing, and other educational programs.
- 4.3 Prepare business communications and demonstrate effective oral communication and presentation skills to present analytical results to decision makers, and teams.
- 4.4 Communicate a shared organizational mission, vision, and priorities. Accomplish objectives through persuasion appropriate to each stakeholder/audience.

### 5.0 Evaluate the role of healthcare delivery as it relates to individual and organizational differences. (DOMAIN: 5 Professionalism)

- 5.1 Professional and community contribution: Lifelong learning through professional societies and memberships to foster professional contributions to the field.
- 5.2 Working in teams: Demonstrate effective interpersonal relations by practicing value-shared decision making to build trust among team; including: peers, staff, other disciplines, physicians, vendors, community leaders, legislators, nursing, and other educational programs.

5.3 Regulations, values and ethics: Promotes a climate of mutual respect and shared values. Adheres to legal and regulatory standards while upholding ethical business principles.

## Applying to Master of Healthcare Administration

Requirements for Admission to the Master of Healthcare Administration Program Critical Date:

The **deadline** to submit an application for Spring 2021 enrollment will be November 13, 2020.

All supporting documents must be received prior to November 13, 2020 for Spring 2021 enrollment and official transcripts must be received by December 15, 2020. The online application must be completed fully.

Bachelor's Degree: accredited, four-year equivalent program.

- a. Minimum requirement: GPA 2.5

Official GRE/GMAT or waiver

Waiver can be granted for those with demonstrated and relevant work experience (10 years+) or for a relevant Master's degree, Doctorate, or Doctoral program enrollment.

- b. Waiver can be granted for a satisfactory LSAT/MCAT/DAT/OAT/PCAT score within 5 years.

Official TOEFL/IELTS scores for international applicants

- a. TOEFL 80-Internet based
- b. IELTS 6.5 minimum

\*International applicants are exempt only if you are a native English speaker or have completed at least two years as a full-time student at a college or university where English is the primary language of instruction at the time in which you apply.

Requirements and Materials for Applying to Master of Healthcare Administration:

1. Application Fee: \$115. Applicants who demonstrate financial need can request an application fee waiver.
2. Personal Statement: Please provide a personal statement describing your professional goals as well as the characteristics you possess that make you a qualified candidate for entry into the Masters of Healthcare Administration Program.
3. Official Transcripts: Your academic records from each college-level institution you have attended are required and must be directly submitted from your institution or educational credential evaluators. Canadian applicants and all other foreign applicants must submit a foreign coursework evaluation; CNU accepts evaluations from ECE, IERF, WES, and Education Perspectives.
4. Official GRE General or GMAT Test scores, or an approved Waiver Request

5. Official TOEFL or IELT scores for international applicants

6. Two Letters of Recommendation: At least one of the two letters must be submitted from faculty members who are knowledgeable about your academic capabilities and interests. The letter can also come from your direct supervisor in a professional setting. You will be asked to list the names and contact information for those references as well. They will each receive instructions for uploading their letter of recommendation.

## Student Enrollment Agreement

The Student Enrollment Agreement must be completed and submitted to the college in order to show intent to enroll in the program. The Student Enrollment Agreement is a legally binding contract when it is signed by the incoming student and accepted by the institution.

By signing the Enrollment Agreement, the student is acknowledging that the catalog, disclosures, and information located on the website have been made available to the student to read and review.

Any questions or concerns regarding the Student Enrollment Agreement should be directed to the college or university department.

## Catalog, Performance Fact Sheet, and Website

Before signing the Student Enrollment Agreement, the prospective student is strongly urged to visit the University and College website at [www.cnsu.edu](http://www.cnsu.edu), and to read and review the CNU General Catalog and School Performance Fact Sheet (SPFS). The SPFS contains important performance data for the institution. The Catalog contains important information and policies regarding this institution.

## Student's Right to Cancel and Refund

You have the right to cancel the Student Enrollment Agreement until 11:59 PM on the orientation day.

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

After the cancellation period described above, you have the right to withdraw from the University at any time. Withdrawal shall occur when you give written notice of withdrawal to the Registrar at the University's address shown at the top of the first page of the Enrollment Agreement.

## Student's Right to Withdraw and Refund

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

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

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

**Step A)** Total calendar days\* in current term\*\* – Calendar days in current term completed = Total Calendar days Not Completed

**Step B)** Total calendar days not completed/Total calendar days in current term = % of pro-rata refund

**Step C)** Institutional charges\*\*\* x % of pro-rata refund = Total refund owed

\* Total calendar days include weekends and holidays, except:

- Scheduled break of five or more consecutive days when no classes are offered.
- Days of leave of absence are not included in total days.

\*\*Current term generally means the current semester, but when tuition is charged for the entire period of enrollment rather than by semester, then the current term shall mean that period of enrollment.

\*\*\*Institutional charges excluded from the pro-rata refund are: (1) non-refundable registration fee

(applicable to first year, first semester students only), (2) all other non-refundable fees as described in the current General Catalog, (3) Student Tuition Recovery Fund fee, and (4) Student Health Insurance premium estimated at \$3,200.00, if applicable; institutional charges included in the pro-rata refund include: (1) current term tuition.

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

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

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

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

## Student Tuition Recovery Fund (STRF) Disclosures

Information on the Student Tuition Recovery Fund disclosures (STRF) can be found on page 221 of the General Catalog.

## Tuition, Fees and Related Disclosures

All tuition, fees, expenses, and policies listed in this publication are effective as of June 2020 and are subject to change without notice by California Northstate University.

In the tables below, MHA1 and MHA2 indicate the student's year in the program, e.g. MHA1 is a first-year student; MHA2 is a second-year student.

Tuition is charged on a per semester basis. Students are required to take courses as specified in the MHA1 and MHA2 schedule. Generally, tuition and fees are charged to a student's account thirty (30) days prior to the start of the semester. The above is based on the assumption that a student will attend each semester following the MHA schedule, which allows for a student to graduate after successfully completing two (2) academic years of coursework consisting of 39 credit units.

International students are not charged additional fees or charges associated with vouching for student status.



Payment deadlines, loan obligations, refund calculations due to cancellation and withdraw, and the Student Tuition Recovery Fund (STRF) disclosures are located on page 221 of the General Catalog.

**Master of Healthcare Administration Degree - Tuition & Fees per year, 2020-2021**

Tuition & Fees	Amount	Class
Tuition	\$ 25,497.00	MHA1
Tuition	\$ 25,498.00	MHA2
STRF Student Tuition Recovery Fund (STRF) (nonrefundable) (new fee effective 2/8/21) <sup>2</sup>	\$28.00	MHA1
Student Association Fee	\$ 320.00	MHA1, MHA2
Technology Fee	\$ 50.00	MHA1, MHA2
Orientation Fee	\$ 75.00	MHA1
Enrollment Fee (Nonrefundable)	\$ 200.00	MHA1
Service Learning Activity Fee (Optional International Trip)	\$ 3,300.00	MHA2
Graduation Fees	\$ 350.00	MHA2
<b>MHA1 Total Estimated Tuition &amp; Fees per Year</b>	<b>\$ 26,142.00</b>	
<b>MHA2 Total Estimated Tuition &amp; Fees per Year</b>	<b>\$ 29,518.00</b>	

Total Estimated cost for the 2-year Master of Healthcare Administration is \$56,660.00.<sup>1</sup>

Other Estimated Educational Related Costs <sup>3</sup>	Amount	Class
Health Insurance Premium <sup>4</sup>	\$ 3,600.00	MHA1, MHA2
Books and Supplies	\$ 2,500.00	MHA1, MHA2
Room and Board <sup>5</sup> (based on 12 months)	\$ 25,167.00	MHA1, MHA2
Transportation <sup>5</sup> (based on 12 months)	\$ 4,830.00	MHA1, MHA2
<b>MHA1 Total Estimated Tuition &amp; Fees and Related Costs per Year<sup>6</sup></b>	<b>\$ 62,239.00</b>	
<b>MHA2 Total Estimated Tuition &amp; Fees and Related Costs per Year<sup>6</sup></b>	<b>\$ 65,615.00</b>	

1. Tuition, fees and charges are determined for the entire length of the program at the time of signing an Enrollment Agreement with CNU so long as state,

federal and oversight fees do not change in any substantive way.

2. The STRF fee charge was re-instated to \$0.50 per \$1,000 of institutional charges on February 8, 2021.

3. Costs a student may incur as part of participation in the applicable year of the Master of Healthcare Administration program, including estimated typical costs of living, whether or not paid directly to CNU.

4. Optional, estimated, and may increase or decrease based on number of insured members.

5. Estimated amount based on 12 months.

6. Includes Tuition & Fees and Other estimated educationally related costs.

## General Policies

### Orientation & Registration

Registration for classes requires:

1. All admission contingencies be fulfilled.
2. Financial aid clearance from the Financial Aid Officer.
3. Completion of all new student paperwork.

Admission contingencies include proof of medical insurance coverage and any other institutional requirements. Students may enroll in the Student Health Insurance Plan to satisfy the insurance requirement.

New students must submit the *Emergency Contact and Medical Information Form* to the Office of the Registrar by the end of Orientation. To make updates, a new form must be submitted to the Registrar. The Office of the Registrar requires submission of the Authorization to Release Student Records if a student desires to grant a personal third-party (such as a parent, spouse, etc.) access to his/her student record. Please refer to the *Directory Information and Access to Student Records* section of this catalog for more information.

New students should review their local, home, and billing contact information via the Student Portal and update as needed. It is the student's responsibility to maintain valid contact information throughout their enrollment at CNU. Instructions for accessing the Student Portal is sent by the CNU IT department to the student's CNU email address.

Registration is conducted by the Registrar prior to the start of each semester for new and continuing students. Students with business, financial, or other registration holds on their account will not be registered until the Registrar is notified that the hold has been cleared. Students who are noncompliant with institutional requirements or who have a hold on their student account at the time of registration are required to satisfy the requirement and may also be required to

submit the Course Add/Drop form by the end of the Add/Drop period to register or make schedule changes.

## Address Where Instruction Will Be Provided

Class sessions are conducted at 2910 and 2920 Prospect Park Dr, Rancho Cordova, CA 95670.

## Thermal Camera Use for Temperature Checks

In response to the COVID-19 pandemic and in order to protect the health and safety of all persons on California Northstate University's ("CNU") campuses, CNU has implemented the use of thermal cameras at the entrances to both campuses. These cameras are used to determine if a person seeking entry to one of our buildings is displaying a fever. If after two scans the cameras indicate the person has a fever, entry will be denied to that individual. No exceptions shall be made to this policy. Anyone failing to abide by this policy will be removed from campus. Absences due to failing the thermal camera scan is considered as excused and approved absence for students. Student must communicate with the faculty on record for that session for any required makeup. Failure to complete the required "makeup" will affect the course performance.

## Catalog, School Performance Fact Sheet, and Website

Before signing the Student Enrollment Agreement, students are strongly encouraged to visit the College website at <http://www.cnsu.edu/> and to read and review the CNU General Catalog and School Performance Fact Sheet (SPFS). The SPFS contains important performance data for the institution. The Catalog contains important information and policies regarding this institution.

By signing the Enrollment Agreement, the student is acknowledging that the catalog, disclosures, and information located on the website have been made available to the student to read and review.

## Instruction/Course Delivery

All courses for MHA, with the exception of capstone courses, are hybrid with 60% face-to-face teaching and 40% distant learning.

All courses are taught in English and English language services are not provided.

## Description of Facilities

Information on research laboratories and facilities utilized by California Northstate University in

conjunction with the delivery of instruction for all CNU Colleges, can be located on page 229 of the General Catalog.

## Academic Policies and Procedures

### Academic Calendar

The academic calendar consists of two semesters lasting approximately 15 weeks long and one summer term lasting approximately 10 weeks. MHA courses are delivered on at a time in 5-week blocks. A student can take approximately three MHA courses in a Fall or Spring semester, and two in the summer, and is expected to complete the degree program in approximately five terms in two academic years.

### Credit Hour Policy

Three (3) units of credit is assigned 45 contact hours and 90 hours of out-of-class student work.

For one (1) unit of credit assigned per hour minimum of two (2) hours of out-of-class student work (homework). Courses are delivered in 5-week blocks with 9 hours of instruction per week and 18 hours of out-of-class student work (homework) expected.

Code	Course Type	Code	Course Type
AL	Active Learning course	LEC	Lecture course
LAB	Laboratory Course	SEM	Seminar

## Grading

A letter grade equal to or greater than C is considered satisfactory performance (passing) for completion of a course. Students must maintain a minimum cumulative grade point average (GPA) of 3.0. The breakdown for assignment of letter grades and grade points for each letter grade are as follows:

Grade	Definition	GPA Unit
A	90.00 – 100%	4.00
B	80.00 – 89.99%	3.00
C	70.00 – 79.99%	2.00
D	60.00 – 69.99%	1.00
F	<60%	0.00
I	Incomplete	Not in GPA
S	Satisfactory (70% or above)	Not in GPA
U	Unsatisfactory (<70%)	Not in GPA
W	Withdrawal	Not in GPA

## GPA Calculation

To calculate cumulative GPA, letter grades will be converted to their numeric grade point value using the grading convention table above, and then added together. The sum is then divided by the number of courses taken. Grades received in retaken classes will be used in determining cumulative GPA. The grade initially received in the course will not be included in the calculation, but is recorded on the transcript.

## Course Add/Drop Procedure

Changes in course registration may be made without penalty up to the end of the first week (5 class days) for fall and spring terms. Specific add/drop deadlines will apply for courses offered during the summer term.

## Incomplete or Withdrawal from a Course

During a course, a student may withdraw or fail to complete all required assignments and/or examinations due to extenuating circumstances, such as, but not limited to, an illness or a family emergency. In such cases, the course coordinator may give a grade of Incomplete for the course. The general requirement for receiving an Incomplete is that the student has completed 70% of the course's coursework with a satisfactory (70%) performance.

All missed assignments and exams must normally be completed within 10 business days after the end of the course in which the Incomplete was received, or within a timeframe determined by the course coordinator. Failure to successfully complete the course will result in an earned F grade for the course and placement on Academic Probation.

Withdrawal from a course must first be approved by the course coordinator and the Office of Academic Affairs. Where a student has had to withdraw from a course a grade of W will be applied and the student will have to repeat the course next time it is offered.

## Grade Appeals Procedure

A student can file an appeal if there is a disagreement with a final course grade. The appeal must be submitted within ten (10) business days of online grade posting. The student must initiate a formal grade appeal process in writing and present the appeal to the course coordinator.

The faculty member will respond to the student in writing within ten (10) business days. If the appeal cannot be resolved, the student has two (2) business days to appeal in writing to the appropriate Associate

Dean who renders a decision in writing within ten (10) business days of receipt of the formal appeal. (If the course Coordinator is the Associate Dean, then the student may appeal the decision directly to the Vice President of Academic Affairs. The student has two (2) business days to submit an appeal in writing to the Vice President of Academic Affairs. The Vice President of Academic Affairs will render a decision in writing within ten (10) business days of receipt of the formal appeal).

If the Associate Dean cannot resolve the appeal, the student has two (2) business days to submit an appeal in writing to the Vice President of Academic Affairs. The Committee will render a decision in writing within ten (10) business days of receipt of the formal appeal.

If a grade appeal is approved, the professor must complete a Grade Change Form and submit the form to the Vice President of Academic Affairs for final approval. The form must then be submitted to the Registrar so that the grade can be changed on the transcript.

A record of the final decision concerning the appeal will be kept on file in the Vice President of Academic Affairs office.

## Academic Progression Policy

The Master of Healthcare Administration (MHA) at California Northstate University has a rigorous academic progression policy to ensure students' progression through the curriculum in a timely manner.

The purpose of the academic progression policy is to ensure students in the MHA program reach and maintain high standard of course learning and successfully complete course credits and thesis or capstone paper within required time frame.

Students in the MHA program must pass all courses each semester with a least a grade of C and maintain a minimum grade point average (GPA) of 3.0. A grade of D or below in a course indicates a lack of understanding of the fundamental knowledge of the course necessary for progression.

Students struggling with academic courses must complete the MHA program within 3 years (2-year program) from the time they register and attend their first core course if insufficient knowledge has been identified and remediated.

## Remediation

Remediation is provided to students who earn a letter grade lower than C in any course in the MHA curriculum. The course coordinator/instructors determine the format of remediation examination that covers the course material presented throughout the

course. Preparation of the remediation exam is the sole responsibility of the student. A grade of C to this course will be reported to the Registrar if the remediation examination was satisfactorily completed.

## Academic Probation

If a student fails a course or remediation is taking place for three or more courses, the student will be automatically placed on academic probation for three-year plan (2-year program) from the time they register and attend their first core course. An academic plan for probation must be documented and approved by the Dean of the College of Graduate Studies.

## Dismissal

A student may be dismissed from the MHA program if any of the following conditions occur and the Professional and Academic Standards Committee determines that dismissal is warranted:

- a. Failure to meet any terms of remediation or academic probation.
- b. Conduct subject to dismissal as described in the Student Handbook.
- c. Failure to complete the degree requirements in three (two-year program) consecutive academic years from the date of the first day the student begins the program.

## Appeal of Dismissal

Students dismissed from the MHA program may appeal the decision in writing within thirty calendar days of notification of dismissal to the Dean of the College. The Dean will render a decision in writing within 15 calendar days of the receipt of the formal written appeal. The Dean's decision is final.

## Degree Requirements

The Master in Healthcare Administration degree is a two year (21-24 months) program. All requirements must be fulfilled within a period of two academic years following initial registration, although course credit is not nullified until three years after completion of a course. Any student who has not achieved candidacy by the end of their second year will be reviewed by the Thesis/Capstone Committee for placement on academic probation, regardless of grade point average, and recommendations for progress will be established.

Degree requirements for the Thesis-based track and the Capstone track are as follows:

### Thesis-based Track:

To graduate from the MHA program, students in this track must earn a minimum of 39 credits. In addition to the course requirements, students must pass a proposal examination and complete a thesis.

### Capstone Track:

Students in this track must pass a minimum of 39 credits along with successfully completing a written proposal examination, and a capstone report paper in lieu of a thesis.

## Attendance Policy

The MHA program will follow University guidelines in attendance policy, which requires mandatory attendance for all students. Specifically, students are expected to attend and participate in all classes, and complete all exams and assessments as scheduled (together defined as "coursework").

However, occasionally an absence from coursework will be unavoidable. The policy described below delineates the circumstances when an absence will be considered excused along with expectations for timely communication with the Course Coordinator and makeup of missed coursework.

### A. Approval of Absence

Students should seek approval for an absence from the course coordinator well in advance of the absence if possible, by completing an Excused Absence Request Form. In the case of emergency absence, students should complete and submit the Excused Absence Request Form within 3 business days of returning to campus after the absence. Regardless of whether an absence is excused or unexcused, students are expected to demonstrate professionalism and to follow procedure when requesting an absence.

### B. Duration of Absence

A student may request no more than three academic days of excused absences per semester. Absences exceeding five academic days per semester may require a student to request a Leave of Absence or a Withdrawal. Students must contact the Office of Academic Affairs (OAA) if any one absence period exceeds five days to discuss these options.

### C. Type of Excused Absence

A student may request an excused absence, from the course coordinator, only for reasons listed below:

- Medical (self or immediate family)
- Military duty
- Immigration & Naturalization
- Jury duty
- Legal
- Bereavement (first degree relative)
- Involvement in traffic accident documented by law enforcement report

- Professional Leave – conferences, invited presentations/posters, competitions, (requires verification of academic standing).

#### D. Makeup Allowances

Students are responsible for contacting the course coordinator to arrange makeup of coursework, otherwise they will receive a zero grade. A student seeking an excused absence should complete the Excused Absence Request Form and seek the Course Coordinator's signature for each course the student was absent within three business days upon return to courses or campus. The form must then be given to the Dean of Academic Affairs, who will approve or not the absence request. The OAA will notify the student and course coordinator of the outcome of the absence request.

If an absence is excused, students will be allowed the option to make up missed coursework, rotations, or missed assessments. The nature and type of makeup, makeup time, date, format, duration, and grading is at the sole discretion of the Course Coordinator, but in general Coordinators will draw the following distinction between "high" and "low" stakes assessments/coursework, and professional leave:

A student who is absent for a "high stakes" exam or other such activity considered high stakes, provided the absence has been excused, will be required and allowed to make up the work.

If a student is absent for a "low stakes" assessment the Course Coordinator may choose to drop the missed coursework from the gradebook or provide a makeup opportunity.

A student requesting an absence to attend a professional meeting must demonstrate they are in good academic standing. Requests for professional leave must be submitted at least 10 business days in advance of the professional conference attendance. If attendance coincides with a high stakes exam it is highly likely that the absence will be denied.

#### Leave of Absence

A leave of absence is approved for a specific period of time, not to exceed more than a year, and the institution agrees to permit the student to return to the University/College without formally reapplying for admission to the University/College.

The student will be required to return to the University/College at the beginning of the semester in which the leave was granted. All students requesting a Leave of Absence should fill out a Leave of Absence Form after discussing their decision with the Academic Official for Academic Affairs. If a student is requesting a leave of absence, the Academic Official for Academic

Affairs must sign the form. If the student is approved for a leave of absence, the student is eligible to return without reapplication if the absence is within the approved time frame. A student requesting a leave of absence should also meet with the Financial Aid Manager and Business Office to determine impact of their decision and any requirements needing fulfillment prior to the leave.

Non-attendance does not constitute notification of intent to apply for leave of absence status. The date of leave status is the date the Registrar receives the signed form.

#### Return from Leave of Absence

The Office of the Registrar will contact a student on Leave of Absence (LOA) approximately 90 days before the LOA expires via certified US mail and the email addresses on record. The student will receive the Intent to Return Form and instructions for re-enrollment and for withdrawing from the University.

The student will have 30 days of the date of the notice to reply to the Office of Registrar with their intent to return to the University/College or officially withdraw.

If a student does not return within 1 year of approved LOA they are no longer eligible to return as a continuing student and must reapply to the University/College for admission.

#### Assisting in Research and Teaching

Under the recommendation of faculty members and the advisory committee, research assistantship and teaching assistantship that cover tuition and other expenses are provided to outstanding graduate students with the final approval from the Dean.

#### MHA Thesis Advisory Committee

This committee, which is recommended by the MHA Associate Dean and approved by the Dean, shall consist of at least two faculty members. All members of the committee shall be members of the Graduate Program Faculty. The student's Major Advisor (Thesis Mentor) typically serves as Chair of the committee.

#### Thesis Guidelines

The thesis is a vital portion of the curriculum for graduate students choosing the thesis-based track. These students will conduct hands-on, original research mentored by faculty with experience in the relevant field. Students will select their research topics after consultation with their major advisors. This course will examine student capabilities in literature review,

research design, research execution, result analysis & discussion, and written skills as required to produce a laudable thesis.

Thesis research can start as soon as the student completes MHA 601 and passes a proposal examination. Students will be evaluated each term, and their progress monitored closely by their thesis advisors. The components of this thesis evaluation include the following comprehensive elements: literature review; research design; research performance; Analytics; result presentation and discussion, and conclusion.

- Literature review: 5%
- Research design: 20%
- Research performance: 15%
- Analytics: 15%
- Result presentation: 10%
- Discussion: 5%
- Total quality: 20%
- Oral presentation: 10%

Final grades for the student thesis will be indicated as Satisfactory (S) or Unsatisfactory (U) without any computation of grade points for the course into the semester or cumulative grade point average (GPA). A Satisfactory score in this course is granted based on the evaluation results with 70% or above. Unsatisfactory for Research & Thesis will be indicated if the net result of evaluation components is less than 70% in two semesters. Extension to the 3rd year for students with "U" grade will be reviewed by the thesis committee and approved by the Dean of College of Graduate Studies. Only one year extension is allowed for students with "U". For details please refer to the Graduate Student Handbook.

## Thesis Defense

Defense of thesis is the final step for graduate students on the thesis-based track. This process tests the depth and breadth of knowledge in healthcare analytics and intelligence, and will assess the overall understanding of theory and practice as they relate to the thesis. Students will be expected to justify their decisions in study design and interpretation of outcome. The advisory committee will make the recommendation based on the quality of thesis, answers to all questions, and other factors. The Dean of College of the Graduate Studies will make the final decision upon the recommendation of committee.

## Requirements for Human-subject-based Research

Any students working on human-subject-based research must abide by the following standards.

1. Human-subject-based research proposals must be approved by the appropriate agencies prior to the conduct of the research.
2. Students must respect all ethical standards and must observe all federal, state, local, and institutional regulations.
3. Students must maintain original survey data, interview records and research materials following good practices.
4. Please report all unexpected issues to your advisors.

## Student Grievance Policy

If a student wishes to file a grievance, they can submit a written complaint using the Complaint/Grievance form placed in a sealed envelope and delivered to the Vice President of Academic Affairs or submit an online Anonymous Report available on the CNU website. The Vice President of Academic Affairs will handle the complaint in accordance to University policies and after a review of the facts will attempt to resolve the issue. Any resolution will be provided to the student in writing within 4 weeks of the form submission, excluding holidays and University breaks.

For complaints related to accreditation standards can be found on page 10 of the General Catalog.

## Student Services

Information on Student Services can be located on page 223 of the General Catalog.

# MHA Course Descriptions

## Core Courses

### **MHA 501 Introduction to healthcare systems, policies, markets, economics (3 cr)**

An introductory course that focuses on the system of health and welfare. An integrated understanding of economic principles and healthcare practices sets the foundation for the professional development of healthcare leaders with the objective to lead improvements and transformational changes in healthcare organizations and systems. Topics include healthcare systems, accountable care, managed care, healthcare economics and insurance, policy changes and reform strategies, global markets and health supply chains, and the roles of healthcare stakeholders.

### **MHA 502 Legal, ethical, and regulatory principles in healthcare (3 cr)**

Explores and analyzes legal, regulatory and ethical issues facing healthcare professionals. Topics include government regulations and laws for providers, the court system and healthcare decisions, patient rights and informed consent, information management and privacy, tax exemption, insurance and risk management, liability risk and prevention, licensure and accreditation, ethical and political dilemmas, as well as cutting-edge legal and ethical issues involved in research, intellectual property development and the use of emerging technologies.

### **MHA 503 Data, information and technology systems management in healthcare (3 cr)**

The CIO's perspective for driving digital transformation in healthcare. The ability to use data – such as electronic health records, financial data, claims and surveys - and cutting-edge analytics and technologies through the information technology system to improve quality and operational effectiveness and support strategic and managerial decisions is a differentiating factor for today's healthcare managers. Topics include the core information technology elements and management issues in healthcare delivery, strategic planning and innovation, data analytics for prediction, evaluation and decision support, regulation, governance, infrastructure, portfolio and contract management, as well as discussions on trending issues such as Internet of Things, big data, artificial intelligence, cloud computing, cybersecurity and blockchain.

### **MHA 504 Operations and supply chain management in healthcare (3 cr)**

Provides an integrated approach to designing, improving, and optimizing healthcare processes and supply chain systems in order to achieve competitive advantages: cost, quality, service, flexibility, adaptability, and sustainability, which support healthcare organizations' strategies of efficiency and service

excellence. Topics include the operations research framework, resource and capacity planning, process analytics and throughput management, queueing and the impact of variability, procurement, inventory, and supply chain management, continuous quality improvement, and business model innovation.

### **MHA 505 Accounting and financial management in healthcare (3 cr)**

Learn to speak the language of a healthcare CFO for the effective development and allocation of financial resources to maximize value and outcomes. The goal is to develop a framework with methods and models for making sound financial decisions in healthcare organizations and systems. Topics include financial accounting, managerial accounting, and corporate finance.

### **MHA 506 Organizations and human capital management in healthcare (3 cr)**

Managing people and teams is essential to modern healthcare systems. This course explores how organizational theory methods, models and principles help healthcare organizations succeed. Topics include talent management in healthcare, retention improvement, compensation and job design, credentialing and professional growth, emotional intelligence, performance measurement, motivation and incentive structures, conflict and negotiation, leadership and communication, technology support, and decision-making.

### **MHA 507 Healthcare marketing and communications strategies (3 cr)**

The course is aimed at providing frameworks and tools for analyzing healthcare markets to address who to market to and how to market questions, and developing strategies and marketing plans for successfully competing in the healthcare marketplace. Topics include marketing research, market segmentation, branding, pricing, promotion and advertising, patient behavior and relationship management, digital and social media marketing, fundraising, public relations and corporate communications.

### **MHA 600 Practicum/service learning activity (3 cr)**

This course and its successor, MHA601 or MHA602, are required for the MHA degree program. The purpose of these courses is to accomplish a capstone project or thesis in the field of Healthcare Management. The goal of this course is for students to gain first-handed experiences in a fieldwork setting and complete a project or thesis proposal that serves as an entry point into their last course, MHA601 Master's Thesis or MHA602 Residency/Service Learning Activity, in which they will complete the cumulating project.

### **MHA 601 Thesis (3 cr)**

This course or its equivalent, MHA 602, is required for the MHA degree program. The purpose of this course is

to complete a capstone research project in the field of Healthcare Management with a focus on the applications of Analytics and Intelligence (A.I.) methods, culminating students' experiences in the MHA Program. Based upon the thesis proposal and thesis work completed under the supervision of the student's faculty advisor(s) and with the approval of the MHA faculty, students should be undertaking this course to complete their thesis writing and successfully defend their theses.

#### **MHA 602 Residency/service learning activity (3 cr)**

This course or its equivalent, MHA 601, is required for the MHA degree program. The purpose of this course is to complete a capstone project in the field of Healthcare Management, culminating students' experiences in the MHA Program. Based upon the project proposal and project work completed under the supervision of the student's faculty advisor(s) and with the approval of the MHA faculty, students should be undertaking this course to complete their project report writing and successfully present their projects.

### **Elective Courses**

#### **MHA 511 Strategic analysis and planning for healthcare (3 cr)<sup>1</sup>**

From the viewpoint of a healthcare CEO, a senior executive, a board member, a public officer, or an entrepreneur, this course focuses on developing an integrated framework for formulating a strategic plan or a strategic decision through the exercise of identifying opportunities, evaluating alternatives, redesigning systems, and fostering innovations in order to maximize value and optimize care quality and patient outcomes, employee satisfaction, as well as institutional efficiency, accountability, and sustainability through strategic thinking and leadership.

#### **MHA 512 Change management and leadership (3 cr)<sup>2</sup>**

Change management and leadership have become essential skills for managers in the ever-changing healthcare industry. Transforming healthcare needs tremendous leadership. In this courses, students are introduced to the concepts and practice of leadership and complex change leadership issues in healthcare organizations. Behavior models and a 360-degree approach of leadership assessment are introduced through experiential activities that set the foundation for developing leadership action plans and managing transformational changes on a continuous basis.

#### **MHA 521 Executive decision making for healthcare (3 cr)**

This course is designed to provide a framework that integrates quantitative and qualitative analyses for effective evidence-based, value-shared decision making in healthcare. Topics include decision styles of healthcare professionals, leaders and stakeholders, ethical judgment and behavior decision making, group and organizational decisions, multi-objective optimization and decision making under uncertainties, planning, implementation, and communication of decision making, and executive decision making with modern technologies such as data sciences and artificial intelligence.

#### **MHA 522 Global Procurement and supply management (3 cr)**

Public health crises expose problems in the healthcare supply chain. This course provides an overview of sourcing strategies in the global marketplace that can potentially create value for all healthcare stakeholders. Topics include demand management, procurement and purchasing, insourcing, outsourcing and multi-sourcing, group purchasing, supplier selection and management, global logistics, inventory control, security and compliance, information infrastructure, knowledge management, and supply chain leadership.

#### **MHA 523 Healthcare in the global marketplace (3 cr)**

Globally healthcare is a \$10 trillion market that keeps growing and offers significant opportunities of investment, innovation and collaboration. This course provides a global perspective on various healthcare economics and delivery models in developed and developing countries, social and environmental issues, mental health, disease control, complementary medicine, nutrition, and other issues, and explores opportunities for proactively engaging in and capitalizing on the globalization of healthcare with cost reduction, patient and provider mobility, value-based collaboration, technology and care model innovation, and digital transformation.

#### **MHA 524 Public health, compliance, and risk management (3 cr)**

Explores external risk factors such as social, cultural, behavioral, environmental and regulatory factors that affect public health and healthcare outcomes, as well as risk management strategies for patient care, emergency preparation, financial and personnel management, and medical research. Topics include regulatory review and assessment of safety and compliance risks, risk remediation, risk monitoring, risk auditing and reporting, risk management plans and implementation, and preparation for future policy changes.

---

<sup>1</sup> Required for the Leadership concentration



**MHA 525 Innovation, entrepreneurship and new venture financing (3 cr)**

The entrepreneur's perspective on fostering market-driven product and service innovations and initiating new ventures. Students learn to serve as leaders with the knowledge and management skills to develop, scale and deliver breakthrough solutions to healthcare problems, and write a comprehensive business plan that include the new product or service and its technology innovation, mission and vision of the organization, value proposition, market analysis and marketing plan, pricing, financial analysis and projections, operations and human capital strategies, organizational design, supply chain design and fulfillment plans, compliance and ethical risks, and social and environmental impacts. Students are also prepared to make key decisions on valuating the company, raising money from individual investors, ventral capital or private equity, and structuring funding, employment contracts and exit strategies.

**MHA 531 Data analytics and predictive models for business intelligence (3 cr)<sup>2</sup>**

Examines real-world cases of how analytics and innovations have been used to support decisions and transform healthcare delivery. Through these cases, the following cutting-edge data analytics and prediction methods are covered under an optimization framework: data visualization, regression, machine learning, decision trees, classification, clustering, and text analysis, with applications in various areas, e.g., demand management, forecasting and inventory planning, dashboards and scorecards, cost control, care performance and quality improvement, cybersecurity, personalized medicine, disease prevention and control, safety, clinical research, etc.

**MHA 532 Optimization and prescriptive decision models (3 cr)<sup>3</sup>**

Introduces the frameworks, algorithms and applications of optimization modeling and operations research methods that can help healthcare professionals, managers and organizations prescribe optimal decisions and solutions. Real-world cases will be discussed with applications of linear programming, network flows, integer programming, nonlinear programming, heuristics, as well as stochastic methods, to motivate the use of optimization to support managerial decision making and problem solving, and develop relevant skills for identifying opportunities and managing the implementation of optimization.

**MHA 533 Systems simulation and design for healthcare delivery (3 cr)**

---

Introduces key elements of computer simulation of healthcare delivery systems that can provide healthcare managers and professionals a unique decision support tool to evaluate design alternatives in complex systems subject to uncertainty, without interrupting the actual process. Topics include simulation modeling with a software package, design of simulation experiments, input modeling, output analysis, cost analysis, verification and validation, systems comparison, optimization via simulation, and visualization and communication. Real-world examples include simulating patient flows at a major hospital for resource allocation and scheduling; disease spread for evaluating mitigation strategies; a pharmaceutical distribution center for congestion reduction; and a pharmaceutical market for evaluating promotion strategies among others.

**MHA 534 Health Record Management and cybersecurity (3 cr)**

Explores the roadmap of design, implementation and optimization of electronic health record systems, as well as the prevention of cybercrimes which threaten patient privacy and safety, clinical outcomes and healthcare organizations' financial performances. Topics include budgeting, workflows, vendor selection, governance, communication and training, privacy and security compliances, strategies for improving cybersecurity, technology and infrastructure, systems optimization, and implications on medical decisions and outcomes.

**MHA 541 Introduction to analytics programming (3 cr)**

Students will gain a fundamental understanding of a popular programming language with a simple syntax and a powerful set of libraries by creating a variety of scripts for analytics, database access, and web applications. Programming for analytics is becoming an integral part of many professions ranging from finance and insurance to education and healthcare, and an essential skill for many professionals including healthcare researchers, practitioners and managers. This course is suitable for students without any prior programming experience. Students learn to implement basic coding skills for practical, real-world applications, which can be built in a simple cloud-based environment, and will be able to organize and analyze data efficiently by writing scripts.

**MHA 542 Machine learning and artificial intelligence for healthcare (3 cr)**

Explores various ML/AI technologies, applications and opportunities for healthcare as more real-world applications emerge. This course is aimed to provide a fundamental understanding of the potential for AI

<sup>2</sup> Required for the A.I concentration

innovations to transform healthcare through the efforts of leaders and professionals from both the healthcare and technology industries. Students will have the experiential learning opportunity to practice data organization, data aggregation and ML model building using case data or real data with various healthcare applications. *Prerequisite: MHA 541 or permission of the instructor.*

**MHA 551 Healthcare delivery and service management (3 cr)<sup>3</sup>**

Explores value-based healthcare delivery with focuses on improved quality, lower cost, and better patient satisfaction for achieving service excellence as a competitive advantage. Topics include service systems and strategies for delivering customer value, communication, staffing and training, motivation and empowerment, financial incentives and risk sharing, accountable care organizations, impact of population health and public policies, informational technology infrastructure, quality and safety improvement, waste elimination, contract management, and systems integration.

**MHA 552 Lean Six Sigma and project management for healthcare (3 cr)<sup>4</sup>**

Lean Six Sigma combines the methodologies of six sigma quality management and the lean enterprise to enable fact based management and change management, and create an efficient organization that maximizes value. Students will practice business problem solving and process improvement through experiential learning activities, and experience a project-based approach for defining, measuring, analyzing, improving and controlling healthcare outcomes. In addition to Lean Six Sigma methodologies, topics also include the essentials of project management including initiating, planning, implementing, managing, and controlling a project, which drives innovations and changes in healthcare organizations.

---

<sup>3</sup> Required for the Service Excellence concentration

# MHA Academic Schedule

Tentative Schedule for the Leadership Concentration

<b>MHA (cohort 1) Spring 2021- 2022- Leadership concentration</b>					
<b>Semester</b>	<b>Dates (Friday &amp; Saturday)</b>	<b>Dates Off</b>	<b>Course</b>	<b>Course Title</b>	<b>Units</b>
<b>Spring 2021</b>	01/08		Orientation	Orientation Seminar	
	01/22-02/27	02/12-02/13	MHA 501	Introduction to healthcare systems, policies, markets, and economics	3.0
	03/05-04/10	3/14-3/21*	MHA 506	Operations and supply chain management in healthcare	3.0
	04/16-/05/15		MHA 506	Organizations and human capital management in healthcare	3.0
<b>Semester Credit Earned</b>					<b>9.0 units</b>
<b>Summer 2021</b>	05/21-06/26	05/28-05/29	MHA 503	Data, information and technology systems management in healthcare	3.0
	07/09-08/07		MHA 502	Legal, ethical, and regulatory principles in healthcare	3.0
<b>Semester Credit Earned</b>					<b>6.0 units</b>
<b>Fall 2021</b>	08/13-09/18		MHA 505	Accounting and financial management in healthcare	3.0
	09/24-10/23		MHA 507	Healthcare marketing and communication strategies	3.0
	10/25-12/17		MHA 601	Practicum/Fieldwork/Service Learning Activity	3.0
<b>Semester Credit Earned</b>					<b>9.0 units</b>
<b>Spring 2022</b>	01/07-02/12		MHA 511	Strategic Analysis and planning for healthcare	3.0
	02/25-4/02		MHA 512	Change management and Leadership	3.0
	04/08-05/07		Elective 1		3.0
<b>Semester Credit Earned</b>					<b>9.0 units</b>
<b>Summer 2022</b>	05/20-06/18		Elective 2		3.0
	06/27-08/26		MHA 602	Residency/ Field Work Application	3.0
<b>Semester Credit Earned</b>					<b>6.0 units</b>

**Notes:** The 2<sup>nd</sup> and 4<sup>th</sup> weeks are online teaching. \*Indicates spring break.  
39 units required to earn MHA degree

Tentative Schedule for the Analytics and Intelligence (A.I.) Concentration (Spring 2021 Cohort)

<b>MHA (cohort 1) Spring 2021- 2022- Analytics and Intelligence (A.I.) concentration</b>					
<b>Semester</b>	<b>Dates (Friday &amp; Saturday)</b>	<b>Dates Off</b>	<b>Course</b>	<b>Course Title</b>	<b>Units</b>
<b>Spring 2021</b>	01/08		Orientation	Orientation Seminar	
	01/22-02/27	02/12-02/13	MHA 501	Introduction to healthcare systems, policies, markets, and economics	3.0
	03/05-04/10	3/14-3/21*	MHA 506	Operations and supply chain management in healthcare	3.0
	04/16-/05/15		MHA 506	Organizations and human capital management in healthcare	3.0
<b>Semester Credit Earned</b>					<b>9.0 units</b>
<b>Summer 2021</b>	05/21-06/26	05/28-05/29	MHA 503	Data, information and technology systems management in healthcare	3.0
	07/09-08/07		MHA 502	Legal, ethical, and regulatory principles in healthcare	3.0
<b>Semester Credit Earned</b>					<b>6.0 units</b>
<b>Fall 2021</b>	08/13-09/18		MHA 505	Accounting and financial management in healthcare	3.0
	09/24-10/23		MHA 507	Healthcare marketing and communication strategies	3.0
	10/25-12/17		MHA 601	Practicum/Fieldwork/Service Learning Activity	3.0
<b>Semester Credit Earned</b>					<b>9.0 units</b>
<b>Spring 2022</b>	01/07-02/12		MHA 531	Data analytics and predictive models for business intelligence	3.0
	02/25-4/02		MHA 532	Optimization and prescriptive decision models	3.0
	04/08-05/07		Elective 1		3.0
<b>Semester Credit Earned</b>					<b>9.0 units</b>
<b>Summer 2022</b>	05/20-06/18		Elective 2		3.0
	06/27-08/26		MHA 602	Residency/ Field Work Application	3.0
<b>Semester Credit Earned</b>					<b>6.0 units</b>

**Notes:** The 2<sup>nd</sup> and 4<sup>th</sup> weeks are online teaching. \*Indicates spring break.  
39 units required to earn MHA degree

Tentative Schedule for the Service Excellence Concentration (Spring 2021 Cohort)

**MHA (cohort 1) Spring 2021- 2022- Service Excellence concentration**

Semester	Dates (Friday & Saturday)	Dates Off	Course	Course Title	Units
<b>Spring 2021</b>	01/08		Orientation	Orientation Seminar	
	01/22-02/27	02/12-02/13	MHA 501	Introduction to healthcare systems, policies, markets, and economics	3.0
	03/05-04/10	3/14-3/21*	MHA 506	Operations and supply chain management in healthcare	3.0
	04/16-/05/15		MHA 506	Organizations and human capital management in healthcare	3.0
Semester Credit Earned					<b>9.0 units</b>
<b>Summer 2021</b>	05/21-06/26	05/28-05/29	MHA 503	Data, information and technology systems management in healthcare	3.0
	07/09-08/07		MHA 502	Legal, ethical, and regulatory principles in healthcare	3.0
Semester Credit Earned					<b>6.0 units</b>
<b>Fall 2021</b>	08/13-09/18		MHA 505	Accounting and financial management in healthcare	3.0
	09/24-10/23		MHA 507	Healthcare marketing and communication strategies	3.0
	10/25-12/17		MHA 601	Practicum/Fieldwork/Service Learning Activity	3.0
Semester Credit Earned					<b>9.0 units</b>
<b>Spring 2022</b>	01/07-02/12		MHA 551	Healthcare delivery and service management	3.0
	02/25-4/02		MHA 552	Lean Six Sigma and project management for healthcare	3.0
	04/08-05/07		Elective 1		3.0
Semester Credit Earned					<b>9.0 units</b>
<b>Summer 2022</b>	05/20-06/18		Elective 2		3.0
	06/27-08/26		MHA 602	Residency/ Field Work Application	3.0
Semester Credit Earned					<b>6.0 units</b>

**Notes:** The 2<sup>nd</sup> and 4<sup>th</sup> weeks are online teaching. \*Indicates spring break.

39 units required to earn MHA degree

# COLLEGE OF HEALTH SCIENCES

## Mission, Vision, and Values

**Mission:** To advance the art and science of healthcare.

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

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

## Educational Philosophy

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

Cognitive Ability and Intellectual Depth corresponding to command of any subject is best achieved by thoughtful study of the relevant body of knowledge under the guidance of a teacher who is an expert in the field and is well prepared to mentor students. Learning is often a demanding and inscrutable process, but it is known to emerge reliably from the interplay of thoughtful reading, attendance of inspiring lectures, case studies and practice problems, classroom discussion, and assessment. Ultimately, every student must commit to personal engagement in the learning process using methods that work best for the individual. There is no magic substitute for the hard work of studying. However, our faculty members are tasked to use innovative teaching methods and technologies proven to be effective by pedagogical research. Each concentration and every course delivered at CNU has specific learning outcomes that are measured by various forms of assessment. The assessment results are used to make changes that continually improve

upon teaching and the curriculum. The goal of every teacher is not merely to convey a list of facts but to transform novice students into active scholars and ultimately prepare them for life-long learning. Every field of knowledge, especially science, is being constantly revised by discovery through research. Learning a subject does not end with the final exam of the course; it only begins a life's journey.

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

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

## Learning Outcomes

The goals of the Bachelor of Health Sciences program are defined and assessed by a set of carefully designed Program Learning Outcomes and General Education Learning Outcomes. These outcomes specify the intellectual substance and interpersonal communication skills that our students are expected to demonstrate by the time they graduate.

As overarching educational standards, Program Learning Outcomes (PLOs) define the primary learning agenda and the associated platform of assessment that measures teaching effectiveness and student competency.

## Program Learning Outcomes (PLOs)

Upon successful completion of the CNUCHS Bachelor of Science in Health Sciences, students will be able to demonstrate the following Program Learning Outcomes (PLOs):

### **PLO1: Core Sciences and Mathematics.**

Demonstrate knowledge of the core sciences and mathematics.

**PLO2: Arts and Humanities.** Demonstrate understanding of how the arts and humanities enhance health, well-being, and healthcare practice and delivery.

**PLO3: Critical and Systemic Thinking.** Demonstrate understanding of the collaborative nature of healthcare delivery.

**PLO4: Professional Interaction.** Communicate with respect, empathy, and cultural competence.

### **PLO5: Social Accountability and Community Service.**

Acts with social accountability and demonstrates commitment to community service.

The Program Learning Outcomes are fulfilled by completion of the following courses:

### **PLO1: Core Sciences and Mathematics (3 cr)**

BIOL310; BIOL310L; BIOL320; BIOL330; BIOL340; BIOL350; BIOL420; BIOL440; BIOL450; BIOL460; BIOL470 BIOL480; COLL310 & COLL320

### **PLO2: Arts and Humanities (3 cr)**

HIST310; HUMN410; PHIL310 & PHLT310

### **PLO3: Critical and Systemic Thinking (3 cr)**

PHIL310; PSYC310; PSYC320; PSYC410; PSYC420; PSYC430 & SOCL410

### **PLO4: Professional Interaction (3 cr)**

COLL420 & COLL220

### **PLO5: Social Accountability & Community Service (2 cr)**

COLL220

## PLO Requirement

Courses satisfying a PLO must be completed at CHS. While a transferred equivalent course cannot satisfy a PLO, it can count toward general elective degree credit. In some instances, a course may satisfy more than one PLO. In such instances, the credit from the course will only count once toward the degree.

## Curricular Learning Outcomes:

Upon successful completion of the CNUCHS Bachelor of Science in Health Sciences, students will be able to demonstrate the following co-curricular learning outcomes:

### 1. **Social Awareness and Cultural Sensitivity.**

Demonstrate awareness of and responsiveness to social and cultural differences by adapting behaviors appropriately and using effective interpersonal skills.

### 2. **Self-Awareness and Learning.** Demonstrate self-awareness through reflection and the development of appropriate plans for self-directed learning and development.

3. **Service and Leadership.** Demonstrate the ability to lead and work collaboratively with others to accomplish a shared goal.
4. **Professionalism.** Demonstrate professional behavior and effective interactions with others.
5. **Oral Communication.** Demonstrate appropriate delivery techniques when communicating materials to an audience.

## General Education Learning Outcomes (GELOs)

Upon successful completion of the CNUCHS Bachelor of Science in Health Sciences, students will be able to demonstrate the following general education learning outcomes:

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

The GE Requirements encompass a suite of courses that provide a broad educational framework for students. The GE curriculum at CNU CHS is designed to provide students with a solid foundation for advanced studies and essential skills needed to work effectively in diverse health-related careers. As required by the California Code of Regulations– Title 5– Article 2 on Admissions and Academic Achievement Standards “At least 25 percent of the credit requirements for a Bachelor’s Degree shall be in general education.” Accordingly, the GE courses comprise approximately 36 credit units of the minimum 120 required credits for graduation (30% of total degree credits).

The GE Learning Outcomes are fulfilled by completion of the following courses:

### 1. **Written Communication (6 cr)**

-ENGL 110 (3 cr); ENGL 110x (3cr) ENG 120 (3 cr) ENGL 120x (3cr)

### 2. **Oral Communication (3 cr)**

-COMM 110 (3 cr)

### 3. **Information Literacy (3 cr)**

-ENGL 120 or ENGL 120x (3 cr)

**4. Critical Thinking (3 cr)**

-ENGL 120 or ENGL 120x

**5. Scientific Inquiry and Quantitative Reasoning (14 cr)**

-BIOL 110/L (3 cr/1 cr) and CHEM 110/L (3 cr/1 cr);

-MATH 120 (3 cr); MATH 120x 3(cr) & MATH 125 (3 cr),  
MATH 125x 3(cr) or MATH 130 (3 cr), MATH 130x 3(cr)

**6. Liberal Arts (13 cr)**

-Fine Arts (3 cr): ARMU 110 (3 cr), ARMU 120 (3 cr), or  
approved Arts elective

-Humanities (3 cr): ANTH 210 (3 cr) or approved  
Humanities elective

-Social Sciences (3 cr): ECON 210 (3 cr), GOVT 110 (3 cr),  
PSYC 110 3(cr), PSYC 110x 3(cr) SOCL 110 (3 cr), or  
approved Social Sciences elective

-Social Accountability and Community Service (6 cr):  
COLL 210 (2 cr) and COLL 220 (2 cr)

Note: Approved course electives may be transfer credits including credit awarded by AP/IP exam, transfer courses, course substitution, or a CHS offered course designated as meeting the GE requirement area.



# Academic Programs

## Overview

The College of Health Sciences (CHS) offers an undergraduate program leading to the Bachelor of Science in Health Sciences (BSHS) degree. CHS has pathways that allow BSHS students to progress to California Northstate University's College of Medicine, College of Pharmacy, and the College of Psychology, provided they maintain certain benchmarks. Pathways are not programs and CHS students must meet the admission criteria of each individual CNU professional school in order to be able to progress. CHS also offers a pathway with CNU Master of Pharmaceutical Sciences (MPS) program.

CHS also offers a curriculum plan designed for those who already have a Bachelor's degree and want to meet prerequisites for professional schools in the health professions as well as to improve his/her academic credentials and application portfolio to those schools – the Pre-Med Post-Baccalaureate coursework (PMPB). The PMPB coursework is not a program and does not lead to a diploma or a degree.

## Bachelor of Science (BS)

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

## Concentrations of Study Descriptions

**Biotechnology:** This concentration is appropriate for students interested in the latest advances in technologies that contribute to understanding the molecular nature of living organisms. Coursework is designed to support content expertise and hands-on lab skills development in areas necessary for the biotechnology industry. Key courses including Advanced Cell and Molecular Biology, Bioinformatics, and Ethical Concerns in Biotechnology are just some of the options students choose from. Students that choose this concentration are prepared to pursue careers in the biotechnology industries, academic research laboratories, postgraduate work in molecular biology or biochemistry, or professional health programs.

**Human Biology:** This concentration is appropriate for students who are seeking focused coursework in biomedical sciences. It is a challenging curriculum that focuses upper division coursework on advanced topics of human biology such as functional anatomy, human genetics, microbiology, immunology, and pharmacology. Students who complete this concentration are expected to be exceptionally well prepared for a variety of professional health programs and employment in a variety of healthcare-related professions.

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

**Health Science Administration:** This concentration is offered for students who wish to work in the administrative side of health care delivery. The curriculum includes introductory science in the first year that is essential for understanding the basics of human biology. The second to fourth years of the curriculum consist of many courses relevant to business and management. Such courses include human resources management, healthcare financing, healthcare regulations and accreditation, and entrepreneurship. Students who complete this concentration will have a strong background in business and science to work as administrators, managers, and sales representatives in hospitals, medical insurance companies, public health agencies, the pharmaceutical sector, health advocacy foundations, and other professions.

## Bachelor of Sciences and Doctor of Medicine (BS-MD) Pathways

BS to MD pathways offer high school applicants' multiple options to apply the professional Doctor of Medicine (MD) program at CNU College of Medicine (CNUCOM). Some pathways options are designed to allow entering freshmen to complete their pre-medicine coursework and MD in an accelerated time frame if they meet specific criteria to be admitted into CNUCOM. Students accepted into a BS to MD pathway will begin their program of study in the College of Health Sciences (CHS) undergraduate program towards obtaining their BS degree while completing all prerequisite academic coursework to satisfy CNUCOM requirements. These students will work closely with the CHS pre-health advisors to ensure completion of all the required criteria and academic course prerequisites.

Admission as an undergraduate to the BS to MD Pathway and achievement of the minimum grade-point average and MCAT score do not guarantee admission to the College of Medicine. The College of Medicine does not reserve any specific number of spots in an entering College of Medicine first-year class for BS to MD Pathway Students. Admission to the College of Medicine depends on the BS to MD Pathway Student satisfying all admissions requirements for the College of Medicine, including, but not limited to, successfully completing the admissions interview, which is a vital part of the College of Medicine admissions process.

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

Students have the opportunity to complete their BS degree and MD degree in an accelerated time frame--six to seven years in addition to the traditional eight years.

#### **2+4 BS-MD Pathway**

Two Years Undergraduate + Four Years Doctor of Medicine. Students are required to take some classes in summer to fulfill the CNUCOM MD admissions requirements and CNUCHS degree requirements for the Bachelor of Science.

#### **3+4 BS-MD Pathway**

Three Years Undergraduate + Four Years Doctor of Medicine. Students have the option to take some classes in summer to fulfill the CNUCOM MD admissions requirements and CNUCHS degree requirements for the Bachelor of Science.

#### **4+4 BS-MD Pathway**

Four Years Undergraduate + Four Years Doctor of Medicine. Students have the option to take some classes in summer to fulfill the CNUCOM MD admissions requirements and CNUCHS degree requirements for the Bachelor of Science.

### **Bachelor of Sciences and Doctor of Pharmacy (BS to PharmD) Pathways**

BS to PharmD pathways offer high school applicants two options to enter the professional Doctor of Pharmacy (PharmD) program. Both options are designed to allow entering freshmen to complete their pre-pharmacy coursework and PharmD in an accelerated time frame if they meet specific criteria. Students accepted into a BS to PharmD pathway option will begin their program of study in the College of Health Sciences (CNUCHS) undergraduate program towards obtaining their BS degree while completing all prerequisite academic coursework. These students will work closely with the CNUCHS pre-health advisors to ensure completion of all the required criteria and

academic course prerequisites in order to be able to be considered for admission in our College of Pharmacy (CNUCOP).

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

#### **2+4 BS-PharmD Pathway**

Two Years Undergraduate + Four Years Doctor of Pharmacy. Students are required to take some classes in summer to fulfill the CNUCOP PharmD admissions requirements and CNUCHS degree requirements for the Bachelor of Science.

#### **3+4 BS-PharmD Pathway**

Three Years Undergraduate + Four Years Doctor of PharmD. Students have the option to take some classes in summer to fulfill the CNUCOP PharmD admissions requirements and CNUCHS degree requirements for the Bachelor of Science.

### **3+2 Bachelor of Science to Master of Pharmaceutical Sciences Pathway (BS to MPS)**

The 3+2 BS to MPS pathway offers those interested in pursuing a career in the pharmaceutical field the opportunity to complete undergraduate education and earn a Master of Pharmaceutical Sciences (MPS) degree in five years. Students accepted into the 3+2 BS to MPS pathway will begin their program of study in the College of Health Sciences (CNUCHS) undergraduate program towards obtaining their BS degree while completing all prerequisite academic coursework for the Master of Pharmaceutical Sciences. These students will work closely with the CNUCHS pre-health advisors to ensure completion of all the required criteria and academic course prerequisites in order to be able to be considered for admission in the MPS program. Students admitted into the 3+2 BS to MPS pathway are required to meet the following requirements in order to be admitted to the Master of Pharmaceutical Sciences at CNU:

- Successfully complete the MPS pre-requisite coursework
- Maintain a 3.0 GPA in the undergraduate program and be in good standing each semester
- Participate in at least one MPS activity per year while attending CHS
- Submit a primary application to the MPS program
- Submit a supplemental application to the MPS Office of Admission
- Successfully complete the MPS admission interview

## **3+5 Bachelor of Science to Doctor of Psychology Pathway (BS to PsyD)**

The 3+5 BS to PsyD pathway offers those students interested in pursuing a professional degree in clinical psychology (PsyD) the opportunity to complete undergraduate education and earn a Doctor of Psychology (PsyD) degree in eight years. Students accepted into the 3+5 BS to PsyD pathway will begin their program of study in the College of Health Sciences (CNUCHS) undergraduate program towards obtaining their BS degree while completing all prerequisite academic coursework for the Doctor in Psychology. These students will work closely with the CNUCHS pre-health advisors to ensure completion of all the required criteria and academic course prerequisites in order to be able to be considered for admission in the CNU College of Psychology.

Students admitted into the 3+5 BS to PsyD pathway are required to meet the following requirements in order to be admitted to the Doctor of Psychology at CNU:

- Successfully complete the prerequisite coursework for the COPSy.
- Maintain a 3.2 GPA in the undergraduate program and be in good academic and conduct standing each semester.
- Participate in at least one campus activity each year with the COPSy
- Submit an application through the centralized application service for graduate study in psychology (PsyCAS) and a supplemental application to CNUCOPSy
- Successfully complete the COPSy interview.

## **Pre-Med Post-Baccalaureate (PMPB) Coursework**

The Pre-Med Post-Baccalaureate coursework is designed to enhance the academic credentials and application portfolio of students aiming for a professional degree in the health professions. The post-baccalaureate provides a comprehensive 1-year educational experience that includes coursework in biomedical science and test preparation for medical school admission (i.e., MCAT exam).

Students will complete a minimum of 27 credit hours of advanced undergraduate coursework in the physical and social sciences over the course of two semesters. Students can also enroll in elective courses to engage in a community service learning project or serve as a standardized patient in role-play mode with medical and pharmacy students as supervised by medical school faculty.

Topics covered in career-building workshops for medical school admission include health professions seminars, MCAT exam skill-building and practice testing, application procedures (AMCAS, PHARMCAS), interview coaching, and portfolio fine-tuning. A comprehensive letter of recommendation will be provided for all students who complete the program. Fall admission is open through August 31.

# Admission to the College of Health Sciences

## Applicant Status Definitions

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

**Transfer Student:** A transfer student applicant is a student who has been a registered student in a regular term at a college, university or in college-level extension classes since graduating from high school. A summer session attended immediately following high school graduation is excluded in this definition. Transfer applicants may not disregard any of their college records or apply for admission as a first-time college student. Students with 24 or more college credits are considered transfer students.

**International Student:** International student applicants are applicants with citizenship from any country other than the United States of America.

## Pre-Med Post-Baccalaureate (PMPB)

The Pre-Med Post-Baccalaureate coursework is designed to enhance the academic credentials and application portfolio of students aiming for a professional degree in the health professions. The post-baccalaureate provides a comprehensive 1-year educational experience that includes coursework in biomedical science and test preparation for medical school admission (i.e., MCAT exam).

In order to be admitted into the Post-Baccalaureate coursework, the applicant must show proof of have earned a bachelor's degree before registering to the College. Students will complete a minimum of 27 credit hours of advanced undergraduate coursework in the physical and social sciences over the course of two semesters. Students can also enroll in elective courses to engage in a community service learning project or serve as a standardized patient in role-play mode with medical and pharmacy students as supervised by medical school faculty.

Topics covered in career-building workshops for medical school admission include health professions seminars, MCAT exam skill-building and practice testing, application procedures (AMCAS, PHARMCAS), interview coaching, and portfolio fine-tuning. A comprehensive letter of recommendation will be provided for all students who complete the program. Fall admission is open through August 31.

## College Admission Criteria

The College offers rigorous programs seeking high school graduates who demonstrated notable academic and co-curricular accomplishments, and an interest in serving society in the health professions. The goal of the admission process

is to identify and select applicants that have an excellent chance of success, are most likely to thrive at our campus, and will enhance the university's academic and cultural community.

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

## Admission Criteria for First-Time College Student

First-Time College student must have earned a high school diploma or equivalent before registering for classes at CNUCHS. Besides the high school diploma requirement, the Admissions Committee has established the following criteria for selecting and enrolling qualified students.

### Admission Requirements for Traditional Students

Min HS GPA	2.70
Min SAT (after 03/2016)*	1130
Min ACT	23

## Admission Criteria for Transfer Students

Transfer students are those with 24 or more transferrable college credits. Admission of transfer students requires a 2.70 or higher in college coursework.

### Admission Requirements for Transfer Students

Min HS GPA	2.70
Min SAT (after 03/2016)*	NA
Min ACT	NA
Interview	NA

\*Math and Evidence-Based Reading and Writing (M+ERW) \*\*Math and Reading

### Guidelines for Evaluation of Transfer Student Coursework

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

1. CNUCHS will consider transfer of credit for college-level (not remedial) courses in which the student has earned a minimum grade of "C" (2.0 = "C" Grade Point Equivalent) (4.00 = "A") or higher from accredited colleges and universities.
2. A maximum of 60 credit hours will be considered for transfer from regionally accredited community colleges, junior colleges, two-year and/or four-year colleges, and other accredited colleges, with the exception of certain unrecognized programs.

3. Acceptance of any course for transfer credit granted toward the BS is subject to evaluation of the course topic, content, and teaching methodologies/pedagogy by expert faculty in that discipline.
4. Credit for equivalent courses and/or AP/IB exams will be awarded from only one source toward a course equivalency. CNUCHS does not award duplicate credit. Students are advised to speak with an academic advisor to determine which course or exam credit will provide the greatest benefit.
5. Course credits earned at other institutions based on different credit hours than used by CNUCHS are subject to conversion and possible decrease in credit hour value. Transfer students are subject to the same graduation requirements as CNUCHS for the B.S. degree.
6. The CHS cumulative grade point average (GPA) is based solely upon coursework taken at CNU.

#### Types of Transfer Credits NOT Accepted by CNU:

- Courses in which the student earned below "C" (2.0 = Grade Point Equivalent) (4.0 = "A") as the final grade
- Credit awarded by post-secondary schools in the United States that lack candidate status or are not accredited by a regional accrediting association
- Credit awarded by post-secondary schools for life experience
- Credit awarded by post-secondary schools for courses taken at non-collegiate institutions and society workshops (e.g., governmental agencies, corporations, industrial firms, etc.)
- Credit awarded by postsecondary schools for noncredit courses, workshops, and seminars offered by other postsecondary schools as part of continuing education programs

## Admission Criteria for International Students

California Northstate University accepts applications from graduates of foreign institutions. California.

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

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

- A completed California Northstate University College of Health Science (CNUCHS) Application Form CHS Application.
- A high school diploma (or international equivalent) with a minimum Cumulative GPA of 2.70 on a 4.00 scale.

- Transcripts of all schools attended showing completion of the courses shown below. If the original document is not in English, please include a certified English translation.
  - 4 years of English
  - 3 years of mathematics at the level of Algebra I and higher (4 years recommended)
  - 2 years of laboratory science (3 years recommended)
  - 2 years of social science
- Standardized College Entrance Exam Scores:
  - Official SAT (College Code 7669) or ACT (College Code 7032) dates taken and scores
  - The College of Health Sciences may also take into account the following when considering

Applicants whose native language is not English must provide evidence of English language proficiency by submitting test scores from *one of the following*.

- Test of English as a Foreign Language (TOEFL): minimum 510 paper/88iBT
- International English Language Testing System (IELTS) (Academic): minimum 6.5

Applicants must have the test score sent directly to the College of Health Sciences at:  
 International Undergraduate Admissions  
 College of Health Sciences  
 California Northstate University  
 2910 Prospect Park Drive  
 Rancho Cordova, CA 95670

TOEFL: The official TOEFL score report can be sent directly to CNUCHS from the Educational Testing Service. For information about this test and registration procedures, contact ETS at PO Box 6151, Princeton, NJ 08541-6151, USA or visit [www.toefl.org](http://www.toefl.org).

IELTS: For information about this test and registration procedures, contact the IELTS Office, University of Cambridge Local Examination Syndicate, 1 Hills Road, Cambridge/CB1 2EU, UK or visit [www.ielts.org](http://www.ielts.org).

## Bachelor of Science in Health Sciences (BSHS)

- High school diploma or equivalent (a General Education Development certificate, a California High School Proficiency Examination certificate, other official completion documentation recognized by the state of California) before entering the program.
- Overall GPA of 2.7 (on a 4.0 scale) and completion of the following classes with a grade of C or better
  - 4 years of English
  - 3 years of mathematics (4 recommended)
  - 2 years of natural science (3 recommended)
  - 2 years of social sciences
  - 2 years of a language other than English
- Standardized Test Scores:
  - March 2017 and later SAT: 1130 or higher. Pre-March 2017 SAT: 1050 or higher.
    - Math and Chemistry subject area tests are highly recommended.
  - ACT Composite 23 or higher

- Extra-Curricular Accomplishments: Demonstration of service activities in the community and/or school, employment, athletic accomplishments, or other extra-curricular accomplishments.
- Personal Statement: CHS highly recommends that students take the time to consult different resources, like their high school counselor, before writing the personal statement. The personal statement is an important component of the selection process.

## Bachelor of Science and Doctor of Medicine Pathways (BS to MD)

These are pathways to the College of Medicine at California Northstate University. Please, note: Pathways are not programs and admission to CNU College of Medicine is not guaranteed. In the 2+ and 3+ pathways, students can complete the Bachelor of Science and MD degrees in six and seven years, respectively, rather than the traditional eight years. Students in these pathways must meet the Technical Standards described on page 31.

### 2+4 BS to MD Pathway

#### Admission Requirements for 2+4 BS-MD

Min HS GPA	3.75
Min SAT (after 3/2016)	1400
Min ACT	31
Interview	Required

- High school diploma or equivalent (a General Education Development certificate, a California High School Proficiency Examination certificate, other official completion documentation recognized by the state of California) before entering the program in the fall semester.
- Overall high school GPA of 3.75 or higher (on a 4.0 scale) as well as completion of the following courses with a grade of C or better:
  - 4 years of English
  - 3 years of mathematics (4 recommended)
  - 2 years of natural science (3 recommended)
  - 2 years of social sciences
  - 2 years of a language other than English
- Standardized Test Scores:
  - March 2017 and later SAT: 1400 or higher; Pre-March 2017 SAT: 1360 or higher.
    - Math and Chemistry subject area tests are highly recommended.
  - ACT Composite 31 or higher
- Extra-Curricular Accomplishments: Demonstration of service activities in the community and/or school, employment, athletic accomplishments, or other extra-curricular accomplishments.
- Personal Statement: CHS highly recommends that students take the time to consult different resources, like their high school counselor, before writing the personal statement. The personal statement is an important component of the selection process.
- An interview is required and may occur in-person, on the phone, or through video.

### 3+4 BS to MD Pathway

#### Admission Requirements for 3+4 BS-MD

Min HS GPA	3.60
Min SAT (after 3/2016)	1350
Min ACT	29
Interview	NA

- High school diploma or equivalent (a General Education Development certificate, a California High School Proficiency Examination certificate, other official completion documentation recognized by the state of California) before entering the program in the fall semester.
- Overall high school GPA of 3.60 or higher (on a 4.0 scale) as well as completion of the following courses with a grade of C or better:
  - 4 years of English
  - 3 years of mathematics (4 recommended)
  - 2 years of natural science (3 recommended)
  - 2 years of social sciences
  - 2 years of a language other than English
- Standardized Test Scores:
  - March 2017 and later SAT: 1350 or higher; Pre-March 2017 SAT: 1290 or higher.
    - Math and Chemistry subject area tests are highly recommended.
  - ACT Composite 29 or higher
- Extra-Curricular Accomplishments: Demonstration of service activities in the community and/or school, employment, athletic accomplishments, or other extra-curricular accomplishments.
- Personal Statement: CHS highly recommends that students take the time to consult different resources, like their high school counselor, before writing the personal statement. The personal statement is an important component of the selection process.
- An interview is required and may occur in-person, on the phone, or through video.

### 4+4 BS to MD Pathway

#### Admission Requirements for 4+4 BS-MD

Min HS GPA	3.50
Min SAT (after 3/2017)	1250
Min ACT	26
Interview	NA

- High school diploma or equivalent (a General Education Development certificate, a California High School Proficiency Examination certificate, other official completion documentation recognized by the state of California) before entering the program in the fall semester.
- Overall high school GPA of 3.50 or higher (on a 4.0 scale) as well as completion of the following courses with a grade of C or better:
  - 4 years of English
  - 3 years of mathematics (4 recommended)
  - 2 years of natural science (3 recommended)
  - 2 years of social sciences
  - 2 years of a language other than English
- Standardized Test Scores:

- March 2017 and later SAT: 1250 or higher. Pre-March 2017 SAT: 1290 or higher.
    - Math and Chemistry subject area tests are highly recommended.
  - ACT Composite 26 or higher
- Extra-Curricular Accomplishments: Demonstration of service activities in the community and/or school, employment, athletic accomplishments, or other extra-curricular accomplishments.
- Personal Statement: CHS highly recommends that students take the time to consult different resources, like their high school counselor, before writing the personal statement. The personal statement is an important component of the selection process.
- An interview is required and may occur in-person, on the phone, or through video.

## BS to MD Progression Requirements

Criteria	All Pathways
Min Prog GPA	3.50
Min Prog MCAT	510
Professional Activity	1 per year
Interview	Required
Supplemental Application	Required
Bachelor's degree is NOT required for admission to COM or COP	

## Bachelor of Science and Doctor of Pharmacy (BS to PharmD)

These are pathways to the College of Pharmacy at California Northstate University. In the 2+ and 3+ pathways, students can complete the Bachelor of Science and PharmD degrees in six and seven years, respectively, rather than the traditional eight years

### Admission Requirements for BS-PharmD Programs

	2+4 BS-PharmD	3+4 BS-PharmD
Min HS GPA	3.20	3.00
Min SAT (after 03/2017)*	1290	1190
Min ACT	27	25
*Math and Evidence-Based Reading and Writing (M+ERW) **Math and Reading		

### 2+4 BS-PharmD

- High school diploma or equivalent (a General Education Development certificate, a California High School Proficiency Examination certificate, other official completion documentation recognized by the state of California) before entering the program in the fall semester.

- Overall high school GPA of 3.20 or higher (on a 4.0 scale) as well as the following courses passed with a grade of C or better:
  - 4 years of English
  - 3 years of mathematics (4 recommended)
  - 2 years of natural science (3 recommended)
  - 2 years of social sciences
  - 2 years of a language other than English
- Standardized Test Scores:
  - March 2017 and later SAT: 1290 or higher; Pre-March 2017 SAT: 1200 or higher.
  - ACT Composite 27 or higher
- Extra-Curricular Accomplishments: Demonstration of service activities in the community and/or school, employment, athletic accomplishments, or other extra-curricular accomplishments.
- Personal Statement: CHS highly recommends that students take the time to consult different resources, like their high school counselor, before writing the personal statement. The personal statement is an important component of the selection process.

## 3+4 BS to PharmD

- High school diploma or equivalent (a General Education Development certificate, a California High School Proficiency Examination certificate, other official completion documentation recognized by the state of California) before entering the program in the fall semester.
- Overall high school GPA of 3.00 or higher (on a 4.0 scale) as well as the following courses passed with a grade of C or better:
  - 4 years of English
  - 3 years of mathematics (4 years recommended)
  - 2 years of natural science (3 recommended)
  - 2 years of social sciences
  - 2 years of a language other than English
- Standardized Test Scores:
  - March 2017 and later SAT: 1190 or higher. Pre-March 2017 SAT: 1100 or higher.
  - ACT Composite 25 or higher
- Extra-Curricular Accomplishments: Demonstration of service activities in the community and/or school, employment, athletic accomplishments, or other extra-curricular accomplishments.
- Personal Statement: CHS highly recommends that students take the time to consult different resources, like their high school counselor, before writing the personal statement. The personal statement is an important component of the selection process.

## BS to PharmD Progression Requirements

### Progression Requirements for BS-PharmD Programs

	2+4 BS-PharmD	3+4 BS-PharmD
Min Prog GPA	3.00	3.00
Prof Activity	1 per year	1 per year
Interview	Required	Required
Supp App	Required	Required
Bachelor's degree NOT required for admission to COM or COP		

## Bachelor of Science to Doctor of Psychology (3+5 BS to PsyD)

In the 3+5 BS to PsyD pathway students complete the Bachelor of Science and PsyD degrees in eight years.

### Admission Requirements for BS-PsyD Pathway

	<b>3+5 BS to PsyD</b>
Min HS GPA	3.50
Min SAT (after 03/2017)*	1250
Min ACT	26
*Math and Evidence-Based Reading and Writing (M+ERW) **Math and Reading	

- High school diploma or equivalent (a General Education Development certificate, a California High School Proficiency Examination certificate, other official completion documentation recognized by the state of California) before entering the program in the fall semester.
- Overall high school GPA of 3.50 or higher (on a 4.0 scale) as well as the following courses passed with a grade of C or better:
  - 4 years of English
  - 3 years of mathematics (4 recommended)
  - 2 years of natural science (3 recommended)
  - 2 years of social sciences
  - 2 years of a language other than English
- Standardized Test Scores:
  - March 2017 and later SAT: 1250 or higher; Pre-March 2017 SAT: 1200 or higher.
  - ACT Composite 26 or higher
- Extra-Curricular Accomplishments: Demonstration of service activities in the community and/or school, employment, athletic accomplishments, or other extra-curricular accomplishments.
- Personal Statement: CHS highly recommends that students take the time to consult different resources, like their high school counselor, before writing the personal statement. The personal statement is an important component of the selection process.

### BS to PsyD Progression Requirements

	<b>3+5 BS to PsyD</b>
Min Prog GPA	3.00
Professional Activity	1 per year
Interview	Required
Supplemental Application	Required
Bachelor's degree NOT required for admission to the College of Psychology	

## Bachelor of Science to Master of Pharmaceutical Sciences (3+2 BS to MPS)

In the 3+2 BS to MPS pathway students complete the Bachelor of Science and MPS degrees in five years.

### Admission Requirements for BS-MPS Pathway

	<b>3+2 BS to MPS</b>
Min HS GPA	3.00
Min SAT (after 03/2017)*	1190
Min ACT	24
*Math and Evidence-Based Reading and Writing (M+ERW) **Math and Reading	

- High school diploma or equivalent (a General Education Development certificate, a California High School Proficiency Examination certificate, other official completion documentation recognized by the state of California) before entering the program in the fall semester.
- Overall high school GPA of 3.00 or higher (on a 4.0 scale) as well as the following courses passed with a grade of C or better:
  - 4 years of English
  - 3 years of mathematics (4 recommended)
  - 2 years of natural science (3 recommended)
  - 2 years of social sciences
  - 2 years of a language other than English
- Standardized Test Scores:
  - March 2017 and later SAT: 1190 or higher; Pre-March 2017 SAT: 1200 or higher.
  - ACT Composite 24 or higher
- Extra-Curricular Accomplishments: Demonstration of service activities in the community and/or school, employment, athletic accomplishments, or other extra-curricular accomplishments.
- Personal Statement: CHS highly recommends that students take the time to consult different resources, like their high school counselor, before writing the personal statement. The personal statement is an important component of the selection process.

### BS to MPS Progression Requirements

	<b>3+2 BS to MPS</b>
Min Prog GPA	3.20
Professional Activity	1 per year
Interview	Required
Primary and Suppl Application	Required
Bachelor's degree NOT required for admission to the College of Psychology	



## Advanced Placement (AP) & International Baccalaureate (IB) Credit Evaluation Policy

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

1. CNUCHS will accept AP test scores of 3, 4, or 5 for most exams; and IB test scores of 5, 6, or 7 for most exams. Credit hours for AP and IB courses will appear on the student's transcript. Credits for AP and IB courses will not be used in the calculation of the Grade Point Average (GPA) noted on the CNUCHS transcript.
2. A maximum of 60 course credit hours from AP, IB, and/or other institutions can be transferred to CNUCHS.
3. Duplicate credit will not be awarded for equivalent AP/IB test scores or transfer courses.

### AP/IB Transfer Credit Tables

Note: the below AP/IB table is subject to change without notice. Questions regarding applicability of credit should be directed to CHS Office of Academic and Student Affairs.

courses. CHS is prepared to award course credit hours based on the equivalency table in CHS3202 Appendix A Advanced Placement and International Baccalaureate Credit Evaluation Chart.

Students are required to submit official test scores for AP and IB courses directly from the testing agency in order to receive consideration for course credit. The Registrar's Office will evaluate the AP and IB credits and grant credit to students based on the attached tables.

While some graduate and professional schools accept AP and IB courses to satisfy admissions requirements pertaining to course subject preparation, many do not. Undergraduate students planning to apply to graduate or professional schools are advised to carefully research admission requirements before deciding to use AP/IB credits to opt out of required college

List of AP courses from: <https://aphighered.collegeboard.org/exams>

Examination	Score	Credit Hours	Equivalency	GE Area
Art: Art History	3, 4, or 5	3	ARMU 110	Liberal Arts: Fine Art
Biology	4 or 5	3	General Elective	
Chemistry	4 or 5	3	General Elective	
Economics: Macroeconomics	3, 4 or 5	3	ECON 110	Liberal Arts: Social Science
Economics: Microeconomics	3, 4 or 5	3	ECON 120	Liberal Arts: Social Science
English: Language/Composition	3, 4 or 5	3	ENGL 110 or General Elective	Written Communication
English: Literature/Composition	3, 4 or 5	3	ENGL 110 or General Elective	Written Communication
Environmental Science	3, 4 or 5	3	Biology Elective	
Comparative Govnm/Politics	3, 4 or 5	3	General Elective	
U.S. Government/Politics	3, 4 or 5	3	GOVT 110	Liberal Arts: Social Science
History: European	3, 4 or 5	3	General Elective	
History: U.S.	3, 4 or 5	3	General Elective	
History: World	3, 4 or 5	3	General Elective	
Human Geography	3, 4 or 5	3	General Elective	
Chinese Language/Culture	3, 4 or 5	3	General Elective	
French Language	3, 4 or 5	3	General Elective	
French Literature	3, 4 or 5	3	General Elective	
Japanese Language/Culture	3, 4 or 5	3	General Elective	
Latin	3, 4 or 5	3	General Elective	
Spanish Language	3, 4 or 5	3	General Elective	
Spanish Literature	3, 4 or 5	3	General Elective	
Math: Calculus AB/AB subscore	4 or 5	3	General Elective	
Math: Calculus BC	4 or 5	3	General Elective	
Physics AP 1 Mechanics	4 or 5	3	General Elective	

Physics AP 2 Electricity and				
Physics AP Mechanics C	4 or 5	3	General Elective	
Physics AP Electr/Magnet C	4 or 5	3	General Elective	
Psychology	4 or 5	3	PSYC 110	Liberal Arts: Social Science
Statistics	3, 4 or 5	3	General Elective	

\* No credit is awarded if the language is the student's native language. For tests not listed, scores will be evaluated independently.

### International Baccalaureate (IB) Diploma/Certificate

Examination*	Score	Credit Hours	Equivalency	GE Area
Art/Design	5, 6, or 7	3	ARMU 110	Liberal Arts: Fine Art
Biology	5,6, or 7	3	General Elective	
Business and Management	5, 6, or 7	3	General Elective	
Chemistry	5,6 or 7	3	General Elective	
Classical Languages (Latin)	5, 6, or 7	3	General Elective	
Economics	5, 6, or 7	3	ECON 110 or ECON120	Liberal Arts: Social Science
English A	5, 6, or 7	3	ENGL 110	Written Communication
English B	No credit	0	None	
Geography	5, 6, or 7	3	General Elective	
History—American	5, 6, or 7	3	General Elective	
History—East and Southeast and Oceania	5, 6, or 7	3	General Elective	
History—European	5, 6, or 7	3	General Elective	
Mathematics	5,6, or 7	3	General Elective	Scientific Inquiry and Quantitative Inquiry: Mathematics
Music	5, 6, or 7	3	ARMU 120	Liberal Arts: Fine Art
Modern Languages	5, 6, or 7	3	General Elective	
Physics	5,6, or 7	3	General Elective	
Psychology	5, 6, or 7	3	PSYC 110	Liberal Arts: Social Science
Social and Cultural Anthropology	5, 6, or 7	3	General Elective	
Theatre	5, 6, or 7	3	General Elective	Liberal Arts: Fine Art
Visual Arts	5, 6, or 7	3	General Elective	Liberal Arts: Fine Art

\* No credit is awarded if the language is the student's native language. For tests not listed, scores will be evaluated independently.

List of IB curriculum from: <http://www.ibo.org/en/programmes/diploma-programme/curriculum/>

## Pre-Medical Post-Baccalaureate (PMPB)

California Northstate University (CNU) offers a Pre-Medical Post-Baccalaureate (PMPB) program for students aiming for an advanced degree in the health professions. This comprehensive learning experience prepares students for admission to professional health schools. In order to be admitted into the Post-Baccalaureate coursework, the applicant must show proof of having earned a bachelor's degree before registering to the College.

The PMPB is a one year program and is suited for students interested in enhancing their knowledge and GPA in the natural and social sciences and/or in increasing their MCAT score. Students must have already completed all pre-requisites for admissions to a professional health school (Medicine, Pharmacy, etc.).

**MCAT Review:** Intensive MCAT Review is offered in the summer via a partnership with Kaplan, Inc. Students may opt out of the summer review class after consultation with an advisor at CHS.

The PMPB program is offered in a collaborative and supportive environment of the CHS. It also provides students with significant career development counselling, intercultural awareness and communication, and opportunities to interact with faculty from CNU's Colleges of Medicine (COM) Pharmacy (COP).

### Admission Requirements

	Medicine-SU19 and later	Pharmacy
Min Overall GPA	3.20	2.60
Min BCPM* GPA	3.00	NA**
Interview	Required	NA
*Biology, Chemistry, Physics, Math (Calculus and Statistics)		
**Min. Science GPA = 2.60		

- **Minimum Requirements:** The PMPB requires a baccalaureate degree from a U.S.-regionally accredited four-year institution or a non-U.S. equivalent institution. Required minimum coursework is:
  - 2 semesters, 3 quarters or 1 year of English
  - 2 semesters, 3 quarters or 1 year of Biology with laboratory
  - 2 semesters, 3 quarters or 1 year of Inorganic (General) Chemistry with laboratory
  - 2 semesters, 3 quarters or 1 year of Organic Chemistry with laboratory
  - 2 semesters, 3 quarters or 1 year of Physics with laboratory
  - 1 Semester or 2 quarters of Mathematics, including calculus and statistics

- **Other Recommended Courses:**
  - Social sciences
  - Behavioral sciences
  - Languages
  - Anatomy
  - Physiology
  - Biochemistry
  - Microbiology
  - Immunology

## PMPB Progression Requirements

### Progression Requirements for PMPB

	Medicine SP19 and later	Pharmacy SP19 and later
Min Prog GPA	3.50	3.00
Min Prog MCAT	508	NA
Prof Activity	Rec.	Rec.
Interview	Required	Required
Supp App	Required	Required

When completing the PMPB coursework, students are equipped with sharpened critical thinking, writing, interview skills, and a more robust, competitive application portfolio.

The PMPB offers the following bonuses:

**Pre-Med Post-Baccalaureate Bonus:** After successfully completing the PMPB coursework, each student's faculty advisor will write a comprehensive letter of recommendation for qualified students who wish to apply to professional school.

**Medical School Bonus:** Students who successfully complete the PMPB coursework and MCAT score, as shown below, will be guaranteed a Medical College Application Services (AMCAS) interview with the CNU College of Medicine (COM), upon meeting the benchmarks of 3.5 GPA and 508 MCAT score

**Pharmacy School Bonus:** Students who successfully complete the PMPB coursework with a minimum GPA of 2.60 will be guaranteed a Pharmacy College Application Services (PHARMCAS) interview with CNU College of Pharmacy.

## Technical Standards

The Technical Standards describe the essential abilities required of BS-MD and PMPB candidates pursuing a professional medical degree.

- Reasonable accommodation in achievement of the standards is defined under U.S. federal statutes applied to individuals with disabilities. Such accommodations are intended to support the successful completion of all components of the MD degree.
- Standards in five areas must be met by all candidates: Observation, Communication, Motor Function, Cognitive, and Professional.

### 1. Observation:

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

### 2. Communication

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

### 3. Motor Function

- Perform physical examinations and diagnostic procedures, using such techniques as inspection, percussion, palpation, and auscultation.
- Complete routine invasive procedures as part of training, under supervision, using universal precautions without substantial risk of infection to patients.
- Perform basic laboratory tests and evaluate routine diagnostic tools such as EKGs and X-rays.
- Respond in emergency situations to provide the level of care reasonably required of physicians.
- Participate effectively in physically taxing duties over long hours and complete timed demonstrations of skills.

### 4. Cognitive

- Measure, calculate, analyze, synthesize, extrapolate, and reach diagnostic and therapeutic judgments.
- Recognize and draw conclusions about three-dimensional spatial relationships and logical sequential relationships among events.
- Formulate and test hypotheses that enable effective and timely problem-solving in diagnosis and treatment of patients in a variety of clinical modalities.
- Understand the legal and ethical aspects of the practice of medicine.
- Remain fully alert and attentive at all times in clinical settings.

### 5. Professionalism

- Demonstrate the judgment and emotional stability required for full use of their intellectual abilities.
- Possess the perseverance, diligence, and consistency to complete the Pre-Med Post-Baccalaureate curriculum and prepare to enter the independent practice of medicine.
- Exercise good judgment in the diagnosis and treatment of patients.
- Complete all responsibilities attendant to the diagnosis and care of patients within established timelines.
- Function within both the law and ethical standards of the medical profession.
- Work effectively and professionally as part of the health care team.
- Relate to patients, their families, and health care personnel in a sensitive and professional manner.
- Participate effectively in physically taxing duties over long work hours, function effectively under stress, and display flexibility and adaptability to changing and uncertain environments.
- Maintain regular, reliable, and punctual attendance for classes and clinical responsibilities.
- Contribute to collaborative, constructive learning environments, accept constructive feedback from others, and respond with appropriate modification.

## Student Enrollment Agreement

The Student Enrollment Agreement must be completed and submitted to the college in order to show intent to enroll in the program. The Student Enrollment Agreement is a legally binding contract when it is signed by the incoming student and accepted by the institution.

By signing the Enrollment Agreement, the student is acknowledging that the catalog, disclosures, and information located on the website have been made available to the student to read and review.

Any questions or concerns regarding the Student Enrollment Agreement should be directed to the college or university department.

## Catalog, Performance Fact Sheet, and Website

Before signing the Student Enrollment Agreement, the prospective student is strongly urged to visit the University and College website at [www.cnsu.edu](http://www.cnsu.edu), and to read and review the CNU General Catalog and School Performance Fact Sheet (SPFS). The SPFS contains important performance data for the

institution. The Catalog contains important information and policies regarding this institution.

## **Student's Right to Cancel, Withdraw, and Refund**

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

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

After the cancellation period described above, you have the right to withdraw from the University at any time. Withdrawal shall occur when you give written notice of withdrawal to the Registrar at the University's address shown at the top of the first page of the Enrollment Agreement. When withdrawing from the college/university, please complete the Official College Withdrawal form available from the Registrar's request form website: <http://www.cnsu.edu/office-of-the-registrar/registrar-services>. Do not use this form to indicate your intent to cancel your enrollment agreement.

**For information on refund calculations due to cancellation or college withdrawal, please see the FINANCIAL SERVICES & DISCLOSURES on page 219 of this catalog.**

## Tuition & Fees

All tuition, fees, expenses, and policies listed in this publication are effective as of June 2020 and are subject to change without notice by California Northstate University.

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

Tuition is charged on a full-time, semester basis. Generally, tuition and fees are charged to a student's account thirty (30) days prior to the start of each semester term. The above is based on the assumption that a student will attend each semester term on a full-time basis, which allows for a student to graduate after successfully completing four (4) years of coursework consisting of 120-125 semester credit hours, depending on concentration.

International Students are not charged additional fees or charges associated with vouching for student status.

Payment deadlines, loan obligations, refund calculations due to cancellation and withdraw, and the Student Tuition Recovery Fund (STRF) disclosures are located in *FINANCIAL SERVICES & DISCLOSURES* (page 221).

Effective for the 2019-2020 academic year, a change in tuition charges is applicable to new incoming students enrolled for the 2019-2020 academic year. For continuing students, the tuition charges will remain the same with the exception of the annual estimated tuition and fee increases.

### For New First Time Incoming Students beginning enrollment in the 2020-2021 academic year.

#### 2020-2021 Tuition & Fees for Degree Seeking

Tuition & Fees	Amount	Class
Enrollment Fee (nonrefundable)	\$100.00	Y1
*Tuition ( <i>new incoming students</i> )	\$46,350.00	Y1,Y2, Y3, Y4
Student Association & Activity Fee	\$200.00	Y1, Y2, Y3, Y4
Technology Fee	\$50.00	Y1, Y2, Y3, Y4
Lab Fee	\$600.00	Y1, Y2
STRF Student Tuition Recovery Fund (STRF) (nonrefundable) (new fee effective 2/8/21) <sup>7</sup>	\$94.50	Y1,
Orientation Fee	\$75.00	Y1
Lab Fee and Scholarly Fee	\$375.00	Y3
Graduation Fees <sup>2</sup>	\$300.00	Y3 or Y4
Y1 Total Estimated Tuition & Fees per Year <sup>1</sup>	<b>\$47,375.00</b>	
Y2 Total Estimated Tuition & Fees per Year <sup>1</sup>	<b>\$47,200.00</b>	
Y3 Total Estimated Tuition & Fees per Year <sup>1</sup>	<b>\$47,275.00</b>	
Y4 Total Estimated Tuition & Fees per Year <sup>1</sup>	<b>\$46,900.00</b>	

\*Total Tuition & Fees for the entire 4-year College of Health Sciences undergraduate program estimated at \$188,750.

Estimated Other Educational Related Costs <sup>3</sup>	Amount	Class
Health Insurance premium <sup>4</sup>	\$3,200.00	Y1, Y2, Y3, Y4
MyRecordTracker Fee	\$25.00	Y1, Y2, Y3, Y4
Books and Supplies	\$1,600.00	Y1, Y2, Y3, Y4
Laptop	\$1,100.00	Y1, Y2, Y3, Y4
Room and Board <sup>5</sup> (based on 12 months)	\$25,167.00	Y1, Y2, Y3, Y4
Transportation <sup>5</sup> (based on 12 months)	\$4,830.00	Y1, Y2, Y3, Y4
<b>Y1 Total Estimated Cost per Year<sup>6</sup></b>	<b>\$83,297.00</b>	
<b>Y2 Total Estimated Cost per Year<sup>6</sup></b>	<b>\$83,122.00</b>	
<b>Y3 Total Estimated Cost per Year<sup>6</sup></b>	<b>\$83,197.00</b>	
<b>Y4 Total Estimated Cost per Year<sup>6</sup></b>	<b>\$82,822.00</b>	

1 Tuition, fees and charges are determined for the entire length of the program at the time of signing an Enrollment Agreement with CNU so long as state, federal and oversight fees do not change in any substantive way.

2 Covers regalia, diploma cover, stole, transcripts, etc.

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

4 Optional, estimated, and subject to modification based on number of insured members.

5 (Based on 12 months) Estimated amount of student's individual housing, transportation, and food costs, not operated or charged by CNUCHS.

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

7. The STRF fee charge was re-instated to \$0.50 per \$1,000 of institutional charges on February 8, 2021.

#### 2020-2021 Tuition & Fees for Pre-Medicine Post-Baccalaureate Program

Tuition & Fees	Amount
Enrollment Fee (nonrefundable)	\$100.00
Tuition	\$35,336.00
Scholar Activity Fee (nonrefundable upon start of instruction)	\$100.00
Technology Fee (nonrefundable upon start of instruction)	\$50.00
Orientation Fee (nonrefundable upon start of instruction)	\$50.00
<b>Total Tuition &amp; Fees</b>	<b>\$35,636.00</b>

Total cost for tuition and fees for one year of Pre-Medicine Post-Baccalaureate program will be \$35,536.00<sup>1</sup>

Estimated Other and Optional Educational Related Costs per year	Amount
---	--------

Health Insurance premium <sup>3</sup>	\$3,200.00
Books and Supplies (estimate)	\$1,000.00
Room and Board <sup>4</sup>	\$25,167.00
Transportation <sup>4</sup>	\$4830.00
<b>Total Estimated Cost per year<sup>5</sup></b>	<b>\$69,833.00</b>

1 Tuition, fees and charges are determined for the entire length of the program at the time of signing an Enrollment Agreement with CNU so long as state, federal and oversight fees do not change in any substantive way.

2 Covers regalia, diploma cover, stole, transcripts, etc.

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

4 Optional, estimated, and subject to modification based on number of insured members.

5 (Based on 12 months) Estimated amount of student's individual housing, transportation, and food costs, not operated or charged by CNU or CNUCHS.

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

**For Continuing Students previously enrolled at CHS prior to the 2020-2021 academic year.**

**2020-2021 Tuition & Fees for Degree Seeking**

Tuition & Fees	Amount	Class
Tuition	\$35,336.00	Y2, Y3, Y4
Student Association & Activity Fee	\$200.00	Y2, Y3, Y4
Technology Fee	\$50.00	Y2, Y3, Y4
Lab Fee	\$600.00	Y2, Y3,
Lab and Scholarly Fee	\$375.00	Y3
Graduation Fees <sup>2</sup>	\$300.00	Y3 or Y4
Y1 Total Estimated Tuition & Fees per Year <sup>1</sup>	<b>\$36,291.00</b>	
Y2 Total Estimated Tuition & Fees per Year <sup>1</sup>	<b>\$36,216.00</b>	
Y3 Total Estimated Tuition & Fees per Year <sup>1</sup>	<b>\$36,291.00</b>	
Y4 Total Estimated Tuition & Fees per Year <sup>1</sup>	<b>\$35,916.00</b>	

Total Tuition & Fees for the entire 4-year College of Health Sciences undergraduate program estimated at \$193,000.<sup>1</sup>

Estimated Other Educational Related Costs <sup>3</sup>	Amount	Class
Health Insurance premium <sup>4</sup>	\$3,200.00	Y2, Y3, Y4
Books and Supplies	\$1,600.00	Y2, Y3, Y4
Room and Board <sup>5</sup> (based on 12 months)	\$25,167.00	Y2, Y3, Y4
Transportation <sup>5</sup> (based on 12 months)	\$4830.00	Y2, Y3, Y4
My Record Tracker Fee	\$25.00	Y2, Y3, Y4
Laptop <sup>5</sup>	\$1,100	Y2, Y3, Y4
<b>Y1 Total Estimated Cost per Year<sup>6</sup></b>	<b>\$72,213.00</b>	
<b>Y2 Total Estimated Cost per Year<sup>6</sup></b>	<b>\$72,138.00</b>	
<b>Y3 Total Estimated Cost per Year<sup>6</sup></b>	<b>\$72,213.00</b>	

<b>Y4 Total Estimated Cost per Year<sup>6</sup></b>	<b>\$71,838.00</b>
---	--------------------

1 Tuition, fees and charges are determined for the entire length of the program at the time of signing an Enrollment Agreement with CNU so long as state, federal and oversight fees do not change in any substantive way.

2 Covers regalia, diploma cover, stole, transcripts, etc.

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

4 Optional, estimated, and subject to modification based on number of insured members.

5 (Based on 12 months) Estimated amount of student's individual housing, transportation, and food costs, not operated or charged by CNU or CNUCHS.

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

7. The STRF fee charge was re-instated to \$0.50 per \$1,000 of institutional charges on February 8, 2021.

**2020-2021 Tuition & Fees for Pre-Medicine Post-Baccalaureate Program**

Tuition & Fees	Amount
Enrollment Fee (nonrefundable)	\$100.00
Tuition	\$35,336.00
Scholar Activity Fee (nonrefundable upon start of instruction)	\$100.00
Technology Fee (nonrefundable upon start of instruction)	\$50.00
Orientation Fee (nonrefundable upon start of instruction)	\$50.00
<b>Total Tuition &amp; Fees</b>	<b>\$35,636.00</b>

Total cost for tuition and fees for one year of Pre-Medicine Post-Baccalaureate program will be \$35,536.00<sup>1</sup>

Estimated Other and Optional Educational Related Costs per year <sup>2</sup>	Amount
Health Insurance premium <sup>3</sup>	\$3,200.00
Books and Supplies (estimate)	\$1,000.00
Room and Board <sup>4</sup>	\$24,276.00
Transportation <sup>4</sup>	\$5,292.00
<b>Total Estimated Cost per year<sup>5</sup></b>	<b>\$68,404.00</b>

1. Tuition, fees and charges are determined for the entire length of the program at the time of signing an Enrollment Agreement with CNU so long as state, federal and oversight fees do not change in any substantive way.

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

3 Optional, estimated, and will increase based on number of insured members.

4 Estimated amount of student's individual housing, transportation, and food cost not operated or charged by CNUCHS

5 Includes tuition, fees, and other estimated educationally related costs

6. The STRF fee charge was re-instated to \$0.50 per \$1,000 of institutional charges on February 8, 2021.

## **Scholarships**

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

Information regarding various scholarships can be found the College of Health Science's website, [healthsciences.cnsu.edu](http://healthsciences.cnsu.edu), *Financial Aid, Types of Assistance, Grants and Scholarships* as well as within the Grants and Scholarships section of this catalog, page 219.

## **Merit Scholarships**

CHS offers generous merit scholarships to qualified applicants ranging in value from \$3,000 to \$7,500. There are three award levels: Scholastic Award, Dean Scholarship Award, and the President Scholarship Award. Incoming freshman will be evaluated using their weighted high school GPA, SAT, or ACT scores. The student will be awarded the highest level of scholarship possible in accordance the criteria listed below. The merit scholarships are awarded each academic year and the student must maintain the listed GPA requirements while enrolled at CHS to continue receiving the scholarship.



# General Policies

## Orientation and Registration

Mandatory orientation for new students is held during the days preceding the start of classes. The Office of Student Affairs must be notified if a new student is unable to attend scheduled orientation due to illness or emergency.

Registration for classes requires:

1. All admission contingencies be fulfilled.
2. Financial aid clearance from the Financial Aid Officer.
3. Completion of all new student paperwork.

Admission contingencies include a final, official high school transcript evidencing high school graduation, or equivalent, required immunizations, evidence of health insurance coverage, and any other institutional requirements.

New students must submit the *Emergency Contact and Medical Information Form* to the Office of the Registrar by the end of Orientation. To make updates, a new form must be submitted to the Registrar. The Office of the Registrar requires submission of the Authorization to Release Student Records if a student desires to grant a personal third-party (such as a parent, spouse, etc.) access to his/her student record. Please refer to the *Directory Information and Access to Student Records* section of this catalog for more information.

New students should review their local, home, and billing contact information via the Student Portal and update as needed. It is the student's responsibility to maintain valid contact information throughout their enrollment at CNU. Instructions for accessing the Student Portal is sent by the CNU IT department to the student's CNU email address.

The Registrar acting in cooperation with the Office of Academic and Student Affairs at CHS is responsible for managing course registration for incoming freshmen, non-degree seekers, transfer students, PMPB students, and continuing students. The process of course registration for current students continuing into the next semester should be completed by the end of the 14th week of classes (or the 7<sup>th</sup> week of classes during the summer). The Registrar will enroll students in assigned and previously elected classes prior to the start of each semester. Students must follow all procedures indicated in the "CHS 3127 Course Add/Drop and Withdrawal Policy" in order to add, drop or withdraw from any CHS course.

Students with business, financial, or any other registration holds on their account will not be registered until the Registrar is notified that the hold has been cleared. Students who are in compliance with institutional requirements or who have a hold on their student account at the time of registration are required to satisfy the requirement and may also be required to submit the Course Add/Drop form by the end of the Add/Drop period (as indicated in the CHS 3127 Course Add/Drop and Withdrawal Policy) to register or make schedule changes.

## Address Where Instruction Will Be Provided

Class sessions are conducted at the campus located at 2910 Prospect Park Drive and 2920 Prospect Park Drive, Rancho Cordova, CA 95670 and 9700 West Taron Drive, Elk Grove, CA 95757. Experiential education and clinical rotations and service learning activities are conducted at assigned professional clinical locations and community sites as established by agreement among the student, professional preceptor, and College.

## Thermal Camera Use for Temperature Checks

In response to the COVID-19 pandemic and in order to protect the health and safety of all persons on California Northstate University's ("CNU") campuses, CNU has implemented the use of thermal cameras at the entrances to both campuses. These cameras are used to determine if a person seeking entry to one of our buildings is displaying a fever. If after two scans the cameras indicate the person has a fever, entry will be denied to that individual. No exceptions shall be made to this policy. Anyone failing to abide by this policy will be removed from campus. Absences due to failing the thermal camera scan is considered as excused and approved absence for students. Student must communicate with the faculty on record for that session for any required makeup. Failure to complete the required "makeup" will affect the course performance.

## Catalog, School Performance Fact Sheet, and Website

Before signing the Student Enrollment Agreement, students are strongly urged to visit the College website at [healthsciences.cnsu.edu/](http://healthsciences.cnsu.edu/) and to read and review the CNU General Catalog and School Performance Fact Sheet (SPFS). The SPFS contains important performance data for the institution. The Catalog contains important information and policies regarding this institution. By signing the Enrollment Agreement, the student is acknowledging that the catalog, disclosures, and information located on the website have been made available to the student to read and review.

## Instruction/Course Delivery

The College of Health Sciences utilizes a variety of active learning pedagogical approaches within a classroom setting and through integrated research and teaching.

## Research Instruction

The Freshman Research Experience is part of the core curriculum. Student enrolled in freshman biology and chemistry participate in original research projects during the entire first year or course work. The project is called the Interdisciplinary Science Learning and Novel Discovery (ISLaND) project, and is a cross disciplinary innovation where student teams research the relationship between organismal health and environmental variables within a local ecosystem. All students are required to take COLL 310 Research

Methods (a degree requirement) to prepare for other research experiences within the college. Scholarly Projects focuses on the language, ethics, approaches, and challenges of the research processes. Students can participate in a structured independent research experience where the student has the option of:

- Apprenticeship with a faculty research mentor (COLL 490b), or;
- CURE (COLL 320 - Course-Based Undergraduate Research Experience) with different themes, topics, and techniques.

### Community Service Learning

Service Learning is a critical learning component that CHS requires of all undergraduate students. CHS offers a unique one-year approach: the first semester combines academic studies, experiential learning, and professional development prior to placement in a community agency. The subsequent semester includes meaningful work in the community with a concurrent course to support students as they move from theory to practice.

### Language of Instruction

All courses are delivered in English and English language services are not provided.

# Academic Policies and Procedures

## Academic Calendar

The academic calendar consists of two semesters lasting approximately 15 weeks and an 8 week summer term.

## Credit Hour Policy

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

Code	Course Type	Code	Course Type
EL	Experiential Learning	LEC	Lecture course
LAB	Laboratory course	SEM	Seminar

## Grading

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

Definition	Grade Points	Definition	Grade Points
A+ 97-100%	4.00	P ≥70%, Pass*	Not in GPA
A 90 - 96%	4.00	NP <70%, No Pass*	Not in GPA
B+ 87 - 89%	3.30	AU Audit	Not in GPA
B 80 - 86%	3.00	I Incomplete	Not in GPA
C+ 77-79%	2.30	W Withdrawal	Not in GPA
C 70-76%	2.00		
D 60-69%	1.00		
F <60.00%	0.00		

### Pass/No Pass

A course grade of "P" (Passing Course) will be recorded on student transcripts when students take a course on a Pass/No Pass basis. A "P" grade indicates that the student achieved 70% or higher in the course. A course grade of "NP" (Not Passing Course) indicates that the student earned less than 70% in the course. Courses taken on a P/NP basis will count toward the total hours earned but will not be used to satisfy degree/program completion. "P/NP" grades are not calculated into the GPA, thus, have no effect on the term or cumulative GPA. Undergraduate and PMPB students may take only 10% of their courses with a P/NP grading option—approximately 12 credit hours for undergraduate students and 2-3 credit hours for PMPB students. The P/NP grading option is usually allowed only for courses where a letter grade is not practicable, i.e. Teaching/Research/Student Service Assistant courses or introductory science courses. Students wishing to explore academic disciplines on an elective basis may request a P/NP grading option from the course instructor pending approval by the Office of Academic and Student Affairs.

A course grade of "P" (Pass) is to be placed on the transcript in lieu of an "A-F" letter grade in cases where the course is not required for degree completion and the student earns 70% or higher in the course.

A course grade of "NP" (No Pass) to be placed on the transcript in lieu of an "A-F" letter grade in cases where the course is not required for degree completion and the student earns less than 70% in the course.

### Incomplete

A course grade of "I" (Incomplete) may be recorded on the student transcript in cases where extenuating circumstances prevent a student from completing assignments or exams by the end of an academic term. Granting a grade of "I" is at the discretion of the instructor of the course. Students must request an incomplete grade within two weeks of the extenuating circumstance by submitting an Incomplete Grade Agreement to the course instructor. If the course instructor approves of the granting of an "I" grade for the course they will complete the Incomplete Grade Agreement and enter an "I" grade for the course. The "I" is then transmitted to the Registrar by the grade submission deadline and the "I" is noted on the transcript for the corresponding course. An "I" grade may be changed to a letter grade upon the completion of the stipulations contained in the Incomplete Grade Agreement within 21 days following the last day of the term. Failure to complete the course within the 21-day extension period will result in a conversion of the "I" to the calculated grade for the course. In cases of valid excuses, students may request an exception to this deadline by completing and submitting a Petition Form.

### Course Withdrawal

A course grade of "W" (Withdraw) will be recorded on the student transcript in lieu of an "A-F" letter grade in cases where withdrawal from a course is formally initiated and executed as described according to guidelines of the CHS3127 Course Add/Drop and Withdraw Policy.

### Course Auditing

A course grade of "AU" (Audit) will be recorded on a student transcript when a student has been granted permission to audit a course and enrolls in the course. "AU" notations have no grade point value. Students are charged tuition for courses taken as audit. Students may only audit one course per semester and a total of only two courses in their time in the College.

CNU students may audit lecture courses (i.e., attend lectures without receiving credit or calculated grade) only with advance permission of the faculty instructor. The instructor will inform the student of the amount of participation that is expected in the course. Lab courses cannot be audited. The responsibility of course instructors is to first meet the needs of officially registered students. Faculty are not obligated to review work submitted by course auditors.

### GPA Calculation

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

$$\text{GPA} = \{(C_1 \times \text{GP}_1) + (C_2 \times \text{GP}_2) + \dots + (C_n \times \text{GP}_n)\} \div (\text{Total Credit Hours})$$

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

## Academic Honors

Undergraduate students who earn 12 or more graded semester hours during a semester, or in 6 or more graded hours in the summer, in residence at CHS can qualify for semester honors. The honor is noted on the transcript for the semester it is earned and will receive a recognition letter.

**President's List:** GPA of 3.75 or higher

**Dean's List:** GPA of 3.50 or higher

## Grade Change Policy

This policy will pertain to faculty who need to change the final grade of a course under certain recognized circumstances.

Course grade changes are permissible under the following circumstances:

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

To change a student's final grade, the faculty member must complete and sign a CNU Grade Change Request form available from the Office of the Registrar with an explanation of the circumstances for the change and submit it to the Associate Dean of Academic and Student Affairs. The Associate Dean will review the request in accordance with the policy statement outlined above and either approve or deny. If approved, the Associate Dean will sign and submit the completed form to the Office of the Registrar for processing.

## Course Grade Appeal Policy

1. Students are permitted to appeal a final course grade if they believe the assigned course grade is inaccurate based on calculation error by faculty course instructor(s) or actions inconsistent with official published grading policies of the course, College, or University. Grade appeal is regulated by CHS 3120 Course Grade Appeal Policy.

### Early Resolution

Students using this appeal must communicate questions or disputes regarding the final course grade within 5 business days after the grade posting by discussing the basis of their concerns with the faculty instructor who issued the course grade. Students should obtain a Course Grade Appeal form from the Office of the Registrar, the faculty instructor,

or other College personnel to document the discussion.

4. If the faculty member and the student do not resolve the issue, the student may schedule a follow-up meeting with the appropriate Department Chair for the course in question.

## Formal Appeal

1. If the Department Chair and the student do not resolve the issue, the student may initiate a formal grade appeal by completing the Course Grade Appeal form and submitting it to the Associate Dean of Academic and Student Affairs within 5 business days after the meeting with the Department Chair.
2. The grade appeal must address at least one of the following:
  - a. Errors in grade calculation, or
  - b. Unpublished criteria used to calculate the grade, or
  - c. The assigned grade was based on procedures inconsistent with specific course, College or University policies.
3. Students who file a Grade Appeal form must provide the following materials and requests for information:
  - a. A description of their attempt at resolution of the grade dispute with the faculty instructor and Department Chair;
  - b. Evidence of graded assignments, and/or
  - c. Any other relevant materials;
  - d. The Associate Dean of Academic and Student Affairs may request additional materials from the student or faculty instructor.
4. The Associate Dean of Academic and Student Affairs will convene an ad hoc committee of 3 faculty members to review the materials submitted by the student and the faculty instructor. This committee will report their recommendation to the Associate Dean of Academic and Student Affairs.
5. If the Associate Dean of Academic and Student Affairs decides that a grade change is appropriate and necessary, the faculty instructor will be notified within 5 business days after appeal form submission to submit a Grade Change form to the Office of Academic and Student Affairs within 5 business days.
6. If the Associate Dean of Academic and Student Affairs decides that a grade change is inappropriate, the student may appeal the decision to the Dean of the College of Health Sciences. The appeal to the Dean must be submitted within 5 business days after the student is notified of the result of the formal grade appeal. The Dean's decision is final.

## Academic Standing and Formal Warning Policy

CHS 3125 Academic Standing and Formal Warning Policy regulates the subject within CHS. The following levels of official standing with the university are applied in cases of academic underperformance:

1. 1<sup>st</sup> Warning Status: A semester GPA of less than 2.0 (C average) will result in a record of "1<sup>st</sup> Warning" placed on the semester grade report. The record of 1<sup>st</sup> Warning will be removed if the student achieves a

semester GPA of greater than 2.0 for a full course schedule taken the following semester.

- 2<sup>nd</sup> Warning - Probation status: If a second semester GPA of 2.0 or less follows a semester after 1<sup>st</sup> Warning, a record of "2<sup>nd</sup> Warning - Probation" is placed on the semester grade report. This record will also be removed if the student achieves a GPA of greater than 2.0 for a full course schedule taken the following semester.
3. A third semester of poor performance with a GPA less than 2.0 will result in official separation from the university and termination of the student's enrollment pending the outcome of any appeals for consideration and readmission on a probationary basis. Students in this category will notified via email and official letter of separation at the home address on record.

## Course Remediation Policy

CHS 3126 Course Failure Remediation Policy regulates the matter. A grade of D in a course indicates a significant lack of understanding of the content of the course necessary for completion of the academic program. Remediation of D grades will be offered to students at the discretion of the Department Chair and Course Instructor. Student eligibility for course remediation is also subject to verification by the Registrar. The Course Instructor will decide the format of the remediation exam. Students may prepare for the exam using a combination of self-study, tutoring, and meeting with the instructor. A course score of 70% or better after the remediation exam will be reported to the Registrar. If the course is not satisfactorily remediated, the original course grade will remain on the transcript and used in the calculation of the official GPA. The remediation process must be completed within 14 calendar days after the end of the term. Each CHS student is allowed a maximum of 3 course remediation opportunities.

Course Instructors are required to contact students who have earned a final course grade of "D" or lower at the close of each semester for possible grade remediation. Such students are given the option of taking a remediation exam that can be used to convert a grade of "D" to the revised course grade as described above. The remediation exam should be weighted toward course content that was not mastered by the student. The student will be given the opportunity to seek tutoring and to study for a course remediation exam given after the regular close of the semester. However, the study and exam process must be completed within the 14 day remediation period. Course instructors are not necessarily required to be present on campus throughout the full remediation period but are responsible for making necessary arrangements and provisions for the exam process.

## Academic Progression Policy

### BS in Health Sciences (BSHS)

The BSHS program is designed to be completed in four years. In order for students to progress through this degree program they must meet certain criteria each semester and

each academic year. These criteria are both qualitative and quantitative and include:

1. Students must pass all courses that are counted toward degree conferral with a minimum letter grade of C;
2. Students must maintain a cumulative GPA of 2.0; and
3. Students must complete the BSHS degree requirements within six consecutive academic years (150%) from the date of the first day the student begins the program. Students may take up to 20 credits per semester (10 credits during summer term) but may not exceed 188 total credit hours earned.

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

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

Students who earn a grade of Incomplete (I) may not enroll in the next course if the course in which the Incomplete was earned is prerequisite to a course in the next term. See the [Grading Convention Policy](#).

Students who take a Leave of Absence for one or more terms will need to enroll in the term following the leave in order to remain in good academic standing. All periods of leave of absence are included in the maximum time frame allowed (150%) to complete the program. See the [Leave of Absence Policy](#).

Students who do not earn at least a C- in a course may be offered the opportunity to remediate that course (or courses). A grade of D (letter grade of 1.0) in a course indicates a significant lack of understanding of the content of the course necessary for completion of the academic program. Remediation of D grades will be offered to students at the discretion of the Department Head and Course Instructor. If a course is remediated, the remediated grade earned will be noted on the official transcript and calculated in the cumulative GPA. If the course is not satisfactorily remediated, the student will need to repeat that course in a subsequent semester. See the [Course Repeat Policy](#) and [Course Remediation Policy](#).

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

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

## BS to MD Pathways Progression

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

1. Students must pass all courses that are counted toward degree conferral with a minimum letter grade of C;
2. Students must maintain a cumulative GPA of 3.50 in the undergraduate program and be in good academic and professional standing;
3. Students must participate in at least one College of Medicine campus activity per year while attending the College of Health Sciences;
4. Students must submit a Supplemental Application to the College of Medicine Office of Admission upon request;
5. Students must successfully complete the College of Medicine Prerequisites;
6. Students must score a 510 or higher on the MCAT; and
7. Students must successfully complete the MD admission interview.

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

## BS to PharmD Pathways Progression

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

1. Students must pass all courses that are counted toward degree conferral with a minimum letter grade of C;
2. Students must maintain a cumulative GPA of 3.00 in the undergraduate program and be in good academic and professional standing;
3. Students must participate in at least one College of Pharmacy campus activity per year while attending the College of Health Sciences;
4. Students must submit a Supplemental Application to the College of Pharmacy Office of Admission upon request;
5. Students must successfully complete the PharmD admission interview;
6. Students must successfully complete the College of Pharmacy Prerequisites.

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

pharmacy school admission. They will be subject to the Progression Criteria for the BSHS.

## BS to PsyD Pathway Progression

The BS-PsyD pathway is designed to be completed in three years of prerequisite coursework and five years of clinical psychology school coursework. In order for students to progress through this pathway, they must meet certain criteria each semester and each academic year. These criteria are both qualitative and quantitative and include:

1. Students must pass all courses that are counted toward degree conferral with a minimum letter grade of C;
2. Students must maintain a cumulative GPA of 3.00 in the undergraduate program and be in good academic, conduct and professional standing;
3. Students must keep full-time status (minimum of 12 credits during fall and spring) while at CHS;
4. Students must participate in at least one College of Psychology campus activity per year while attending the College of Health Sciences;
5. Students must submit a Supplemental Application to the College of Psychology Office of Admission upon request;
6. Students must successfully complete the College of Psychology Prerequisites; and;
7. Students must successfully complete the College of Psychology admission interview.

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

## BS to MPS Pathway Progression

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

1. Students must pass all courses that are counted toward degree conferral with a minimum letter grade of C;
2. Students must maintain a cumulative GPA of 3.00 in the undergraduate program and be in good academic, conduct and professional standing;
3. Students must keep full-time status (minimum of 12 credits during fall and spring) while at CHS;
4. Students must participate in at least one Master of Pharmaceutical Sciences activity per year while attending the College of Health Sciences;
5. Students must submit a primary and a supplemental application to the Master of Pharmaceutical Sciences Office of Admission;
6. Students must successfully complete the Master of Pharmaceutical Sciences prerequisites; and;

7. Students must successfully complete the Master of Pharmaceutical Sciences admission interview.

- Students with accommodations at CHS are not guaranteed accommodations for courses taken outside of CHS. CHS staff, faculty, and resources are not available for support of courses taken outside of CNU.

## Pre-Med Post-Baccalaureate (PMPB)

Students who do not meet the criteria described above will be notified of that status at the end of each term. They are still subject to the Progression Criteria for the PMPB program. Students with an overall undergraduate GPA of 3.0 or higher, CNU program GPA of 3.0 or higher, and an MCAT score of 510 or higher will be invited for an interview for admission to the CNU College of Medicine through AMCAS.

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

## Transient Student Credit Policy

Transient Students are CHS degree seeking students that are requesting to take courses outside of CHS for credit to apply towards their degree. Students who wish to take courses at another institution must request permission from the CHS Office of Academic and Student Affairs (OASA) using the Transient Student Credit Approval Form, before registering for any course outside CHS. The following criteria must be met for approval to take courses for credit at colleges or universities outside of California Northstate University (CNU):

- Students must have a minimum cumulative CHS grade point average (GPA) of 2.0 and be in good standing with CNU.
- All requests must be approved by the OASA prior to completion of transient coursework in order to transfer credit towards a degree requirement. The student requesting transient coursework is required to submit a syllabus for the requested course to the OASA in order to determine transfer eligibility. Courses must be taken at an accredited institution to be eligible for transfer. See the CHS Transfer Policy (CHS 3203) for more details.
- 1 quarter-system credit is equal to 2/3 of a semester credit.
- The CNU official transcript reflects awarded transfer credit, but not the final grade earned. Courses taken as a transient student will not be calculated in the CHS GPA. Transient work may affect a student's progression in combined degree programs.
- Re-taking courses at other institutions that were initially taken at CNU may satisfy degree requirements, but the CNU course grade and resulting impact on GPA remain unchanged.
- Enrollment status (i.e. full-time/part-time) is determined by CNU credits attempted only. Students enrolled in combined degree programs are required to maintain full-time status.
- Credit limits, allowable final grades, and transfer credit policies are listed in the CNU General Catalog under each college section.
- Students may be approved for transient status for only one course per semester or term.

## Degree Requirements for the Bachelor of Science in Health Sciences

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

1. A minimum of 120 credit hours. A maximum of 60 credit hour units from officially transmitted AP/IB courses (CHS Policy 3202) and/or officially transferred from another institution (CHS Policy 3203) with a grade point of 2.0 (letter grade of C or better) may be counted toward this total. At least 60 credit hours must be from courses taken at CNUCHS. Students must earn 36 upper division credit hours towards the Bachelor of Science in Health Sciences from courses taken within CNU. Credit hours from courses with a grade of D, F, AU or W are not counted toward the credit hour minimum for graduation.
2. Pertaining to students in good standing and officially enrolled in combined programs, the CNUCHS will accept transfer credit hours from certain specified courses in the CNU Health Professional programs as substitute credit hours for upper division courses in the CHS curriculum for the BS Degree in Health Sciences. Credit earned at a CNU health professional program to be applied to the BS degree is considered transfer credit and is included in the 60 credit transfer limit.
3. An overall grade point average of 2.0 (letter grade of C) or higher as calculated by the average of all course credit units and grade points for courses taken at CNU.
4. Students must complete all requirements of the degree audit.
5. Students who complete all the course requirements specific to a health sciences area concentration as Human Biology, Biopsychology or Health Science Administration as defined in the Concentration Policy (CHS 3129) may have the area concentration listed on the BS degree diploma as follows: "Bachelor of Science Degree in Health Sciences with a Concentration in Human Biology (Biopsychology, or Health Science Administration)." Students who do not complete all the undergraduate courses specific to the health science concentration area will be awarded the "Bachelor of Science Degree in Health Sciences" without a concentration area listed on the diploma.
6. Students are expected to complete the Bachelor of Science in Health Sciences degree within six years or less after date of admission to the program.
7. Any deviation from these standards must be approved by the Dean after consideration of supporting material. Reasons for the exception must be fully documented.

## Degree Honors

Students who complete the BS degree requirements with specified CHS grade point averages (GPAs) will have an Honors designation placed on their transcripts. Coursework completed at other institutions are not considered in calculating degree honors. The requirements for graduating with honors are as follows:

<b>Summa Cum Laude:</b>	3.80 – 4.00 GPA
<b>Magna Cum Laude:</b>	3.65 – 3.79 GPA
<b>Cum Laude:</b>	3.50 – 3.64 GPA

## Commencement

Students and faculty are strongly encouraged to attend commencement and wear the traditional regalia of cap, gown, and academic hood. Honor sashes will be awarded to honor graduates.

## Attendance Policy

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

## Formal Excused Absence Policy

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

## Leave of Absence Policy

CHS 3802 policy specifies procedures and rules for students who wish to take a Leave of Absence from the CHS.

A Leave of Absence is defined as a hiatus from college enrollment for one or two semesters. An official Leave of Absence may be approved for reasons in the student's best interest but may not exceed one academic year. The CHS will permit a student on an approved Leave of Absence to return to the College and re-enroll in classes without formal re-application for admission. Non-attendance does not constitute notification of intent to apply for Leave of Absence status. The starting date of Leave of Absence status is the date the Registrar receives the completed and signed Leave of Absence form. Because the curriculum progression is linear and most courses are offered in sequence in either the Fall or Spring semester, it is expected that most Leaves of Absence will be for one year. However, a one-semester Leave of Absence is permissible with the understanding that students may have to take certain courses out of sequence. Students who take a one or two semester Leave of Absence must



consult with the Office of Financial Aid to determine how the leave will affect their eligibility for financial aid. In some cases, students returning from a Leave of Absence may need to reapply for financial aid.

Students in the Pre-Medical Post-Baccalaureate are not permitted to take a leave of absence.

### **Procedure**

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

## **Course Enrollment Policy**

CHS 3803 policy specifies rules and procedures for enrolling in courses at the CHS.

### **Course Advisement and Enrollment**

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

### **Minimum and Maximum Number of Credit Hours per Semester**

A standard load of courses is considered to average 15 credit hours per semester. A minimum of 12 credit hours for fall or spring semester is required to be considered a full time student. A maximum of 20 credit hours per fall or spring semester is allowed. During the summer session a maximum of 10 credit hours is allowed. A student may not enroll in more than 30 total credit hours for the summer and fall terms combined.

### **Course Auditing**

CNU students may audit lecture courses (i.e., attend lectures without receiving credit or transcript documentation) only with advance permission of the faculty instructor. The responsibility of course instructors is to first meet the needs of officially registered students. Faculty are not obligated to review work submitted by course auditors. Students may only audit one course per semester and a total of only two courses in their time in the College. Audited courses will be identified

on the transcripts and the "grade" listed will be an "X". Students are charged tuition for courses taken as audit.

## **Course Placement Policy**

### **Math Placement**

Entering students must take the CHS Mathematics Placement Exam. Students scoring below 60% on the CHS Mathematics Placement Exam will be enrolled in MATH125 Pre-Calculus. Students scoring above 60% will be enrolled in MATH120 Applied Statistics.

### **English Placement**

Incoming students are eligible for the ENGL 110 credits if they satisfy any of the following criteria:

1. A score of 3 or above on the AP (Advanced Placement) English Language and Composition or AP English Literature and Composition Exam. An additional 3 credits can be awarded for English elective credit;
2. A score of 5 or above on IB (International Baccalaureate) English A; or
3. Official transcript record of a 3-unit college-level English composition course equivalent to ENGL 110 with a grade of C or higher.

Students who are awarded credit for ENGL 110 are not excused from taking the English Placement Diagnostic offered by CHS.

Students with 6 or more credit hours of English composition or writing courses with grades of C or better from a community college or four-year university are eligible to be credited with ENGL 110 and 120. The syllabus/syllabi of the qualifying course(s) must be reviewed for approval and one of the courses in question should have included a documented research paper. Students who transfer approved credits equivalent to both ENGL110 and ENGL120 may also be excused from taking the English Placement Diagnostic test if they so choose.

New first-year CHS students who do not meet one of the criteria above are required to take the English Placement Diagnostic Test given before the beginning of the semester to assess reading and writing skills and facilitate appropriate English composition course placement.

## **Course Repeat Policy**

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

## Course Add/Drop and Withdrawal Policy

The course add, drop and withdraw period allows for course adjustment at each semester or term, in order for students to make the necessary changes in the best interest of his or her academic preferences and curriculum plan. During the add and drop period, students may add (register for) one or more additional courses or drop (cancel registration for) any course except required, faculty sponsored and courses that require community service placement. As stated in the CHS enrollment agreement, tuition is non-refundable for individual dropped classes. The CHS enrollment agreement specifies conditions for pro-rated tuition refund in cases where a student completely withdraws from the college during the academic term as described under the *Student's Right to Withdraw and Refund* policy.

Course add and drop period: Students may add or drop courses up to the end of the 2nd week of classes for fall and spring semesters or by the 5th day of classes for a summer term. If a class is dropped by the end of the 2nd week of classes, or the 5th day of summer term, the record of class enrollment is removed from the transcript.

Limits to course add and drop: Students may add up to four and drop up to four courses per semester and two courses per summer term, provided all requirements set forth in this policy are met. No student can add or drop the same course more than once each semester or term. The Office of Academic Affairs may grant exceptions to this provision if a documented special circumstance arises.

Course withdrawal period: Students may withdraw from a course until the end of the 10th week of classes for fall and spring semesters or the end of the 5th week of classes for a summer term. Course withdrawal is documented by course grade of "W" with no credit noted on the permanent transcript.

Limits to course withdrawal: Students are limited to a maximum of four course withdrawals (up to 12 units in the four-year program). Note that course withdrawal may increase the time of completion to graduation of the standard four-year BS degree program. The Office of Academic Affairs may grant exceptions to this provision if a documented extenuating circumstance arises.

Faculty sponsored courses add, drop, and withdrawal: The COLL 490 course series (COLL 490a: Peer Assistant Learning; COLL 490b: Research Experience, and; COLL 490c: Student Services Assistant) are faculty sponsored courses, since they require previous agreement between faculty and student on a specific plan that is devised on a case-by-case basis. The add, drop, and withdrawal processes for such courses should be authorized by the faculty member.

Add, drop and withdrawal from courses that require community service placement: All service learning courses that require placement with community partners may be added, dropped, or withdrawn only after authorization from the Director of Community Service-Learning and the Office of Academic Affairs.

No request for add and drop is automatically granted. It is effective only after it goes through the approval processes as indicated in this policy. As a result, a student must continue attending the course in which he or she was originally registered, until the add or drop request is reflected in his or her official CAMS schedule.

Note that course withdrawal may increase the time of completion to graduation of the standard four-year BS degree program.

The addition or removal of courses from the current course registration list and transcript is handled by submission of a Course Add/Drop Form or Course Withdrawal Form that must be signed by the student, course instructor, Senior Health Professions Advisor and the Associate Dean of Academic and Student Affairs before it is sent to the Registrar's Office for documentation on the student schedule and transcript.

## Academic Integrity and Good Conduct Code of Honor

CHS 3801 Academic Integrity and Good Conduct Policy governs standards of academic integrity and good conduct expected of students, faculty, and staff at the College of Health Sciences. It also establishes the operational plan for reporting and investigation of incidents, procedures of adjudication, and determination of sanctions pertaining to violations of academic integrity and personal misconduct.

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

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

**Honesty and Integrity:** The College is committed to teaching, scholarly activity, and professional growth in a community-based learning environment. Academic honesty and integrity are required in all aspects of education, scholarly activity, research, and service. Members are to be truthful in their academic and professional relationships. Individual work must result from individual effort. Work assigned to a team, whether students, staff or faculty, requires both individual contribution and collaborative effort inclusive of all team members. Examinations, projects, in-class work, and off-campus assignments, whether individual

or team-based, are to be accomplished with honesty and integrity. Cheating, plagiarism, commercial purchase of term paper assignments, and other forms of academic dishonesty are prohibited. Acts in violation of the honesty and integrity principle are subject to disciplinary action.

**Professionalism:** The College abides by high standards of professionalism in learning, teaching, scholarly activity, research, and service. In educating students, the College cultivates professional virtues and provides opportunities for professional development. All members of the College community are required to meet expectations for participation and timeliness, seek and accept feedback and constructive instruction, admit to and assume responsibility for mistakes, be mindful of demeanor, language, and appearance, and be accountable to all individuals in the College, our partner organizations and the broader community. Students, staff and faculty serve as positive role models by striving for excellence in the performance of their duties, while protecting the health and autonomy of classmates, colleagues and clients, and in serving individual, community, and societal needs. Good judgment, accuracy and honesty are expected in all social media communications, and members should take care to do no harm to themselves, others and the College. Among all College members email correspondence should include a formal greeting, an informative subject line, content that is clear, polite and succinct, and a closing courtesy. Civility and respect should prevail in the classroom and beyond. Breaches in academic professionalism, a core competency of the College, are subject to disciplinary action.

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

**Violations of Academic Integrity:**

Attempts to be dishonest or deceptive in the performance of academic work whether in or out of the classroom/lab, alterations of academic records, alterations of official data on paper or electronic documents, or unauthorized collaboration with another student are violations of academic integrity. Knowingly allowing others to represent one's work as their own is as serious an offense as submitting another's work as one's own. They include but are not limited to: a) Cheating on Assignments or Exams. Any attempt by a student to alter her/his performance on an assignment or examination in violation of the understood ground rules. I. Communicating answers with another person during an exam. II.

Preprogramming a device to contain answers or other unauthorized information for exams. III. Use of unauthorized materials, prepared answers, written notes, or concealed information during an exam. IV. Sharing answers unless specifically authorized by course instructor. V. Tampering with an exam after it has been graded and returning it in an attempt to earn more credit. b) Plagiarism I. Buying, stealing or borrowing a paper or portions of a paper. II. Hiring another to write a paper. III. Claiming authorship of written material not so authored. IV. Lack of attribution of cited material. V. Using a source too closely when paraphrasing. VI. Changing key words or phrases but retaining essential content of the source. VII. Including citations to non-existent or inaccurate information about sources. VIII. Reusing large portions of a work produced in one class for submission in another class. IX. Including proper citation but the paper includes almost no original work. X. Citing sources that do not exist. XI. Purposefully misinterpreting a source or citing a source out of context. XII. Claiming personal credit for research performed by others. XIII. Claiming participation on a team project while not participating on the project. c) Additional Actions of Academic Misconduct I. Furnishing false information in the context of an academic assignment. II. Theft or destruction of academic materials owned by CNUCHS or a member of the CNUCHS community. III. Contamination of laboratory samples or altering indicators during a practical exam, such as moving a pin in a dissection specimen for an anatomy course. IV. Selling, distributing, website posting, or publishing course lecture notes, handouts, readers, recordings, or other information provided by an instructor, or using them for any commercial purpose without the express permission of the instructor. V. Failure to identify one's role in an academic incident. VI. Fabrication or alteration of information or data and presenting it as legitimate. VII. Providing false or misleading information to an instructor or any other College official. VIII. Forgery of an instructor's signature on a letter of recommendation or any other document. IX. Violation of course rules.

**Violations of Good Conduct:**

Personal misconduct involves behaviors that disrespect the rights and dignity of others both within and outside of the College community. Professional misconduct includes disrespectful and discourteous interactions with students, colleagues, and members of the broader community outside the College. The list is not exhaustive as there are many additional forms. 1. Harassment: Conduct that is sufficiently severe, pervasive or persistent to create a hostile environment that interferes with or diminishes the ability of an individual to participate in or benefit from activities in the College. 2. Bullying: Repeated acts of aggression by an individual with greater power targeted toward a weaker individual. 3. Cyberbullying: Willful and repeated taunting, threatening, harassing, or intimidation inflicted through the medium of electronic text. 4. Sexual misconduct: Sexual discrimination, sexual harassment, sexual assault, interpersonal violence and stalking. 5. Harmful behavior: Action that threatens the health and/or safety of another person. 6. Hate crime: Prejudice motivated action in which one targets another person or person's property motivated by a bias against a race, religion, disability, sexual orientation, ethnicity, gender or gender identity. 7. Stalking: A course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety of the safety of others. 8. Disruptive conduct:

Inappropriate actions that have the potential to interfere or disrupt student learning, research, administration or other authorized activity. Attempt to violate any College rule. 9. Theft and/or property damage: Action that damages, defaces, destroys, tampers with or takes without authorization property of the College or property of another person. 10. Firearms, dangerous materials and prohibited items: Possession, use or display of any firearm, dangerous material that could be used as a weapon. 11. Additional actions of personal and professional misconduct a) Slander, libel or defamation. b) False accusation of misconduct, forgery, alteration, or misuse of any College document, record, or identification. Providing a College official information known to be false. d) Assuming another person's identity or role through deception or without proper authorization. Communicating or acting under the guise, name, identification, e-mail address, signature, or other indications of another person or group without proper authorization or authority. e) Knowingly initiating, transmitting, filing, or circulating a false report or warning concerning an impending bombing, fire, or other emergency or catastrophe; or transmitting such a report to an official or an official agency. f) Unauthorized release or use of any university access codes for computer systems, duplicating systems, and other university equipment. g) Actions that endanger one's self, others in the university community, or the academic process. h) Unauthorized entry, use, or occupancy of College facilities. i) Any behavior that violates federal, state or local laws, of any University/College or formal affiliate policy or rule.

### **Personal Accountability and Expectations**

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

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

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

### **Possible Disciplinary Actions for Violations of the Academic Integrity and Good Conduct Policy and Code of Honor**

Actions include but are not limited to: 1. Written warning or censure 2. Loss of assignment credit 3. Special assignment such as attending a workshop, writing a paper, etc 4. Disciplinary probation 5. Suspension from classes for a semester 6. Delayed graduation 7. Restriction from University and/or College activities or functions 8. Restitution to repair or compensate for loss or damages 9. Holds on transcripts 10. Notation on transcript of academic dishonesty or violation of good conduct 11. Dismissal from the College.

### **Non-Retaliation**

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

### **Complaint/ Grievance Policy**

California Northstate University College of Health Sciences (CNUCHS) is committed to serving students by providing a rigorous academic program and the appropriate student services to promote success upon graduation. If students are dissatisfied with a decision, act, or condition at CNUCHS that is evidence-based, regarding negative, unjust, arbitrary, or discriminatory treatment they are encouraged to seek a remedy. Also see the *Discrimination* and *Sexual Harassment and Sexual Violence* Policies.

#### **Early Resolution**

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

#### **Formal Grievance**

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

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

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

As appropriate, the Senior Associate Dean for Academic Affairs or the Associate Dean for Student Affairs will convene an ad hoc committee of 3 faculty members or Directors. This committee will examine the grievance and recommend a remedy to the Senior Associate Dean or Associate Dean. The

appropriate Associate Dean will provide a written response to the student with proposed resolution within 21 calendar days after receiving the written complaint. If the student is dissatisfied with the resolution, a further appeal can be made to the Dean of the College of Health Sciences within 7 calendar days after the formal written resolution. The Dean is charged with investigating the matter by examining all the relevant evidence. Upon due consideration, the Dean shall issue a final decision documented in a letter to the student and the relevant individuals involved in the matter. The Dean's decision is final.

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

For complaints related to accreditation standards, please see Accreditation Information on page 10 of this catalog.

## **Petition for Admission to or Change in Pathways**

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

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

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

1. Academic feasibility – an analysis of the student's GPA at CHS against the required GPA for the pathway the student is petitioning to be admitted into. An analysis of the coursework required for the desired pathway, against the coursework already taken by the student.
2. Academic and conduct good standing – an analysis of the student's history of academic integrity and good conduct, both outstanding and resolved. Any outstanding academic integrity and good conduct mark may represent automatic denial of the petition.
3. Evaluation from faculty – student is required to be formally evaluated by three CHS faculty: one being the student's faculty advisor, one from a faculty in the Department of Science and Mathematics, and one from the Department of Humanities and Social Sciences. All faculty evaluations are confidential and are delivered in a sealed envelope directly to CHS Admissions Committee.

4. Personal petition statement – CHS Admissions Committee will look into the 1-page personal statement that should cover the student's experiences (inside and outside academia) as well as idiosyncratic characteristics that are relevant to the petition process, as far as the student's perspective as to why they have the potential to succeed in the pathway he/she is petitioning into.

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

# CHS Course Descriptions

In alphabetical order

## **ANTH 210 Cultural Anthropology (3 cr)**

Cultural anthropology is the systematic study of human culture in different parts of the world. This course surveys the intellectual history of this branch of anthropology and considers the impact of environment, traditions, religion, history and many other factors to cultural diversity.

Prerequisites: sophomore year standing or instructor approval.

Curriculum map: ANTH 210 satisfies GE requirements in the liberal arts/humanities.

## **ANTH 210x Cultural Anthropology Online (3 cr)**

Cultural anthropology is the systematic study of human culture in different parts of the world. This course surveys the intellectual history of this branch of anthropology and considers the impact of environment, traditions, religion, history and many other factors to cultural diversity.

Prerequisites: sophomore year standing or instructor approval.

Curriculum map: ANTH 210x satisfies GE requirements in the liberal arts-humanities

## **ARMU 110 Art Appreciation (3 cr)**

Artists document and interpret the human experience through creative expression recorded in drawings, painting, sculpture and other media. The history of art is also a catalog of human development from primitive origins to modern civilization. This course will enhance students' appreciation of art by exploring its many forms, interpretations, and creators.

Prerequisites: none

Curriculum map: ARMU 110 satisfies GE requirements in the liberal arts/fine arts.

## **ARMU 120 Music Appreciation (3 cr)**

Students survey the evolution of western music from the middle ages to the present by identifying and analyzing musical compositions. The course explores basic elements of music, including structure of musical compositions as well as orchestral instrumentation and elements of world music culture as it relates to each stylistic period. For each musical period, students explore styles, characteristics, and major composers. Emphasis is placed on becoming a knowledgeable and discerning listener.

Prerequisites: none

Curriculum map: ARMU 120 satisfies GE requirements in the liberal/fine arts.

## **ARMU 120x Music Appreciation Online (3 cr)**

Students survey the evolution of western music from the middle ages to the present by identifying and analyzing musical compositions. The course explores basic elements of music, including structure of musical compositions as well as orchestral instrumentation and elements of world music culture as it relates to each stylistic period. For each musical period, students explore styles, characteristics, and major composers. Emphasis is placed on becoming a knowledgeable and discerning listener.

Prerequisites: none

Curriculum map: ARMU 120x satisfies GE requirements in the liberal arts-fine arts.

## **BIOL 110 Biology I – Inheritance, Evolution, & Diversity of Life (3 cr)**

BIOL110 is an introductory course focusing on exploring the evolution and diversity of living organisms, including how organisms interact with each other and the environment. Emphasis is placed on relationships between living organisms and on organismal form and function.

Companion laboratory course (BIOL110L) to be taken concomitantly with BIOL110 lecture course.

Prerequisites: none. Co-requisite: BIOL110L

Curriculum map: BIOL 110 is a degree requirement for the Bachelor of Science in Health Sciences. It satisfies GE requirements for scientific inquiry and quantitative reasoning in the biology sub-area.

## **BIOL 110L Biology I – Inheritance, Evolution, & Diversity of Life Laboratory (1 cr)**

Companion laboratory course to be taken concomitantly with BIOL110 lecture course, unless student is re-taking only the laboratory after have taken it concurrently with BIOL 110.

Prerequisites: BIOL110 if not taken concurrently)

Curriculum map: BIOL 110L is a degree requirement for the Bachelor of Science in Health Sciences. It satisfies GE requirements for scientific inquiry and quantitative reasoning in the biology sub-area.

## **BIOL 120 Biology II – Cells & Biomolecules (3 cr)**

A continuation of BIOL110 that focuses on cell and molecular biology. Topics include cell organelles, cell physiology, membrane biology, bioenergetics, DNA, RNA, replication, gene transcription and regulation, protein synthesis, and protein structure and function.

Prerequisites: BIOL110 & CHEM110, or instructor approval.

Curriculum map: BIOL 120 is a degree requirement for the Bachelor of Science in Health Sciences

## **BIOL 120L Biology II – Cells & Biomolecules Laboratory (1 cr)**

A co-requisite of BIOL 120 that focuses on current themes and techniques commonly used in cell and molecular biology laboratories.

Prerequisites: BIOL120 if not taken concurrently

Curriculum map: BIOL 120L is a degree requirement for the Bachelor of Science in Health Sciences

## **BIOL 210 Human Anatomy (3 cr)**

This course provides a comprehensive overview of the gross anatomy of the human body. The architecture of the body and its structural relationships are presented with the use of three-dimensional models and software. No dissection is required.

Prerequisite: BIOL120, or instructor approval.

Curriculum map: BIOL 210 is a degree requirement for the Bachelor of Science in Health Sciences.

### **BIOL 210L Human Anatomy Laboratory (1 cr)**

Companion laboratory course to be taken concurrently with BIOL 210 lecture course. Organ dissections (kidney, heart, brain, eye) will be performed by students. Virtual dissections may also be part of the course. Should a student wish not to engage in dissection (e.g., ethical or religious concerns), he/she may observe dissections performed by other students or study digital video demonstration of dissections.

Prerequisite: BIOL210 (if not taken concurrently).

Co-requisite: BIOL 210.

Curriculum map: BIOL 210L is a degree requirement for the Bachelor of Science in Health Sciences.

### **BIOL 220 Human Physiology (3 cr)**

The science of human physiology addresses how the body functions at a mechanistic level. A systems-based approach is used to examine the detailed function of the major organs and compartments of the body.

Prerequisites: BIOL210 & BIOL210L, or instructor approval.

Curriculum map: BIOL 220 is a degree requirement for the Bachelor of Science in Health Sciences.

### **BIOL 220L Human Physiology Laboratory (1 cr)**

Companion physiology laboratory course to be taken concurrently with BIOL220 lecture course. This course provides a hands-on experience in applying physiological concepts and practices in addressing human health.

Prerequisites: BIOL210, BIOL210L, & BIOL220 (if not taken concurrently).

Curriculum map: BIOL 220L is a requirement for the following pathways: 3+4 BS-MD, 4+4 BS-MD, 3+5 BS-PsyD, and 3+2 BS-MPS.

### **BIOL 230 Genetics – From Genes to Genomes (3 cr)**

Genetics deals with the structure and role of genes as determinants of inheritance (genotype) and biological function (phenotype) of all living organisms. The course explores the intricacies of gene function as elucidated from the structure of DNA to the organization and evolution of the genome – the entire complement of genes for a given organism.

Prerequisite: BIOL120 or instructor approval.

Curriculum map: BIOL 230 is a requirement for the following pathways: 2+4 BS-MD, 3+4 BS-MD, 4+4 BS-MD, 3+4 BS-PharmD, and 3+2 BS-MPS.

### **BIOL 240 Essentials of Biochemistry (3 cr)**

Essentials of Biochemistry will focus on discovering the biological aspects of chemistry. Throughout the semester students will focus on fundamental topics in relation to the molecular design of life and transducing and storing energy. Specifically, students will build their foundations with macromolecule structure and function, energy storage and metabolism, synthesis of the molecules of life and the experimental methods used to study these components.

Prerequisites: BIOL120 & CHEM120.

Curriculum map: BIOL 240 is a requirement for the following pathways: 2+4 BS-MD, 3+4 BS-MD, 4+4 BS-MD, 3+4 BS-PharmD, and 3+2 BS-MPS.

### **BIOL 240x Essentials of Biochemistry Online (3 cr)**

Essentials of Biochemistry online will focus on discovering the biological aspects of chemistry. Throughout the semester

students will focus on fundamental topics in relation to the molecular design of life and transducing and storing energy. Specifically, students will build their foundations with macromolecule structure and function, energy storage and metabolism, synthesis of the molecules of life and the experimental methods used to study these components.

Prerequisites: BIOL120 & CHEM120.

Curriculum map: BIOL 240x is a requirement for the following pathways: 2+4 BS-MD, 3+4 BS-MD, 4+4 BS-MD, 3+4 BS-PharmD, and 3+2 BS-MPS.

### **BIOL 310 General Microbiology (3 cr)**

This course is a general introduction to the history, structure, metabolism, genetics, and ecology of microscopic life forms including viruses, bacteria, protozoa, fungi, and algae. In addition, the relationship of microorganisms to mammalian disease, immunology, agriculture and industry will be explored.

Prerequisite: BIOL120, or instructor approval.

Curriculum map: BIOL 310 is a requirement for the following pathways: 4+4 BS-MD, 3+4 BS-MD, 2+4 BS-PharmD, 3+4 BS-PharmD, and 3+2 BS-MPS. It fulfills the Program Area Requirement for Core Sciences and Mathematics.

### **BIOL 310L General Microbiology Laboratory (1 cr)**

A companion laboratory course designed to be taken concurrently with BIOL310. This course will emphasize the development of techniques used in the detection, isolation, and identification of both harmless and pathogenic microorganisms.

Prerequisites: BIOL310 if not take together

Curriculum map: BIOL 310L is a requirement for the following pathways: 4+4 BS-MD, 3+4 BS-MD, 2+4 BS-PharmD, 3+4 BS-PharmD, and 3+2 BS-MPS. It fulfills the Program Area Requirement for Core Sciences and Mathematics.

### **BIOL 320 Medical Microbiology & Epidemiology (3 cr)**

A continuation of microbiology discussed in BIOL320 with a specific focus on microorganisms associated with infectious diseases of biomedical concern such as influenza, measles, methicillin-resistant staphylococcus, and HIV-AIDS. Epidemiology is the study of how microbial infections originate and spread within a population, and how they are contained.

Prerequisites: BIOL310 or instructor approval

Curriculum map: BIOL 320 is an elective course. It fulfills the Program Area Requirement for Core Sciences and Mathematics

### **BIOL 330 Human Nutrition (3 cr)**

This course describes the nutrient requirements of the human body and the principles that define the relationship between diet and good health.

Prerequisites: CHEM310 or instructor approval

Curriculum map: BIOL 330 is an elective course. It fulfills the Program Area Requirement for Core Sciences and Mathematics.

### **BIOL 340 Immunology (3 cr)**

Immunology is the study of the innate and adaptive capacities of the immune system as a complex cellular network that functions in the body's response to exposure to foreign substances (antigens) and organisms. The immune system exhibits a wide variety of cell-mediated defensive functions

and antibody-mediated protective functions. It is also involved in pathological conditions such as septic shock and autoimmune disorders that are also covered in this course.

Prerequisites: BIOL220 or instructor approval.

Curriculum plan: BIOL 340 is a requirement for the 4+4 BS-MD pathway and a prerequisite for the 3+2 BS-MPS. BIOL 340 also satisfies the program area requirements for core sciences and mathematics.

### **BIOL 350 Current Topics in Biology and Medicine (3 cr)**

This course surveys important developments in biology and medicine with regard to their present and future implications. Discussions may include such topics as discovery of DNA and founding of molecular biology, eugenics, biotechnology, human genome sequencing, genetic fingerprinting, and gene therapy. Special attention will be given to ethical issues concerning the practice of medicine and the creation and application of biotechnology.

Prerequisites: sophomore year standing or instructor approval.

Curriculum map: BIOL 350 is an elective course. It fulfills the Program Area Requirement for Core Sciences and Mathematics.

### **BIOL 410 Neuroscience (3 cr)**

Neuroscience is the study of the cellular and molecular basis of nervous system function. This course provides an in-depth overview of neurobiology relevant to the physiological function of peripheral nerves and central nervous system (brain and spinal cord) as well as the pathogenesis of neurodevelopmental, neuropsychiatric and neurodegenerative diseases.

Prerequisites: BIOL120 & CHEM120

Curriculum map: BIOL 410 is a requirement for the 3+5 BS-PsyD pathway. It fulfills the Program Area Requirement for Core Sciences and Mathematics

### **BIOL 420 Advanced Cell and Molecular Biology (3 cr)**

This course covers a variety of advanced topics in cell biology such as mechanisms of membrane transport, signal transduction, bioenergetics, cell cycle regulation, cell migration, gene expression, cancer, and cell death mechanisms. BIOL 210 and CHEM 310 are highly recommended to be taken before this course.

Prerequisites: BIOL120.

Curriculum map: BIOL 420 satisfies the Program Area Requirements for Core Sciences and Mathematics, and is a required course for the following pathways: 4+4 BS-MD, 3+4 BS-MD, and 2+4 BS-MD.

### **BIOL 430 Pharmacology (3 cr)**

This course surveys major classes of drugs in clinical use and also introduces the science of modern drug discovery. A drug is broadly defined as any chemical that affects physiological function. Drugs that have been clinically tested and approved for human use are also powerful chemical tools used to manage symptoms and treat disease. The science of pharmacology is concerned with mechanisms of drug action at various levels from the whole organism to the cellular level to molecular interactions.

Prerequisites: BIOL220 & CHEM310, or instructor approval

Curriculum map: BIOL 430 is a requirement for the following pathways: 2+4 BS-PharmD, 3+4 BS-PharmD, and 3+2 BS-

MPS. It fulfills the Program Area Requirement for Core Sciences and Mathematics.

### **BIOL 440 Pathophysiology (3 cr)**

Pathology refers to the general study of disease. The science of pathophysiology seeks to understand the physiological bases of the origin and progression of disease. This course also covers advanced methods used to detect and diagnose diseases such as histological examination of tissue samples and biochemical analysis of biomarkers.

Prerequisites: BIOL220 & BIOL420 or instructor approval.

Curriculum map: BIOL 440 is an elective course. It fulfills the Program Area Requirement for Core Sciences and Mathematics.

### **BIOL 450 Human Genetics and Genomics (3 cr)**

This course is an advanced course in human genetics which will build upon the fundamentals of Mendelian genetics by examining the chromosomal basis of inheritance and variation, complex inheritance patterns and advances in DNA technology and genomics. In particular, we will explore important ethical questions in addition to the benefits and limitations surrounding the field of human genetics.

Prerequisites: BIOL 110 or instructor approval.

Curriculum map: BIOL 450 is an elective course. It fulfills the Program Area Requirement for Core Sciences and Mathematics.

### **BIOL 460 Human Functional Anatomy (3 cr)**

This course provides a comprehensive and integrative examination of the structure, function and evolution of the human body through integration of several fields of study. Structures and their organization are interpreted in terms of embryological, developmental, biomechanical and phylogenetic properties. Although the course requires rigorous, focused effort, its pay-off comes from a solid understanding of the whole organism's biology. The course reduces the number of unexplained facts otherwise encountered in descriptive anatomy, in favor of an in-depth study of human form and function.

Prerequisites: BIOL 110 and BIOL 110L.

Curriculum map: BIOL 460 is an elective course. It fulfills the Program Area Requirement for Core Sciences and Mathematics.

### **BIOL 470 Integrated Biological Problem Solving (3 cr)**

Students will work each week to enhance critical thinking skills required by working through integrated biological problems. Students will be expected to integrate their knowledge of the basic sciences including cell biology, biochemistry, immunology, genetics, and pharmacology in order to solve clinically based biological science problems. It is recommended to take BIOL 240 as a preparation for this course.

Prerequisites: CHEM210 & BIOL220.

Curriculum map: BIOL 470 is a required course for all BS-MD pathways. It fulfills the Program Area Requirement for Core Sciences and Mathematics.

### **BIOL 480 Biomechanics of Human Movement (3 cr)**

An integrative examination of human positional anatomy and behavior focusing on limb biomechanics, economy, efficiency and energetics. Experimental and field data are introduced in the context of different theoretical approaches to the study of



human movement. In combination with lectures, readings and problem sets, students conduct observational and experimental exercises.

Prerequisites: BIOL 210 or instructor approval.

Curriculum map: BIOL 480 fulfills the Program Area Requirement for Core Sciences and Mathematics.

### **CHEM 100 Principles of General Chemistry (1 cr)**

A course introducing the basic principles of chemistry in preparation for general chemistry. Topics include basic atomic structure, concepts of bonding, electronegativity, molecular geometry, chemical equations, stoichiometry, concentration, and acids/bases.

Prerequisites: None

Curriculum map: Preparatory course for students who will take General Chemistry.

### **CHEM110 General Chemistry I (3 cr)**

This course covers the electronic structure of atoms, periodic table, quantum theory, atomic bonding, molecular orbitals, principles of molecular structure, and chemical reactions. Students are introduced to the diversity of inorganic and organic chemical interactions that underlie the physical substance of matter.

Prerequisites: None.

Co-requisite: CHEM110L

Curriculum map: CHEM 110 is a degree requirement for the Bachelor of Science in Health Sciences and a prerequisite for all pathways except BS to PsyD. It satisfies GE requirements for scientific inquiry and quantitative reasoning-chemistry.

### **CHEM 110L General Chemistry I Laboratory (1 cr)**

Companion laboratory course to be taken concurrently with CHEM110 lecture course.

Prerequisite: CHEM110 if not taken concurrently

Curriculum map: CHEM 110L is a degree requirement for the Bachelor of Science in Health Sciences and a prerequisite for all pathways except BS to PsyD. It satisfies GE requirements for scientific inquiry and quantitative reasoning-chemistry.

### **CHEM 120 General Chemistry II (3 cr)**

The second semester of general chemistry investigates the guiding principles of the behavior of chemical systems including thermodynamics, kinetics, equilibrium, electrochemistry, and radioactivity.

Prerequisites: CHEM110 & CHEM110L

Co-requisite: CHEM120L

Curriculum map: CHEM 120 is a degree requirement for the Bachelor of Science in Health Sciences and a prerequisite for all pathways except BS to PsyD.

### **CHEM 120L General Chemistry II Laboratory (1 cr)**

Companion laboratory course to be taken concurrently with CHEM120 lecture course.

Prerequisite: CHEM120 if not taken concurrently

Curriculum map: CHEM 120L is a degree requirement for the Bachelor of Science in Health Sciences and a prerequisite for all pathways except BS to PsyD.

### **CHEM 200 Principles of Organic Chemistry (1 cr)**

A course highlighting and extending the basic principles from general chemistry imperative to organic chemistry. Topics include extended geometry, basic nomenclature, molecular

orbitals, resonance, electronegativity, polarity, acids, bases, pKa, kinetics, and thermodynamics.

Prerequisites: CHEM120

Curriculum map: Preparatory course for students who will take Organic Chemistry.

### **CHEM 210 Organic Chemistry I (3 cr)**

This course introduces the major concepts in organic chemistry including nomenclature, structure, properties, reaction mechanisms, synthesis and spectroscopy. The format of the course focuses on providing a foundational understanding of organic molecules, mechanisms, and reactions in order to develop students' critical thinking skills and prepare them for more in depth investigation of organic molecules in CHEM 220 and biological molecules and reactions in CHEM 310.

Prerequisites: CHEM120 and CHEM120L

Curriculum map: CHEM 210 is a prerequisite for all pathways except BS to PsyD.

### **CHEM 210L Organic Chemistry I Laboratory (1 cr)**

Companion laboratory course for Organic Chemistry I (CHEM210). Students will explore principles and techniques of organic chemistry while developing proper safety and laboratory skills. Focus is placed on separation, purification, and characterization techniques including extraction, distillation, chromatography, optical activity, recrystallization, and spectroscopy.

Co-requisite: CHEM210.

Curriculum map: CHEM 210L is a prerequisite for all pathways except BS to PsyD.

### **CHEM 220 Organic Chemistry II (3 cr)**

The second semester of a two semester course in organic chemistry. The second semester will expand upon organic reactions and organic synthesis in connection with aromatic and carbonyl containing molecules. In addition, it will explore radical chemistry and pericyclic reactions and mechanisms. Spectroscopic data will be utilized throughout the course to support the reactions and mechanisms discussed.

Prerequisites: CHEM210

Curriculum map: CHEM 220 is a prerequisite for all pathways except BS to PsyD.

### **CHEM 220L Organic Chemistry II Laboratory (1 cr)**

Companion laboratory course for organic chemistry lecture. The focus is on having students further explore reactions and mechanisms discussed in the lecture through hands-on synthesis experience while developing proper safety and laboratory techniques. Spectroscopy will be used throughout to aid in the understanding of the reactions performed and mechanisms they go through.

Prerequisites: CHEM220 if not taken concurrently.

Curriculum map: CHEM 220L is a prerequisite for all pathways except BS to PsyD.

### **CHEM 220R Organic Chemistry II Recitation (1 cr)**

A companion course to the second semester of a two semester course in organic chemistry. The recitation course will focus on reinforcing the conceptual frameworks and developing a greater understanding of the topics covered in CHEM 220. In addition, emphasis will be placed on improving

approaches to studying and exam taking strategies.

Prerequisite: CHEM 210;

Co-requisite: CHEM 220

Curriculum map: CHEM 220R is recommend to those students who need reinforcement of the topics covered in CHEM220.

### **CHEM 310 Biochemistry (3 cr)**

The science of biochemistry is focused on chemistry specific to living organisms. Beginning with a detailed description of the structure of biomolecules and macromolecules such as DNA, amino acids, proteins, carbohydrates, and lipids, major topics of the course include enzyme mechanism and kinetics, metabolic pathways of biosynthesis and catabolism, and physical methods of analysis used in biochemical research.

Prerequisites: CHEM220 or instructor approval

Curriculum map: CHEM 310 fulfills the Program Area Requirement for Core Sciences and Mathematics. It is also a prerequisite for the 4+4 BS to MD pathway. It fulfills the Program Area Requirement for Core Sciences and Mathematics.

### **COLL 100 Student Success Seminar (2 cr)**

The purpose of this course is to guide first-year students in a successful transition from high school to college. Topics include review of academic policies, university services, copyright laws and plagiarism, university etiquette, strategies for studying and test-taking, career advising, help resources, and balancing social life with academics.

Prerequisites: none

Curriculum map: COLL 100 is a degree requirement for the BSHS.

### **COLL 105 Healthcare Student Success Seminar (1 cr)**

The purpose of this course is to guide first-year 2+4 pathways students in a successful transition from high school to college. Students will: participate in several self-reflection activities; acquire college learning skills; examine careers in the healthcare industry; learn about resources available to them and policies that affect them.

Prerequisites: none

Curriculum map: COLL 105 is a prerequisite for all 2+4 pathways as well as for the 3+5 BS to PsyD.

### **COLL 110X Medical Terminology (2 cr)**

A basic review of medical terms and technical jargon commonly encountered in medical school and in the health science workplace. Students will spend approximately 30 hours using computer-based instruction via learning software.

Prerequisite: none

Curriculum map: COLL 100 is an elective course recommended to all students who want to familiarize themselves with medical jargon.

### **COLL 210 Foundations of Service Learning (2 cr)**

The course provides frameworks, theories, experiential learning, and models for to prepare students for service learning experiences with community organizations. Students achieve learning outcomes through critical reflection and interactive activities meant to prepare students for social accountability and cultural competence development.

Prerequisites: none

Curriculum map: COLL 210 is a degree requirement for the BSHS as well as a prerequisite for all pathways. It also applies

towards the General Education requirements in the liberal arts- service learning.

### **COLL 215 Foundations of Service Learning Seminar (1 cr)**

Students will engage in group reflections about community engagement topics through conversation circles, and guest speakers from diverse communities will share their experiences

Prerequisites: Have taken or currently enrolled in COLL 210.

Curriculum map: COLL 215 is an elective course for students engaged in the 2+4 Pathways, and a required course for students pursuing BSHS and all other Pathways.

### **COLL 220 Service Learning Practicum (2 cr)**

The course provides support for students in conjunction with their service-learning placement with a previously identified community partner. Some discussions will review frameworks, theories, experiential learning, and models in order for them to integrate these into their service-learning experience. Student work addresses the needs of the community, as identified through collaboration with community partners, while meeting learning outcomes through critical reflection meant to prepare students for social accountability and cultural competence development. Students who do not fulfill the volunteer requirement for any reason, including but not limited to tardiness, work ethic, or absenteeism, will not receive credit for the course.

Prerequisite: COLL 210

Curriculum map: COLL 220 is a degree requirement for the BSHS as well as a prerequisite for all pathways. It also applies towards the General Education requirements in the liberal arts-service learning. It fulfills the Program Area Requirements for Social Accountability and Community Service, and Professionalism.

### **COLL 310 Scholarly Project I / Research Methods (3 cr)**

This course introduces students to the research methodologies applied to both natural and behavioral sciences. Students will be exposed to the research process from topic selection to the communication of results/findings. Topics include problem statements, research questions and hypotheses, ethical issues in research, literature review, research design, data collection and analyses, and reporting research findings.

Prerequisites: MATH 120 Applied Statistics or equivalent.

Curriculum map: COLL 310 is a degree requirement for the BSHS and a prerequisite for all pathways. It fulfills the Program Area Requirement for Critical and Systemic Thinking.

### **COLL 320 Scholarly Project II (3 cr)**

Research methods introduced in COLL310 are used to design and execute an independent research project.

Prerequisites: COLL 310

Curriculum map: COLL 320 is a degree requirement for the BSHS and a prerequisite for all pathways. It fulfills the Program Area Requirement for Critical and Systemic Thinking.

### **COLL 420 Leadership (3 cr)**

This course asks the question: What type of leader are you? Through reflection, group presentations, and other engaging and interactive projects, students will have the opportunity to develop as a leader. Additionally, students will draw connections between their strengths as a leader and their future success in the health field.

Prerequisites: junior year standing or instructor approval  
Curriculum map: COLL 420 is a degree requirement for the BSHS and a prerequisite for all pathways. It fulfills the Program Area Requirement for Professionalism.

### **COLL 430 Service Learning for Health Care Professionals (3 cr)**

This course provides frameworks, theories, experiential learning, and models for students to understand their service learning experience and support them during their placement with a community partner. Student work addresses the needs of the community, as identified through collaboration with community partners, while meeting learning outcomes through critical reflection meant to prepare students for social accountability and cultural competence development. A background check (fee varies) may be required by community partners.

Prerequisites: COLL210 and COLL220 or PMPB.

Curriculum map: COLL 430 is an elective course recommended for students enrolled in the PMPB coursework and for all students who want to deepen their experience in the field of service learning related to healthcare professions. It fulfills the Program Area Requirements for Social Accountability and Community Service, and Professionalism.

### **COLL 489 PAL Education Seminar (1 cr)**

This is a 7-week long, hybrid course required for students who are interested in becoming a peer learning assistant (PAL) for all CHS courses. It is focused on how to effectively facilitate a lecture, laboratory, hold a recitation session, and/or lead a study group. Key learning theories, teaching techniques and methods, ethics and professionalism, and cooperative learning are discussed, among other topics.

Prerequisites: Have taken 12 credits at CHS or 25 college credits outside CHS.

Curriculum Map: COLL 489 is an elective course.

### **COLL 490a Peer-Assistant Learning (1-3 cr)**

Students may elect to receive official credit on their transcripts for work as peer learning assistants in lecture and/or laboratory courses or for tutoring other students who need additional support. This is a faculty-sponsored course. Faculty sponsor will supervise the PAL activity. Four hours of work must be completed per week for the semester (6 hours per week during summer) to earn the equivalent of 1 credit unit. Course may be taken more than once, but no more than 2 units may be applied to the degree or program requirement. Grading: P/NP only.

Prerequisites: COLL 489 and faculty sponsorship

Curriculum map: COLL 490a is an elective course.

### **COLL 490b Research Experience (1-3 cr)**

COLL 490b provides students with training and engagement in academic research. Students receive official credit on their transcripts for work as research assistants in faculty research groups. Students electing this course must be approved by a faculty member who will supervise the research activity. The course may be taken more than once, but no more than 2

units may be applied to degree or program requirements. Over the course of the semester, 45 hours of work must be completed during the semester to earn the equivalent of 1 credit unit. Grading: P/NP only.

Prerequisites: COLL 310, CITI training certificate and faculty sponsorship.

Curriculum map: COLL 490b is an elective course.

### **COLL 490c Student Services Assistant (1-3 cr)**

Students will receive official credit on their transcripts for work performed as a Student Services Assistant. Students must be approved by the Office of Academic and Student Affairs to work with a faculty or a staff member, based on a specific project. Four hours of work must be completed per week for the semester (6 hours per week during summer) to earn the equivalent of 1 credit unit. Course may be taken more than once, but no more than 2 units may be applied to the degree or program requirement.

Grading: P/NP only.

Prerequisites: Approval from the Office of Academic and Student Affairs and faculty/staff sponsorship.

Curriculum map: COLL 490c is an elective course.

### **COMM 110 Oral Communication (3 cr)**

This course allows student to learn and practice the art of oral communication in a variety of formats commonly encountered in professional settings: small group discussion and conferences, teaching, presentations accompanied by visual information, and formal speeches. Practice exercises with feedback from the instructor and student peers will help each student to improve delivery and confidence in speaking before groups.

Prerequisites: none

Curriculum map: COMM 110 meets GE requirements for the oral communication area, and is a prerequisite for the BS to PharmD pathways.

### **ECON 210 Macroeconomics (3 cr)**

Macroeconomics is concerned with the behavior of the whole economy at a national or global level. The significance of broad measures of economic activity and the influence of governmental policies such as monetary policy, fiscal policy, spending, and taxation are a few of the topics covered in this course.

Prerequisites: none

Curriculum map: ECON 210 satisfies GE requirements for the Liberal Arts-Social Sciences area, is a prerequisite for the BS to PharmD pathways.

### **ECON 220 Microeconomics (3 cr)**

Microeconomics deals with the economic relationships of supply and demand for goods and services within a limited market. Sound understanding of the impact of microeconomic factors such as pricing and competition is important to the normal operation of any business as well as the healthcare marketplace.

Prerequisites: none

Curriculum map: ECON 220 satisfies GE requirements for the Liberal Arts-Social Sciences area, is a prerequisite for the BS to PharmD pathways.

### **ENGL 110 English Composition I (3 cr)**

This purpose of this course is to ensure that all students develop the ability to write lucid and logically structured

prose that meets accepted standards of business correspondence and professional publications and are able to effectively use word processing software and online writing tools. Diagnostic writing exercises will be used to assess students' basic skills of English grammar and vocabulary in order to customize instruction to level of skill. Increasingly complex assignments on topics relevant to health science will be used to establish and refine writing competency. Prerequisites: High school English with a grade of B or better. Curriculum map: ENGL 110 contributes to GE requirements for the Written Communication area.

### **ENGL 110x English Composition I (3 cr)**

The purpose of this course is to ensure that all students develop the ability to write lucid and logically structured prose that meets accepted standards of business correspondence and professional publications and are able to effectively use word processing software and online writing tools. Diagnostic writing exercises will be used to assess students' basic skills of English grammar and vocabulary in order to customize instruction to level of skill. Increasingly complex assignments on topics relevant to health science will be used to establish and refine writing competency. Prerequisites: High school English with a grade of B or better. Curriculum map: ENGL 110x contributes to GE requirements for the Written Communication area.

### **ENGL 110L English 110 Composition I Writing Lab (1 cr)**

This Writing Lab course gives students the opportunity to strengthen their academic writing skills in a supportive and interactive environment. Students will focus on creating coherent and organized prose through review and application of grammar, sentence and paragraph construction, thesis formulation, and vocabulary development. Enrollment in ENGL110L is required of all students who did not meet the Developed Category of the English 110 Writing Assessment Rubric. Co-requisite: ENGL110  
Curriculum map: ENGL 110L is an elective course required for those students who did not meet the Developed Category on the English placement test.

### **ENGL 115 Research and Writing (1 cr)**

A one unit writing course, English 115 invites students to explore contemporary issues through critical thought, reasoning, and research. Students will learn to use the CNU library, develop research skills, critical analysis skills, and engage in the research writing process. Students will craft a college-level research paper and develop a professional oral presentation based on a topic of their choice. Prerequisites: ENGL 110 or equivalent (minimum AP score of 3 and minimum IB score of 5)  
Curriculum map: ENGL 115 is an elective course for those students interested in advancing their research writing skills.

### **ENGL 120 English Composition II (3 cr)**

This is a writing intensive course in which students will receive instruction in advanced principles of expository writing. Throughout the course students will hone their skills in a variety of genres of research based writing, including analysis, explanation, and argument. This course is intended to prepare and introduce students to what reading and

writing professionals do in their disciplines and majors.

Prerequisite: ENGL110 or equivalent

Curriculum map: ENGL 120 contributes to GE requirements for the Written Communication, Information Literacy, and Critical Thinking areas and is a prerequisite for all BS to MD and BS to PharmD pathways

### **ENGL 120x English Composition II Online (3 cr)**

This is a writing intensive course in which students will receive instruction in advanced principles of expository writing. Throughout the course students will hone their skills in a variety of genres of research based writing, including analysis, explanation, and argument. This course is intended to prepare and introduce students to what reading and writing professionals do in their disciplines and majors. Prerequisite: ENGL110 or equivalent  
Curriculum map: ENGL 120 contributes to GE requirements for the Written Communication, Information Literacy, and Critical Thinking areas and is a prerequisite for all BS to MD and BS to PharmD pathways.

### **ENGL 120L English 120 Composition II Writing Lab (1 cr)**

English 120 Composition Writing Lab gives students the opportunity to strengthen their academic writing skills in a supportive and interactive environment. Students will focus on creating coherent and organized prose through review and application of grammar, sentence and paragraph construction, thesis formulation, and vocabulary development. Enrollment in ENGL120L is required of all students who did not meet the Developed Category of the English 120 Writing Assessment Rubric. Co-requisite: ENGL120  
Curriculum map: ENGL 120L is an elective course required for those students who did not meet the Developed Category on the English placement test.

### **ENGL 310 Professional Communication Seminar (2 cr)**

This course is an elective option for students who wish to improve written and oral communication skills useful for advancement in the health professions. The course focuses on building reading, writing, and oral skills in a variety of contexts, including written composition of personal statements for medical school applications, interview techniques, and critical reasoning skills applicable to reading comprehension of literature on standardized tests such as the MCAT exam. Prerequisites: ENGL110 or ENGL120, or instructor approval  
Curriculum map: ENGL 310 is an elective course.

### **GOVT 110 US Government (3 cr)**

This course reviews the organization and principles of U.S. government at the federal, state, and local levels. It also takes an in-depth look at governmental agencies responsible for oversight and administration of matters related to health science and healthcare. Prerequisites: none  
Curriculum map: GOVT 110 is an elective course and is applied towards Liberal Arts Social Sciences area.

### **HIST 310 History of Medicine (3 cr)**

Beginning with crude concepts of how the body works as developed by Hippocrates, this course will follow the story of how medicine evolved from myth and superstition into a modern science.

Prerequisites: sophomore year standing or instructor approval

Curriculum map: HIST 310 is an elective course, and satisfies Program Area Requirements the Arts & Humanities area.

### **HUMN 210 Still Human: Science, Technology, and Culture (3 cr)**

In this course, students critically engage two sprawling, dominant drivers of individual, cultural, and societal changes: science and technology. Students will explore the manifold ways that individuals and institutions, as well as sciences and technologies, shape one another. Humanities 210 students will not merely be passive observers of such changes; they will parse the normative fine print of scientific developments and emerging technologies to understand where and how to add their voices and perspectives. The aims will be arguments; the products will be essays, debates, and multi-media presentations.

Prerequisites: none

Curriculum map: HUMN 210 is an elective course and its credits apply towards the GE requirements Liberal Arts - Humanities area.

### **HUMN 220 Critically Engaging Contemporary Concerns (1 cr)**

This course provides students with the opportunity to discuss and debate dissimilar, spirited, and considered perspectives, HUMN 220 invites critical engagement on significant contemporary topics. The themes will relate to current events, matters of regional, cultural, and international significance, subjects of moral import, scientific controversies, and issues that draw from the health sciences but have import far beyond the classroom. Course may be taken more than once, but no more than 3 units may be applied to the degree or program requirement. 3-5 hours of work must be completed per week for the semester to earn the equivalent of 1 credit unit.

Prerequisites: none

Curriculum map: HUMN 220 is an elective course and its credits apply towards the GE requirements Liberal Arts - Humanities area.

### **HUMN 225 The Music of Change: A Social and Cultural Exploration (3 cr)**

In this course, styles of protest music are studied and analyzed for historical, cultural, political, and social significance. Students survey music of the 19<sup>th</sup>, 20<sup>th</sup>, and 21<sup>st</sup> centuries for style, form, lyrics, context, and expression in order to instill deeper musical and cultural understanding. Students will also learn how to use the styles and literary techniques present in music to create their own pieces. Emphasis is placed on becoming a more knowledgeable and discerning listener and practitioner.

Prerequisites: none

Curriculum map: HUMN 225 satisfies GE requirements in the Liberal Arts - Fine Arts.

### **HUMN 410 Critical Analysis and Reasoning Contemporary Issues in Science and Technology (3 cr)**

This course invites critical engagement on significant contemporary topics through textual analysis of academic literature from the humanities and social sciences. Readings draw from current, and sometimes controversial, topics related to health sciences, bioethics, medical ethics, medicine,

pharmacology, and culture. Students will refine their reading comprehension skills and further develop their abilities to reason within and beyond the texts themselves. Through journal responses, short essays, discussions and debates, and multi-media presentations, students will demonstrate their abilities to engage critically with contemporary issues in science, technology, and culture.

Prerequisites: ENGL120.

Curriculum map: HUMN 410 satisfies the Program Area Requirement for Arts & Humanities and is a prerequisite for the 4+4 BS to MD and 3+5 BS to PsyD pathways.

### **MATH 120 Applied Statistics (3 cr)**

This course provides a comprehensive overview of basic statistics concepts and their application to biomedical sciences. It explains general principles of data analysis and statistical terminology. At the end of the course students will be able to carry out basic statistical analysis and to interpret the results.

Prerequisites: none

Curriculum map: MATH 120 contributes to GE requirement for Scientific Inquiry & Quantitative Reasoning - Math area and is a prerequisite for all pathways except for the 3+2 BS to MPS pathway. MATH 120 is also a prerequisite for COLL 310.

### **MATH 120x Applied Statistics Online (3 cr)**

This course provides a comprehensive overview of basic statistics concepts and their application to biomedical sciences. It explains general principles of data analysis and statistical terminology. At the end of the course students will be able to carry out basic statistical analysis and to interpret the results.

Prerequisites: none

Curriculum map: MATH 120x contributes to GE requirement for Scientific Inquiry & Quantitative Reasoning - Math area and is a prerequisite for all pathways except for the 3+2 BS to MPS pathway. MATH 120 is also a prerequisite for COLL 310.

### **MATH 125 Pre-Calculus (3 cr)**

This course reviews and elaborates upon mathematics essential for the study of calculus. Specific topics include polynomials, trigonometric functions, exponential and logarithmic functions, infinite series, and complex numbers. This course is required to be taken by students who need a thorough review of this material as determined by performance on a mandatory math placement exam given to all first-year students before the start of the Fall semester. Students who do well on the placement exam may skip this course and enroll directly in MATH130 Differential and Integral Calculus offered in the Spring.

Prerequisites: none.

Curriculum map: MATH 125 is an elective course, or a required course for those freshmen who performed below 60% in the Math Placement Test.

### **MATH 125x Pre-Calculus Online (3 cr)**

This course reviews and elaborates upon mathematics essential for the study of calculus. Specific topics include polynomials, trigonometric functions, exponential and logarithmic functions, infinite series, and complex numbers. This course is required to be taken by students who need a thorough review of this material as determined by performance on a mandatory math placement exam given to all first-year students before the start of the Fall semester.

Students who do well on the placement exam may skip this course and enroll directly in MATH130 Differential and Integral Calculus offered in the Spring.

Prerequisites: none.

Curriculum map: MATH 125x is an elective course, or a required course for those freshmen who performed below 60% in the Math Placement Test.

### **MATH 130 Differential and Integral Calculus (3 cr)**

Calculus is a powerful mathematical approach used to solve many complex problems that concern rate of change and multi-dimensional objects. It has numerous applications in diverse fields such as physics, chemistry, biology, economics, and business. Many professional schools in health sciences and business require at least one semester of calculus.

Prerequisites: MATH125 or passing math placement exam

Curriculum map: MATH 130 satisfies GE requirement for Scientific Inquiry & Quantitative Reasoning - Math area and is a prerequisite for all BS to MD and BS to PharmD pathways.

### **MEDS 410 Standardized Patients Clinical Experience (2 cr)**

This course is designed to introduce pre-medical students to the clinical experience from the patient's perspective, and provide an introduction to medical research. Students will have the valuable opportunity to interact with medical students, clinical faculty members and community healthcare professionals. The course consists of both didactic lectures and experiential learning. The didactic training focuses on communication, ethics, culture competency, related medical terminology and case studies. Experiential learning is in the form of role-play as standardized patients. This unique clinical experience will prepare students to better understand the needs of patients in patient centered health care, provide a foundation of the healthcare and environment in the U.S., introduce students to health profession administration, and overall enrich the pre-professional student experience.

Prerequisites: none.

Curriculum map: MEDS 410 is an elective course, recommended to PMPB students. Satisfies the program area requirements for the professionalism.

### **MEDS 420 Standardized Patients Clinical Experience (2 cr)**

This course is a continuation of MEDS 410, for those students who want to have a deeper experience in understanding the patient needs in patient centered healthcare.

Prerequisites: MEDS 410

Curriculum map: MEDS 420 is an elective course, recommended to PMPB students. Satisfies the program area requirements for the professionalism.

### **PHIL 310 Philosophy and Contemporary Life (3 cr)**

Philosophy attempts to elucidate abstract topics at a fundamental level. It uses logic and reason to address big questions such as issues of existence, morality, and ethics that are essentially unanswerable in exact form. The classical work of major historical figures in philosophy is presented and discussed to help students sharpen their intellectual skills and form their own philosophy.

Prerequisites: ENGL120

Curriculum map: PHIL 310 satisfies the Program Area Requirement for Arts and Humanities and is a requirement for all pathways, except for the 3+2 BS to MPS.

### **PHLT 310 Global Health (3 cr)**

This course examines the status of human health and systems of healthcare delivery across the world. Reasons for disparity in availability health services and outcomes are critically analyzed. The role of international organizations dedicated to improvement of global health is also covered.

Prerequisites: junior year standing or instructor approval

Curriculum map: PHLT 310 is an elective course. Satisfies the Program Area Requirements for Arts and Humanities and Critical and Systemic Thinking.

### **PHLT 320 Healthcare Policy (3 cr)**

Current healthcare policy is examined in light of recent research and debate and the following question is asked: What policies and procedures work best to keep the human population healthy?

Prerequisites: junior year standing or instructor approval

Curriculum map: PHLT 320 is an elective course. Satisfies the program area requirements for arts and humanities.

### **PHLT 410 Mental Health Services (3 cr)**

The tragedy and realities of mental illness require special health services. This course covers issues specific to this field of health care including psychiatric treatment, depression, suicide, drug addiction, alcoholism, and neurodegenerative diseases such as Alzheimer's disease.

Prerequisites: senior year standing or instructor approval

Curriculum map: PHLT 320 is an elective course. Satisfies the program area requirements for arts and humanities.

### **PHYS 210 Physics I (3 cr)**

Physics describes universal laws of nature that underlie the workings of the universe. The first part of the two-semester course describes the theory and quantitative relationships of motion, force, energy, gravity, light, optics, and sound.

Prerequisites: MATH130 or instructor approval

Curriculum map: PHYS 210 is a requirement for all pathways, except for the 3+5 BS to PsyD pathway.

### **PHYS 210L Physics I Laboratory (1 cr)**

Physics I laboratory complements the Physics I lecture course by providing hands-on experience with experimentation in physics. It includes experiments that seek to understand physical processes including motion, force, inertia, friction, gravity, energy, power, momentum, impulse, angular momentum, harmonic motion, fluid mechanics, wave phenomena, and optics.

Prerequisites: PHYS210 if not taken concurrently

Curriculum map: PHYS 210L is a requirement for all BS to MD pathways.

### **PHYS 220 Physics II (3 cr)**

A continuation of PHYS210 that covers electromagnetism, electronics, solid-state physics, quantum theory, nuclear physics, particle physics, and relativity.

Prerequisites: PHYS210 or instructor approval

Curriculum map: PHYS 220 is a requirement for all BS to MD pathways.

### **PHYS 220L Physics II Laboratory (1 cr)**

Physics I laboratory complements the Physics I lecture course by providing hands-on experience with experimentation in physics. It includes experiments that seek to understand physical processes including thermodynamics, electrostatics, electricity, circuits, capacitance, magnetism, wave phenomena, and modern physics.

Prerequisites: PHYS220 if not taken concurrently

Curriculum map: PHYS 220L is a requirement for all BS to MD pathways.

### **PSYC 110 General Psychology (3 cr)**

The science of human psychology is presented in broad survey. The focus is on perception, cognition, personality and social psychology, and biological aspects of behavior. This introductory course provides a comprehensive introduction and overview of the field which facilitates study of more specialized topics.

Prerequisites: none

Curriculum map: PSYC 110 satisfies GE requirement for the Liberal Arts – Social Sciences area. It also a requirement for the BS to PharmD pathways as well as a prerequisite for the 3+5 BS to PsyD pathway.

### **PSYC 110x General Psychology Online (3 cr)**

The science of human psychology is presented in broad survey. The focus is on perception, cognition, personality and social psychology, and biological aspects of behavior. This introductory course provides a comprehensive introduction and overview of the field which facilitates study of more specialized topics.

Prerequisites: none

Curriculum map: PSYC 110x satisfies GE requirement for the Liberal Arts area. It also a requirement for the BS to PharmD pathways as well as a prerequisite for the 3+5 BS to PsyD pathway.

### **PSYC 220 Social Psychology (3 cr)**

Social psychology is concerned with the influence of society or other people on the thoughts, feelings, and behavior of any given person. Topics of social behavior include interpersonal attraction and relationship development, social perception, social cognition, personal attitudes, persuasion, social identity, gender identity, as well as prejudice and discrimination.

Prerequisites: PSYC110

Curriculum map: PSYC 220 satisfies GE requirement for the Liberal Arts social sciences area.

### **PSYC 310 Developmental Psychology (3 cr)**

Developmental psychology is concerned with the description and understanding of distinct human behavior at various stages of life such as infancy, adolescence, and adulthood. Specific topics include emotional development, moral development, stereotype development, and personality development.

Prerequisites: PSYC 110

Curriculum map: PSYC 310 satisfies the Program Area Requirement for Critical and Systemic Thinking.

### **PSYC 320 Health Psychology (3 cr)**

Health psychology is the study of how health influences mental function and behavior and vice versa. The effect of

illness, stress, and exercise are examples of external influences and controllable behaviors that can influence a person's psychological profile. The course will also explore factors affecting health maintenance and illness recovery.

Prerequisites: PSYC110

Curriculum map: PSYC 320 satisfies the Program Area Requirement for Critical and Systemic Thinking.

### **PSYC 410 Abnormal Psychology (3 cr)**

Abnormal psychology is concerned with the basis of altered behavior associated with mental illness. Relevant topics include psychiatric conditions such as mania, depression, psychosis, obsessive-compulsive behavior, and autism. Theories of causation and strategies of various therapies will also be presented.

Prerequisites: PSYC 110

Curriculum map: PSYC 410 is a prerequisite for the 3+5 BS to PsyD pathway. It also satisfies the Program Area Requirement for Critical and Systemic Thinking.

### **PSYC 420 Cognitive Psychology (3 cr)**

Cognitive psychology is concerned with information processing by the brain. This field of research studies how humans make decisions and behave according to the influence of sensory input, experience, memory, and belief. It also addresses complex cognitive phenomena such as imagery, attention, memory, learning, language, problem solving and creativity.

Prerequisites: PSYC110

Curriculum map: PSYC 420 is a prerequisite for the 3+5 BS to PsyD pathway. It also satisfies the Program Area Requirement for Critical and Systemic Thinking.

### **PSYC 430 Psychology for Healthcare Practitioners (3 cr)**

This course examines the discipline of health psychology as it relates to the practice of healthcare. Students will reinforce foundational concepts in general psychology and further investigate the psychological impact of disease. Emphasis will be placed on a biopsychosocial and cross-cultural perspective in the examination, prevention, etiology, diagnosis, and treatment of illness. As appropriate for the condition being discussed, students will focus on stress and health, and coping strategies. Finally, students will determine the roles of health care systems as well as health policy formation and implementation in affecting healthcare practice.

Prerequisites: none

Curriculum map: PSYC 430 is a requirement for the 4+4 BS to MD and 3+5 BS to PsyD pathways. In addition, PSYC 430 is a prerequisite for the 3+4 BS to PharmD pathway. It satisfies the Program Area Requirement for Critical and Systemic Thinking.

### **SEMR 410 Health Professions Seminar I (1 cr)**

This undergraduate seminar is designed as a career-building workshop in the form of a professional lecture series. The 1-hour sessions cover a variety of topics of interest to pre-medical students such as research seminars, career talks by CNU faculty and administrators, group discussions on pertinent research articles and recent editorials published in medical journals.

Prerequisites: None

Curriculum map: SEMR 410 is an elective course.

**SEMR 420 Health Professions Seminar II (1 cr)**

Health Professions Seminar II is a continuation of SEMR410. It is designed as a career-building workshop in the form of a professional lecture series. The 1-hour Friday sessions cover a variety of topics of interest to pre-medical students such as research seminars, career talks by CNU faculty and administrators, group discussions on pertinent research articles and recent editorials published in medical journals.

*Prerequisites:* None

*Curriculum map:* SEM 420 is an elective course.

**SOCL 110 Sociology (3 cr)**

Sociology uses scientific methods to investigate the logical basis of human social behavior. The effect of gender, family upbringing, and education on a person's social behavior are typical examples of sociological inquiry. The conceptual framework of sociology is very useful in addressing issues of health disparity and effectiveness of health care delivery.

*Prerequisites:* none

*Curriculum map:* SOCL 110 satisfies the GE requirements for Liberal Arts – Social Sciences area.

**SOCL 410 Sociology for Health Practitioners (3 cr)**

Sociology for Healthcare Professionals undertakes a detailed examination of the biopsychosocial contributions to the health sciences. Through lectures, readings, and class discussions, students will engage and reflect on health and illness as it is portrayed in the U.S. This course critically examines how health and illness are defined and socially constructed, experiences of illness, training and hierarchies of health care workers, medicalization and social control, and the ethical issues surrounding such topics. Application of theories and concepts to real life situations and practical applications are emphasized.

*Prerequisites:* instructor approval.

*Curriculum map:* SOCL 410 is a requirement for the 3+5 BS to PsyD pathway. It satisfies the Program Area Requirement for Critical and Systemic Thinking.



# CHS 2020-2021 Academic Calendar

## Summer Term: 06/08/20 – 08/28/20

Event	Start Date	End Date	Day of the Week
Orientation (New Students)	06/08/20	06/09/20	Monday & Tuesday
Academic Session Begins	06/10/20		Wednesday
Course Add/Drop Deadline	06/15/20		Monday
Summer Break	07/01/20	07/31/20	
Last Day of Instruction	08/26/20*		Wednesday
Final Exams	08/27/20	08/28/20	Thursday & Friday
Final Grades Due	09/01/20		Tuesday
Remediation Period	09/02/20	09/15/20	
Summer Remediation Grades Due	09/16/20		

\*Classes should run from Monday through Friday from August 3 to 26.

09/07 – Labor Day

## FALL 2020

### Fall Semester: 09/10/20 – 12/19/20

Event	Start Date	End Date	Day of the Week
Orientation (New Students)	09/10/20	09/11/20	Thursday & Friday
Academic Session Begins	09/14/20		Monday
Course Add/Drop Deadline	09/14/20	09/25/20	
Thanksgiving Break (No Classes)	11/26/20	11/27/20	Thursday & Friday
Last Day of Instruction	12/15/20		
Final Exams	12/16/20	12/19/20	Wednesday to Saturday
Final Grades Due	12/22/20		Tuesday
Winter Break	12/23/20	01/15/21	
Remediation Period	12/28/20	01/11/21	
Fall Remediation Grades Due	01/13/21		Wednesday

## SPRING 2021

### Spring Semester: 01/19/21 – 05/14/21

Event	Start Date	End Date	Day of the Week
Orientation (New Students)	01/14/21	01/15/21	Thursday & Friday
Academic Session Begins	01/19/21		Tuesday
Course Add/Drop Deadline	01/19/21	01/29/21	
Spring Break (No Classes)	03/15/21	03/19/21	Monday - Friday
Last Day of Instruction	05/07/21		
Final Exams	05/10/21	05/14/21	Monday - Friday
Graduation Clearance Day	05/14/21		Friday
Graduation Ceremony	05/15/21		Saturday
Final Grades Due	05/19/21		Wednesday
Remediation Period	05/17/21	05/28/21	
Spring Remediation Grades Due	06/01/21		Thursday

## UNIVERSITY HOLIDAYS

Holiday	Date	Holiday	Date
Independence Day	07/03/20 (observed)	Martin Luther King	01/18/21
Labor Day	09/07/20	President's Day	02/15/21
Thanksgiving	11/26 and 11/27/2020	Memorial Day	05/31/21

# CHS 2021-2022 Academic Calendar

## SUMMER 2021

Summer Semester: 06/09/2021 – 07/30/2021			
Event	Start Date	End Date	Day
Orientation (New Students)	06/07/2021	06/08/2021	Monday & Tuesday
Academic Session Begins	06/09/2021		Wednesday
Course Add/Drop Deadline	06/15/2021		Tuesday
Last Day of Instruction	07/28/2021		Wednesday
Final Exams	07/29/2021	07/30/2021	Thursday & Friday
Final Grades Due	08/02/2021		Monday
Remediation Period	08/02/2021	08/16/2021	
Summer Remediation Grades Due	08/20/2021		Friday

## FALL 2021

Fall Semester: 08/23/2021 – 12/10/2021			
Event	Start Date	End Date	Day
Orientation (New Students)	08/19/2021	08/20/2021	Thursday & Friday
Academic Session Begins	08/23/2021		Monday
Course Add/Drop Deadline	09/03/2021		Friday
Last Day of Instruction	12/03/2021		Friday
Final Exam Week	12/06/2021	12/10/2021	Monday - Friday
Final Grades Due	12/15/2021		Wednesday
Winter Break	12/15/2021	01/14/2022	
Remediation Period	12/11/2021	12/24/2021	
Fall Remediation Grades Due	12/31/2021		Friday

## SPRING 2022

Spring Semester: 01/18/2022 – 05/13/2022			
Event	Start Date	End Date	Day
Orientation (New Students)	01/13/2022	01/14/2022	Thursday & Friday
Academic Session Begins	01/18/2022		Tuesday
Course Add/Drop Deadline	01/28/2022		Friday
Spring Break	03/14/2022	03/18/2022	Monday - Friday
Last Day of Instruction	05/06/2022		Friday
Final Exam Week	05/09/2022	05/13/2022	Monday - Friday
Graduation Clearance Day	05/13/2022 (tentative)		Friday
Graduation Ceremony	05/14/2022 (tentative)		Saturday
Final Grades Due	05/18/2022		Wednesday
Remediation Period	05/14/2022	05/27/2022	
Spring Remediation Grades Due	06/03/2022		Thursday

## UNIVERSITY HOLIDAYS

Holiday	Date	Holiday	Date
Independence Day	07/05/2021 (Observed)	Martin Luther King	01/17/2022
Labor Day	09/06/2021	President's Day	02/21/2022
Thanksgiving	11/25/2021 – 11/26/2021	Memorial Day	05/30/2022

# FINANCIAL SERVICES & DISCLOSURES

## Financial Aid

### Financial Aid Contact Information

Student Financial Aid Office  
9700 West Taron Drive, Elk Grove, CA 95757  
Phone: (916) 686-8784  
Fax: (916) 647-0450  
E-mail: [jhansana@cnsu.edu](mailto:jhansana@cnsu.edu)  
URL: <https://www.cnsu.edu/financial-aid/>

### What is Financial Aid?

Financial Aid is defined as assistance provided for the purpose of paying educational expenses. Assistance may come from various sources, and be of varying types:

- **Grants:** generally, monies from a government program that do NOT require repayment.
- **Scholarships:** generally, monies from an institution, private organization, or government programs that do NOT require repayment.
- **Loans:** generally, monies from private lenders or government programs that MUST BE repaid.

### Financial Aid Eligibility?

Eligibility for financial aid is determined by three important factors:

1. **Enrollment Status:** an eligible financial aid recipient is one that is enrolled and attending at a minimum of 6 credits per semester, or otherwise considered to be enrolled at least half-time. This is subject to verification with the Office of the Registrar.
2. **Satisfactory Academic Progress:** an eligible financial aid recipient is one that continues to meet the academic progression requirements of the program. This is subject to verification with the Office of the Registrar.
  - a. Verification of adherence to progression requirements is completed as the end of each academic year, or more frequently on a case-by-case basis.
3. **Cost of Attendance:** an eligible financial aid recipient is one who's total financial aid award package does not exceed his/her applicable cost of attendance for the period of enrollment.

### How to Apply for Financial Aid?

Ensure all required forms and applications are received by the appropriate departments.

1. **Financial Options Statement:** the Financial Aid department requires this form from all enrolled students each semester to identify his/her preferred financing method for payment of tuition and fees.
2. **Student Financial Aid Application:** the Financial Aid department requires this form from all enrolled students each academic year who are financing tuition and fees with a private educational loan.
3. **Private Educational Loan Promissory Note:** the Financial Aid department requires completion of this application for all enrolled students who desire to use

a private educational loan to assist with financing of educational expenses, **OR**

4. **Installment Payment Plan Contract:** the Business Office requires completion of a contract for all enrolled students who desire to use an installment payment plan to pay tuition and fees.

The [CNU Student Financial Aid Tools](#) webpage provides a wealth of information to manage finances, understand loan repayment options, learn about types of loans available, and much more.

### Types of Financial Assistance

California Northstate University offers the following competitive educational financing options for students:

- Private Educational Loans
- Payment Plan Options
- Grants and Scholarships

### Private Educational Loans

There are many private loan lenders available for students. The Student Financial Aid Office provides available programs listed on the ELM Select website at:

<https://www.elmselect.com/v4/>

### Payment Plan Options

CNU offers assistance to any student who is interested in paying semester tuition and fees over a series of months.

- [TuitionEase Payment Plan](#)

### Grants and Scholarships

Grants and scholarships are monies that do not require payment – they are free money. Grants are often need-based, while scholarships are usually merit-based.

List of some scholarship databases:

- [CareerOneStop](#)
- [FinAid!](#)
- [Peterson's](#)
- [fastweb!](#)
- [Scholarship Search by Sallie Mae](#)
- [Scholarship Search by Best Colleges](#)

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

# Financial Disclosures

## Payment and Prerequisite Due Dates and Options

All tuition and fees described in the Tuition and Fees sections of this catalog, are due in full in accordance with the respective notification as identified below:

- New incoming students: Payment schedule is identified on the last page of the Student Enrollment Agreement;
- Continuing students: Payment is due 10 days prior to the first official day of class or the date listed on the Tuition and Fee Notification from the Business Office.

As an alternative to payment in cash, the student may (1) provide satisfactory written creditor approved loan documentation to the University, or (2) apply for one of the installment payment plans offered by the University, either of which the University may within its complete discretion accept as an alternative to cash payment for the above tuition and fees, excluding the nonrefundable enrollment fee deposit and the student health insurance premium. If either of these two alternative payment options is chosen by the student and approved by the University instead of payment in cash, the student must make the appropriate arrangements with the University for payment in accord with these options no later than thirty (30) days before the applicable due date described on the last page of the Enrollment Agreement. Failure to make full payment, or alternative loan or installment payment arrangements, by the due dates described in the Enrollment Agreement will subject the defaulting incoming student to forfeiture of the student's seat and the defaulting continuing student to dismissal or interest on the balance due at 10% per year until paid.

## Student's Right to Cancel, Withdraw, and Refund

You have the right to cancel your Student Enrollment Agreement until 12:01 AM on the first calendar day after the first classroom instruction session you attend, or until 12:01 AM on the eighth calendar day after you sign this Enrollment Agreement, whichever is later.

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

If you cancel your Enrollment Agreement, the University will refund the amount of tuition that you paid within forty-five (45) days after your notice of cancellation is received by the Admissions Office. The \$100.00 Enrollment Fee and the Student Tuition Recovery Fund Fee (if assessed) will not be refunded. For students who participate in the student health plan, a premium in the estimated amount of \$3,200.00 per

year is set by the health plan, which is an outside provider, and will not be refunded unless the health plan provides a refund and, if so, then only according to the plan's terms. (For more information on the student health plan, please see the related section on page 7 of this Enrollment Agreement.)

## ADDITIONAL CANCELLATION RIGHTS FOR DISTANCE EDUCATIONAL PROGRAMS (5 CCR 71716):

(a) An institution offering a distance educational program where the instruction is not offered in real time shall transmit the first lesson and any materials to any student within seven days after the institution accepts the student for admission.

(b) The student shall have the right to cancel the agreement and receive a full refund pursuant to section 71750 before the first lesson and materials are received. Cancellation is effective on the date written notice of cancellation is sent. The institution shall make the refund pursuant to section 71750. If the institution sent the first lesson and materials before an effective cancellation notice was received, the institution shall make a refund within 45 days after the student's return of the materials.

(c)(1) An institution shall transmit all of the lessons and other materials to the student if the student: (A) has fully paid for the educational program; and (B) after having received the first lesson and initial materials, requests in writing that all of the material be sent.

(2) If an institution transmits the balance of the material as the student requests, the institution shall remain obligated to provide the other educational services it agreed to provide, such as responses to student inquiries, student and faculty interaction, and evaluation and comment on lessons submitted by the student, but shall not be obligated to pay any refund after all of the lessons and material are transmitted.

## Student's Right to Withdraw and Refund

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

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

If you withdraw before or upon completion of 60% of the current period of attendance (semester), you will be eligible for a pro-rata refund for the current period. The University will perform a pro-rata calculation of current semester tuition and refund as follows:

**Step A)** Total calendar days\* period of attendance (semester)\* – Calendar days in current term completed = Total Calendar days Not Completed

**Step B)** Total calendar days not completed/Total calendar days in current term = % of pro-rata refund

**Step C)** Institutional charges\*\*\* x % of pro-rata refund = Total refund owed

\* Total calendar days include weekends and holidays, except:

- Scheduled break of five or more consecutive days when no classes are offered.
- Days of leave of absence are not included in total days.

\*\* Current period of attendance shall mean the current semester.

\*\*\* Institutional charges excluded from the pro-rata refund are: (1) non-refundable registration fee (applicable to first year, first semester students only), (2) all other non-refundable fees as described in the current General Catalog, (3) Student Tuition Recovery Fund fee, and (4) Student Health Insurance premium estimated at \$3,200.00, if applicable; institutional charges included in the pro-rata refund include: (1) current semester tuition.

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

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

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

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

## Financial Aid and Loan Obligations

California Northstate University offers financing options to meet the needs of its students. For a detailed description of the financing options, please visit the Financial Aid Office webpage, <http://cnsu.edu/student-financial-aid-offices>.

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

If the student obtains a loan to pay for an educational program, then the refund upon cancellation or withdrawal, subject to the conditions for refund described above, will be sent to the lender or to the loan guarantee agency, up to the amount of the loan; the student will have the responsibility to

repay the full amount of the loan plus interest, less the amount of any refund paid to the lender. If the student owes money to the lender after the refund, then the student will need to make arrangements with the lender for payment of the amount remaining owed. If there is a refund amount remaining after payment to the lender, it will be paid to the student as described above.

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

## Student Tuition Recovery Fund (STRF) Disclosures

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if 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.

You are not eligible for protection from the STRF and you are not required to pay the STRF, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education 1747 North Market Blvd. Suite 225, Sacramento, CA 95834, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure

of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.

4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for the STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

## **Statement of Nonparticipation in Government Financial Aid Programs**

California Northstate University does not accept or otherwise participate in any federal direct student loan program (Title IV) funding, any federal veterans benefits program (Title 38) funding, or any other federal or state government student loan/ financial aid funding.

# STUDENT RECORDS

## Office of the Registrar

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

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

### Contact Information

Office of the Registrar  
9700 West Taron Drive  
Elk Gove, CA 95757  
(P) 916-686-6400  
Email: [CNRegistrar@cnsu.edu](mailto:CNRegistrar@cnsu.edu)  
Website: <http://www.cnsu.edu/office-of-the-registrar/>

The main office is located on the second floor of the Elk Grove campus. A Registrar Office staff member is available on the Rancho Cordova campus on various days during the week during normal business hours. Please contact the Office for specific availability dates or to make an appointment.

### Student Records

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

### CAMS Student Portal

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

The Portal allows the student to:

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

Students access the Student Portal with unique credentials provided by the CNU IT department prior to matriculation to the college.

To access the Student Portal, go to:

<http://www.cnsu.edu/office-of-the-registrar/student-portal>.

A PDF users guide is available on the website. Technical issues related to CAMS Student Portal should be directed to [CAMSSUPPORT@cnsu.edu](mailto:CAMSSUPPORT@cnsu.edu).

Please note that the Student Portal is different than and is not related to Canvas. Canvas is the learning management system (LMS) used by CNU. Grades displayed in Canvas are not official. Students use Canvas to participate in courses. Questions regarding Canvas should be directed to CNU IT department.

### Changes or Corrections to Personal Information

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

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

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

### Legal Name Change Request

Official CNU records and academic transcripts must reflect the student's name as it appears on government issued photo identification, such as a driver's license or U.S. Passport.

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

1. A completed *Change of Personal Information* request form the Office of the Registrar's Service and Forms web page.
2. Government-issued photo ID showing new legal name
3. Acceptable proof of name change (marriage certificate or court order)
4. Current student identification card

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

1. Business Office
2. Experiential Education
3. Financial Aid Office
4. Library - All library resources
5. OSAA
6. IT Department – The LMS (Canvas), new student identification badge, new email address

7. Student Records - Official Academic file, Student roster, academic advisor

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

## Change of Address

Current students should update their address, phone number and email through the **Student Portal** or by submission of the Change of Address Request form.

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

Submitted forms typically take 5 to 7 business days to process. Updates submitted through the Student Portal are reflected immediately, but may take 5-7 business days to be reflected in all University systems. This change will not update your W-9. To update the address on your W-9 you must submit a new W-9 to the Business Office.

## Enrollment and Degree Verifications

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

The student must complete the form and submit it to the Registrar. Complete requests are typically processed within 5 business days. Verification letters are printed on official letterhead and include the Registrar's signature as well as the University seal. Requests are typically processed within 5 business days.

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

## Transcript Request

A student's academic transcript is a permanent record. Students and former students may request an official transcript through the Office of the Registrar by:

- A) Submission of the Transcript Request Form
  - The Transcript Request form is available on the Office of the Registrar website and in the display case outside of the Office. The ordering fee is posted on the order form and payment is due at time of order submission.
  - Complete requests are typically processed within 5 business days.
- B) Order Online: [www.parchment.com](http://www.parchment.com).
  - Official transcripts may be ordered through Parchment's online record ordering service. Credit card is required and additional service fees are applicable.

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

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

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

## Application for Graduation

Students applying for graduation must meet all academic and financial requirements prior to submitting the Petition to Graduate. Students who have completed all the requirements to graduate are required to submit the Petition to Graduate to the Office of the Registrar for processing prior to the graduation application deadline. The Petition to Graduate form is available on the Office of the Registrar Services and Forms web page.

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

Graduation Application Deadline	Filing Period
Spring	February 1 through March 1

In addition, students must complete and submit the Graduation Clearance Form before their diploma will be mailed. The Clearance Form verifies that the student has no outstanding balances or University requirements.

## Diplomas

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

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

Diplomas are typically mailed first class to the permanent address listed on the Petition to Graduate approximately 6-8 weeks following graduation/degree conferral for students who have met all clearance requirements. CNU uses a third-party vendor to print and mail all diplomas. CNU is not responsible for lost, stolen, or returned diplomas.

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

## Duplicate Diplomas

A student may request a duplicate diploma that has been lost or damaged by completing a Duplicate Diploma Request Form and submitting the form to the Office of the Registrar.



The fee for a duplicate diploma is posted on the form and must be paid at the time it is submitted. When possible, the original diploma must be returned to the Office of Registrar. The request for a duplicate diploma is kept in the student's file.

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

In the event that your diploma is lost or stolen and degree verification is needed, please submit the Enrollment and Degree Verification Request form.

## Directory Information and Access to Student Records

### Student Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. An "eligible student" is a student who is 18 years of age or older or who attends a postsecondary institution. These rights include:

1. The right to inspect and review the student's education records within 45 days after the day California Northstate University receives a request for access. A 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.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
3. A student who wishes to ask the school to amend a record should write the Registrar, clearly identify the part of the record the student wants changed, and specify why it should be changed.
4. If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
5. The right to provide written consent before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
6. The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by California Northstate University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance

committee. A school official also may include a volunteer or contractor outside of California Northstate University who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for California Northstate University.

7. The right to file a complaint with the U.S. Department of Education concerning alleged failures by California Northstate University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:  
Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

### Institutional Student Procedures for FERPA

FERPA does not cover employment, medical or police records, confidential letters of recommendation if the student has waived the right to review them, professors or administrator's personal records for their own use about students, parent's financial records, and other FERPA excluded records.

Additional information regarding FERPA can be viewed online at <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

### Student Directory Information Disclosure and Access

California Northstate University reserves the right to disclose certain directory information. Personally identifiable information such as student directory information (student name, address, telephone number, email address, field of study, cohort classification, enrollment status, dates of University attendance, club and/or organization memberships, degrees, honors and awards received, photograph, and the most recent educational agency or institution attended) is considered public information and may be disclosed by the University without prior written consent. The student may request that directory information be withheld from sources outside the University, excluding law enforcement, or within the University to anyone who does not have a need to know status.

Parents have no inherent rights to inspect their child's educational records after age 18. Students requesting that directory information not be disclosed should submit the Directory Opt-Out Request Form to the Registrar before the last day to add a class in a semester.

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

Upon placement at a clinical rotation site, the student's University email address and name will be given to the company in which they are placed.

## Annual Disclosure and Record Access

Students receive an annual FERPA notification from the Office of the Registrar prior to or following the start of each Fall semester. The FERPA notice will be sent to all CNU student email addresses in addition to being posted in the following locations: student information boards, inside and outside the Office of the Registrar, and online at: [http://www.cnsu.edu/shareddocs/Registrar/CNU FERPA Notice.pdf](http://www.cnsu.edu/shareddocs/Registrar/CNU_FERPA_Notice.pdf).

# STUDENT SERVICES

## Alcohol & Drug Prevention; Dependency Referral

The Office of Student Affairs & Admissions (the "OSAA") offers many resources and programs to promote alcohol and drug prevention awareness and dependency referral services, as well as individualized assistance and support for all CNU students.

If you feel you may be experiencing an alcohol or drug problem, we encourage you to contact the OSAA staff. The OSAA staff are available for confidential referral assistance on a walk-in basis or by appointment. The OSAA office is open Monday through Friday from 8:00am – 5:00pm. Confidentiality will be maintained unless authorized by the student or a threat to life occurs. The OSAA will be able to provide you with information with regards to local agency, treatment facility, or clinical professional, or to assist in making an appointment to a local agency, treatment facility, or licensed clinical professional.

The Assoc./Asst. Dean for the OSAA is listed in the Directory of this catalog and on the CNU website. Students may contact any of the staff in the OSAA for assistance. For any emergency, please call 911.

### Toll-Free Numbers

Alcohol Abuse 24-Hour Assistance and Treatment	1-800-234-1253
Alcohol Abuse and Crisis Intervention	1-800-234-0246
Cocaine Abuse 24-Hour Assistance & Treatment	1-800-234-1253
Cocaine Abuse & Crisis Intervention	1-800-234-0246
Drug and Alcohol 24-Hour Information, Assistance, & Referrals	1-800-662-4357
Talk One 2 One – 24/7 Confidential Support for Students	1-800-756-3124

### Websites

Alcoholics Anonymous	<a href="http://www.aa.org">http://www.aa.org</a>
National Drug Helpline	<a href="https://www.samhsa.gov/find-help/national-helpline">https://www.samhsa.gov/find-help/national-helpline</a>
The National Council on Alcoholism and Drug Dependence	<a href="http://www.ncadd.org">http://www.ncadd.org</a>

### Local/Community Resource

Alcoholics Anonymous (24 Hours)	916-454-1100
Alcoholics Anonymous (Office)	916-454-1771
Al-Anon	916-344-2971
Cocaine Anonymous Hotline	916-386-3545
Narcotics Anonymous	1-800-600-4673
Adolescent Chemical Dependency Program	916-482-1132
National Council on Alcoholism and Drug Dependence-NCADD	

Options for Recovery	916-922-5110
Prevention	916-922-5118
Hope Line	916-922-5122
Emergency Contact	911

### Primary Local Assessment and Treatment Center

Bi-Valley Medical Clinics	
Capitol Clinic	916-442-4985
Carmichael Clinic	916-974-8090
Norwood Clinic	916-649-6793
Sutter Health-Center for Psychiatry	916-386-3620
Midtown Mental Health Center	
Addiction Treatment Program	916-525-6100
Mental Health Center – Kaiser Patients	
Mental Health Center – Kaiser, after hours emergencies	916-631-3034
Alcohol and Drug System of Care	916-973-5300
	916-874-9754

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

## Career Services, Planning, and Counseling

The Career Services Coordinator directs professional career planning and career counseling services. Information about career opportunities at various companies can be found in the Career Resource section of the library or on the CNU website.

In-class and extracurricular workshops are conducted throughout the program to assist students in analyzing their strengths and weaknesses, and documenting their educational and practical experiences in the E\*Value portfolio.

An internship and job expo is hosted on campus during the Fall semester to provide students with direct contacts for obtaining part-time employment and internships at local pharmacies.

Students have the opportunity to attend seminars and workshops in writing resumes, developing interview skills, and preparing for career placement.

During the final year of the program, students have the opportunity to talk with employers and share their portfolios during the graduating student Career Fair.

The Career Services Coordinator in collaboration with the Alumni Coordinator follow-up with graduates for the first five (5) years after graduation through phone interviews and surveys to monitor how graduates' careers are progressing and to solicit suggestions for improvement in the respective program or the University and College service offerings.

# Disability Accommodation Services

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

Students with disabilities, whether hidden or visible, who wish to seek special accommodations must make a request for accommodations in writing and submit appropriate documentation listed in this section. If the disability develops during the school year and accommodations are requested, the student must notify the Assistant Dean of Student Affairs or designee in writing as soon as he/she becomes aware of the disability. The Assistant Dean of Student Affairs serves as the advisor to students with disabilities and as a liaison between students with disabilities and the faculty.

## Eligibility for Services

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

## Types of Disabilities

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

## Students Responsibility

Students enrolled at CNU are required to self-identify if they are seeking services on the basis of a disability. Students are required to meet with the Assistant Dean of Student Affairs or designee for an initial intake and are required to provide appropriate documentation of the disability. Students must provide documentation, at the student's expense, of the disability before the provision of services is reviewed. Since medical conditions change reapplication for accommodation services must be submitted annually and may require submission of updated documentation.

## Documentation Guidelines

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

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

- A diagnostic statement identifying the disability
- Date of the current diagnostic evaluation (must be within the past three (3) years)
- Date of the original diagnosis
- A description of the diagnostic criteria used

- A description of the current functional impact of the disability
- Treatments and medications, assistive devices currently prescribed or in use
- A description of the expected progression or stability of the disability over time
- Specific recommendations for accommodations and an explanation of why each recommendation is needed
- Impact the disability has on specific major life activities
- Credentials of the diagnosing professional

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

## Documentation Guidelines for Learning Disabilities

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

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

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

The assessment should include the following:

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

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

The assessment should include the following:

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

- Recommendations for reasonable accommodations

### Recommendations for Accommodations

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

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

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

### Disability Services and Accommodations

1. Academic Accommodations
  - Large print materials
  - Extended exam times
  - Exams in distraction-free environment
  - Modified exams (in certain circumstances)
2. Disability Services
  - Note takers
  - Readers
  - Help with ordering taped texts
  - Help with ordering text to speech texts for Kindle

## Health Insurance

All Students are required to maintain health insurance while enrolled at CNU (*Policy of Mandatory student Health Insurance*). Students not participating in the Student Health Plan must obtain private insurance and submit evidence of coverage to their online health records tracker. If evidence of coverage has not been submitted to their online health records tracker, students will be automatically enrolled in the CNU Student Health Plan. Questions relating to this requirement should be directed to your college's Student Affairs Office (if you are a current student) or Admissions Office (if you are an incoming student).

To help students meet this requirement, CNU offers a student health plan (SHP) through United Healthcare. The policy allows full-time students and their dependents to have continuous health coverage throughout the year, including break periods. To be eligible for this option, you must be a CNU student who is enrolled full-time.

If you plan to enroll in the United Healthcare SHP option, please be sure to include the SHP cost in your estimated cost of attendance when filing for financial aid and budget planning. The fee for this policy is paid directly to the school and is billed on a bi-annual basis.

For more information regarding the Student Health Insurance Plan through United Healthcare including enrollment instructions and benefit information, please visit:

<http://www.cnsu.edu/student-health-plan/student-health-plan>.

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

- Blue Cross of California: [www.bluecrossca.com](http://www.bluecrossca.com)
- Blue Shield of California: [www.blueshieldcaplans.com](http://www.blueshieldcaplans.com)
- Covered California: [www.coveredca.com](http://www.coveredca.com)
- Health Net: [www.healthnet.com](http://www.healthnet.com)
- Kaiser Permanente: <https://healthy.kaiserpermanente.org/>
- Western Health Insurance (non-CNU affiliated options): <https://www.westernhealth.com/>

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

## Healthy Lifestyle Services and Programming

The OSAA provides programming, guest presentations from health practitioners, and referral information to assist students with healthy lifestyle practices throughout the year. Information regarding programming will be sent by campus email to all students at least two weeks in advance or posted to campus information boards. Examples of programming include time management skills, nutrition guidance, stress reduction strategies, and work/life balance practices. Brochures offering guidance and tips for managing and understanding student focused problems are available from the OSAA.

## Housing

Information on off-campus housing can be obtained from CNU's website and the OSAA. There is currently no on-campus or off-campus housing available through the University. It is not the institution's responsibility to find or assist a student in finding housing. It is the responsibility of the student to find housing.

A wide variety of apartment housing is available within Elk Grove and Sacramento. Elk Grove offers housing accommodations ranging from apartments, condominiums, or single family homes within a 10 minute commute. Sacramento itself borders Elk Grove and several housing options in south western Sacramento are within 15 minutes of campus. Rental prices can range from \$600 - \$1,600 for apartments depending on the number of bedrooms and amenities offered. Single family homes for rent and for sale vary considerably within these areas; the most current listings available through real estate websites such as <http://www.sacbee.com/classified-ads/category/Real+Estate+For+Rent>.

## Maternity/Childbirth/Adoption Accommodations

This policy is intended to provide an accommodation for the temporary academic disruption that pregnancy, childbirth,

adoption, and the care of a newborn may place on the student. It is designed to make it possible for the student to maintain the "enrolled student status", and to facilitate return to full participation in classwork, and, where applicable, research, and clinical/experiential training in a seamless manner.

All matriculated/registered students anticipating or experiencing a birth or adoption, are eligible to receive the following:

- An excused absence per College policy;
- A leave of absence\* for an academic accommodation around the time of the birth, during which the student may postpone course assignments, examinations, and other academic requirements. Students requesting this accommodation may be placed into an extended program. Students considering this alternative must discuss the maximum allowable completion time with their academic advisor, the Office of Academic Affairs, and the Office of Student Affairs and Admissions;
- Access to CNU facilities, student services, and CNU student health insurance plan; and
- Parking accommodations.

\*Students may opt to use a leave of absence in lieu of the benefits provided by the accommodation policy. Depending on the stage in their academic career, the timing of the birth or adoption and the level of assistance the student will receive from others in caring for the child, the student may find it more advantageous or feasible to take one or more semesters of a leave of absence. This may especially be the case for healthcare professional students because of the highly structured and sequential curriculum.

## Mental Health Counseling Referral Services

Mental health counseling is available to students through the school's student health insurance program, the county of Sacramento, and private counselors in the area (by referral only). A list of referrals is available in the OSAA. Students may schedule an appointment with the Associate Dean for Student Affairs & Admissions for more detailed information and assistance for mental health counseling. Students who have elected to use the student health plan offered by the school and administered Western Health Advantage (WHA), have access to mental health counseling as part of the WHA insurance policy.

## Tutor Services

Students experiencing difficulty in any course are urged to seek the help and assistance of the course coordinator or their academic advisor before the problem becomes unmanageable. If academic problems arise, school funded tutoring services are available through the OSAA. Students requiring this assistance must be referred by the faculty of the course or by their academic advisor. Additional tutoring is offered for a nominal fee by students who have successfully completed courses. These tutors typically post their contact information on campus bulletin boards. The OSAA keeps a list of recommended tutors and can provide insight into selecting

a suitable student to hire. Additional tutoring is offered free of charge and is provided by faculty volunteers in the form of review sessions.

## Alumni Services

The primary goal of Alumni Services is to maintain our graduates' on-going relationship with the faculty, staff, and student body at California Northstate University by building lifelong connections to their alma mater community. We are very proud to share the history of our alumni's major accomplishments as students and as alumni. Our office recognizes that our alumni will be distributed throughout the United States and the challenge of keeping all alumni in touch with classmates, resources, and institution news. CNU Alumni Services is committed to updating graduates with alumni social events, continuing education course information, career resources and services, fundraisers, speaking engagements, e-newsletters, news about what fellow classmates are doing, and the buzz on faculty, and support services to help alumni continue to grow as professionals.

- E-newsletters
- Career Services
- Social/Networking Events
- Continuing Education Resources
- Fundraisers
- Alumni Store
- Connections through Facebook and LinkedIn
- Alumni Directory & Discount Benefits

## Information Technology Services

The Information Technology department provides computer, Canvas, email, and system assistance to all faculty, staff and students.

### Canvas

Canvas is the University's learning management system which contains course information, assignment grades, and class documents/assignments. A brief introductory session to Canvas is provided to new students during orientation.

### Email accounts & service

All students are assigned a unique campus email address for use during enrollment in the program. The IT department offers assistance to students who experience problems with their account during normal business hours. Students are responsible for reading and responding, as appropriate, email messages sent to their CNU email. Please refer to the Student Handbook for additional information specific to each college.

### ID Badge and Turning Point Clicker

If you lose your ID Badge, please notify IT as soon as possible so that it can be disabled. To replace a lost or damaged badge or clicker, complete the Loss form and include the payment amount indicated on the form.

## Library/Learning Resources

Library Facilities

The Learning Resource Center is available for students, faculty, staff, preceptors, as well as local pharmacists and is located on the second floor of the CNU Elk Grove campus. This program includes 8000 square feet of space devoted to the following resources:

- Library Facility and Collection
- Library Computer System
- CNU Electronic Library
- Computer Lab
- Classroom Resources
- Interlibrary Loan Program

### Facility Hours

The library facility is a significant part of the Learning Resources Center. It houses the library collection and provides space for individual and group study. Students may use the facility during University operational hours. The hours of operation when the school is not in session, including holidays and spring break, will vary. Students can receive assistance from library staff members 9:00 a.m. to 5:00 p.m. Monday through Friday. Operational hours can be directed by phone to 916-686-7400.

### Library Staff

The Learning Resource Center is managed and operated by a full-time health sciences librarian and two part-time librarian assistants. The librarian will provide training and consultation to students and faculty on how to access good information and efficiently use electronic resources. The librarian holds an academic appointment on the faculty and participates in all faculty functions and meetings.

An IT specialist works with the librarian to update, maintain, and operate electronic systems in the resource center.

### Learning Resource Center Programs

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

### Students Resource Center Orientation Session

At the beginning of each semester, a Resource Center Orientation session is scheduled to accommodate all interested students. The attendance is mandatory for all first year students and optional for other students. During this orientation, students are introduced to the learning resources available as well as to policies and procedures relevant to their usage.

### Interlibrary Loan Program

With the large number of universities in the Sacramento valley, CNU is developing affiliation agreements with the libraries at other institutions in order to facilitate interlibrary loans. Please see the librarian for details.

### Library Computer System & Lab

A designated area of the learning resource center is dedicated as a computer lab. The computers in the lab are available to students, where they can access the electronic resources as well as electronic library materials. Additionally, the lab

provides students with general PC software, access to the Internet, and the ability to print desired materials.

## Student Access

Students may access Library materials in several ways. Physical books (including reserve books) for the College of Pharmacy and College of Medicine are located in room 202, the Library Book Room and Quiet Study Area. The books are in locked cabinets with clear doors and arranged in call number order so that the student may determine if the material is available. The Library's web page provides a link to an online card catalog for those materials. The Librarian or Library Assistant retrieves and checks out the materials to the students. Other physical materials such as calculators, stethoscopes, models, etc. are located in the Library Director's Office. They are listed in the online catalog and can be retrieved for check out by the Library Director or the Library Assistant.

### Electronic Learning Resources

The Learning Resource Center maintains an Electronic Learning Resources System. Its purpose is to provide library and learning resources to students, faculty, and staff, and serve as an entry point for all users to meet their academic and research needs. The library subscribes to approximately 1,000 scholarly electronic journals.

Electronic journals and databases are available through links from the Library's webpages. Students authenticate themselves using their school e-mail logon and password in order to access the electronic materials but may access these materials anywhere they have a computer and internet access.

## **All CNU students can access electronic resources by entering their college log-in credentials at**

**<https://ezproxy.cnsu.edu/login>.**

**The username and password, are the same credential that you use for cnsu.edu email.**

For step-by-step instructions on how to access the Library Databases for each college, see below:

#### **College of Pharmacy**

1. From the home page [www.cnsu.edu](http://www.cnsu.edu), click on **Pharmacy** drop down and then click Home
2. Now you are at the Pharmacy's home page, click on Current Students drop down and then click Library & Learning Resources
3. On Library & Learning Resources' page, click on "Click here to access the databases" which will bring you to the login page
4. For username and password, this will be the same credential that you use for cnsu.edu email

#### **College of Medicine**

1. From the home page [www.cnsu.edu](http://www.cnsu.edu), click on **Medicine** drop down and then click Home
2. Now you are at the Medicine's home page, click on Current Students drop down and then click Library/Learning Center

3. On Library & Learning Resources' page, click on "Click here to access the databases" which will bring you to the login page
4. For username and password, this will be the same credential that you use for cnsu.edu email

#### **College of Psychology**

1. From the home page [www.cnsu.edu](http://www.cnsu.edu), click on **Psychology** drop down and then click Home
2. Now you are at the Health Sciences' home page, click on Research drop down and then click Library/Learning Resources Center
3. On Library & Learning Resources' page, click on "Click here to access the databases" which will bring you to the login page
4. For username and password, this will be the same credential that you use for cnsu.edu email

#### **College of Health Sciences**

5. From the home page [www.cnsu.edu](http://www.cnsu.edu), click on **Health Sciences** drop down and then click Home
6. Now you are at the Health Sciences' home page, click on Research drop down and then click Library/Learning Resources Center
7. On Library & Learning Resources' page, click on "Click here to access the databases" which will bring you to the login page
8. For username and password, this will be the same credential that you use for cnsu.edu email

Past lectures for the College of Medicine may be retrieved for viewing through the Mediasite link on the College of Medicine website under "Current Students". Students can access this site using their CNU credentials.



# EDUCATIONAL AND RESEARCH EQUIPMENT

California Northstate University utilizes the following research laboratories and facilities in conjunction with the delivery of instruction for all CNU Colleges.

**Research Laboratories:** The dedicated research labs at the Elk Grove campus are fully equipped for molecular, cellular and microbiological investigations. Equipment includes multiple high-capacity freezers (-80°C, -20°C and LN<sub>2</sub>) and refrigerators, autoclaves, fume hoods, water purifiers, centrifuges and ultra-centrifuges, light and fluorescent microscopes, fluorescent plate readers, vacuum pumps, balances, scales, pH meters, ice machine, transilluminators. Small equipment include vortexers, hot plates, stirrers, rockers, shakers, variable temperature water baths, refrigerated and non-refrigerated microcentrifuges. All equipment necessary for protein, DNA and RNA electrophoresis, and RT-PCR, including a Li-COR, photoDoc and other imaging systems for quantification. Separate cell culturing suites are equipped with annually certified biosafety cabinets, CO<sub>2</sub> incubators and dedicated storage and refrigerators. Additional equipment for pharmacologic research include multiple chromatography systems (automated, liquid, HPLC), disintegration tester, dissolution tester, autosamplers, spectrophotometers, fractionators. The compounding lab is fully equipped and supplied for its purpose. All small equipment and tools, from automated and manual pipettors, glassware, cylinders to magnetic stir bars and label makers are abundantly available. All plastics and disposables (tubes, tips etc) as well as required reagents are available. Safety equipment, including spill kits, goggles, face shields, fire blankets, extinguishers, PPE, and sharps disposal are stored in easily accessible locations. Safety cabinets are in place for flammables, acids and oxidizers. Eye-washers and chemical showers are routinely inspected. All signage, safety information, protocols and training records, along with engineering controls are established for biosafety level 2 research. Additional equipment of interest include a 500MHz NMR and a 3D printer.

**Medical Education Facilities:** are fully equipped with furniture, exam tables, computers and storage for simulated and actual patient exams, with vital sign monitors (sphygmomanometers with multiple BP cuffs, otoscope, ophthalmoscope, automated thermometers), PPE, sanitation equipment, gowns drapes and all required disposables. Located in the vicinity are crash carts, resuscitators, EKG workstation, spirometer and other supplies. The hospital Simulation Center is equipped with all necessary supplies and equipment, including state-of-the-art SimMan patient simulators with monitors, repair kits, tools and simulation fluids/supplies/equipment, rolling vital signs monitors, motorized hospital beds, privacy curtains and dividers, crash cart, aortic scan machine, a weight scale, wheelchairs and walkers, IV pole with dispensers, computers workstations, phlebotomy trays, tracheotomy equipment and a myriad of other supplies and equipment as required. The IDL lab is fully equipped with all essential equipment and disposables, including student microscopes and a projecting Olympus CX31 microscope, cell staining paraphernalia, cell counters,

alcohol burners, all safety supplies and ergonomic furniture. Additional equipment onsite include training equipment and simulators for suturing, injections, lumbar punctures, cardiac, breast, airway, IV, catheterization models, and all other essentials. The anatomy lab is fully equipped with 20 dissection tables with hoods, equivalent numbers of body trays for storage, a cadaver hydraulic lift, all required powered and non-powered saws, blades, shears, chisels, etc; complete arrays of surgical instrument with trays, multiple skeletal models, ultrasound equipment, endoscopy machine, mobile microscope, PPE including disposable respirators, liquid waste disposal systems.

**Pharmacology Training Facilities:** Additional equipment for pharmacologic research and training include multiple chromatography systems (automated, liquid, HPLC), including a Hitachi HPLC with auto-sampler and sample collection as well as photo diode array detector for quantification of organic molecules and identification of bioactive molecules. Additional equipment includes a disintegration tester, dissolution tester, autosamplers, spectrophotometers, fractionators and a microfluidics microfluidizer 110L. The sterile compounding lab is fully equipped and supplied for its purpose, with 13 clean room hoods.

**College of Health Sciences Educational Facilities:** Fully equipped with A/V systems, computers, lab benches (plumbed and gas lined) and all furniture, safety supplies and other accoutrements required for state-of-the-art physics, chemistry, biology, biochemistry, anatomy, biotechnology and liberal arts education, the CHS campus also houses an array of scientific instrumentation for instruction and research. These include dissection trays, neurodiagnostic equipment, LED zoom lamp, tactile sensory evaluators, stethoscopes, electrode digital caliber, breathing tubes with tubing adapter, disposable respiratory kit, spirometer pod, , performance monitor, ECG monitor, ECG electrodes, eye occluder, blood pressure kits, hemacytometer, 9L student wet spirometer, black frame clear xTR lense high impact protector, human biological fluid simulators. Chemistry equipment includes heating water bath, 12 hot/stir plates, 3 UV-Vis spectrophotometers w/ PCs, pH meters, multimeters, Bunsen burners, portable gas burners, precision and analytical balances, standard and digital thermometers, a variety of centrifuges, rockers and shakers, a biotech cytation 5 image reader, all equipment necessary for PCR and immunoblotting, microscopes, a water filtration system, refrigerators, freezers, CO<sub>2</sub> incubators, cell culture hoods, and fume hoods. All supplies, reagents and disposables are on-hand.

**College of Psychology Training Facility:** The College of Psychology has a fully operational training clinic where students are able to see both standardized and Greater Sacramento Area patients under the supervision of a licensed psychologist. This facility is just under 2,000 sq. ft. with 8 individual offices each equipped with chairs and noise cancelling devices. The clinic also has a group room, a bathroom, a reception area, and desks so that students can write their notes.

# UNIVERSITY POLICIES AND PROCEDURES

## Admissions

### Admissions - Legacy

The University recognizes the enormous amount of good will, commitment, dedication and resources in its formation and the need of intergenerational sustaining effort in maintaining and fulfilling its education mission. The University recognizes rightfully that legacy be included in the collective definition of diversity and inclusion, much like but not limited to socioeconomic status, life experiences, contributions to the community, cultural identity, gender and other gender related elements.

The University reveres the integration of legacy into the collective definition of diversity and inclusion as part of the multi-factorial approach towards admission decisions. Legacy by itself does not guarantee admission.

This policy is applicable to all colleges within the University and applies to all constituents who have advanced the education mission of the University. The constituents include but are not limited to alumni, faculty, staff, administrators, volunteers, trustees, donors, financial sponsors, and founding members of the University.

#### Procedure

1. An applicant who meets all four of the following categories of criteria shall be deemed eligible for diversity and inclusion consideration in the second-look admission process:
  - Criterion 1: Applicant meets the published minimum test score requirement for admission, e.g. SAT, ACT, MCAT etc;
  - Criterion 2: Applicant has completed all required courses for admission prior to matriculation;
  - Criterion 3: Applicant has achieved the GPA required for admission;
  - Criterion 4: Applicant must meet one of the following criteria:
    - a. An immediate family member of an alumni, employee, or founding member of the institution;
    - b. An immediate family member of a significant contributor to the support and/or advancement of the mission of the University, as described in Section V of this policy.
2. The Vice President of Admissions upon notification by an eligible constituent will request the Chair of the Admission Committee of the College to conduct a second-look evaluation of applicant.
3. The Chair of the Admission Committee for the College will call for a Subcommittee meeting per Bylaws (e.g., Article V of the College of Medicine Admission Committee Bylaws.)

4. The Subcommittee is responsible for performing all of the following:
  - Ensure that the applicant has met the published minimum GPA, standardized test(s) [MCAT, SAT, ACT or etc.] and would have completed all required courses;
  - Schedule the applicant for interview or review the interviewer's note of the applicant;
  - Make a recommendation regarding admission with diversity and inclusion consideration.
  - Notify the Office of the Dean of the College regarding the Subcommittee's findings.
5. The Dean will act on the Subcommittee's recommendation.
6. Upon enrollment, the student is subject to the conditions, codes, standards, and requirements as described in the Student Handbook.

(2200-Legacy Admission Review Policy)

### International Students (Visa Services)

CNU is authorized by the United States U.S. Department of Homeland Security (DHS) to accept and enroll non-immigrants students. The University is approved to issue documents that support the issuance of F-1 Visas and F-1 Visa transfer to qualified international students. The college admission office to which the international student is admitted will work the students to complete the I-20 and will report the student's status to SEVIS. There is no fee for CNU to vouch for student status.

CNU complies with the Department of Immigration Services regulations that govern the financial eligibility of international students. International students must provide evidence of sufficient financial support for their studies while in the U.S.

International students must submit a current bank statement or a letter on bank letterhead indicating the applicant's and/or sponsors have sufficient funds available balance in U.S. dollars with original signature of an authorized bank official. Students are issued an I-20 after they have confirmed their enrollment and demonstrated in their Financial Certification Statement that they have the funds necessary to cover their living and education expenses. Financial Support and Documentation Forms will be sent to international students by the Financial Aid Office.

#### Steps to obtain a US Visa:

1. Once the Enrollment Agreement and Financial Certification Statement is received by the college, the college admissions office will issue the Form I-20 to the student;
2. The student must pay the I-901 SEVIS fee;
3. The student must apply for a Visa;
  - a. Fees for the Visa application vary depending on the student's home country.
  - b. Student should check with their U.S. consulate or U.S. embassy for other possible requirements.
4. Prepare for the trip
  - a. Carry your original passport, visa, and Form I-20 with you at all times.

- b. It is recommend that the student leave a copy of each document with his/her family before departure.
5. The student will be issued a Form I-94 at arrival in the U.S. airport from a U.S> Customs and Border Protection officer.
6. Students may enter the U.S. 30 days prior to the official program start date. The student must report to CNU by the program start date listed on the Form I-20.
7. The student must maintain status by attending and passing classes at CNU as a full-time student.

International students are not charged additional fees or charges associated with vouching for student status.

Please see the *International Student Handbook* available on the CNUCOP website for detailed instructions and timeline.

## Language Rights

An enrollment agreement shall be written in language that is easily understood. If English is not the student's primary language, and the student is unable to understand the terms and conditions of the enrollment agreement, the student shall have the right to obtain a clear explanation of the terms and conditions and all cancellation and refund policies in his or her primary language. If the recruitment leading to enrollment was conducted in a language other than English, the enrollment agreement, disclosures, and statements shall be in that language. If any of the circumstances described in this paragraph apply to you, please contact the Assistant Dean of Student Affairs and Admissions so that your rights described in this paragraph may be applied.

## Academic Freedom

Academic Freedom is integral to an institution of higher education. It is the right of students to express their opinions without concern for their grades and the right of faculty to teach and to express their opinions without fear of retribution. With academic freedom comes a responsibility to respect other's opinions. Academic honesty is demanded of faculty and students alike.

## Awards: Non-Academic

CNU bestows certain honors to faculty, staff and students for non-academic achievement, community service, student organization activity, and other noted involvement in promoting CNU and the community. Notification of criteria, nomination information, and deadlines will be made throughout the year. The Scholarship and Awards Committee coordinates selection of recipients for all honors and awards, as well as a limited number of diversity and financial need-based scholarships. Student recipients of scholarships and awards are invited by formal invitation to attend an annual ceremony that recognizes student achievements. The annual Scholarship and Award Ceremony is a joint collaboration of the CNU's Scholarship & Award Committee and the Northern California Pharmacy Education Foundation (NCPEF). The majority of the scholarships received by students are awarded by the Foundation. Criteria for each scholarship are determined by the Foundation's Board. For more

information about the Foundation and a list of previous awards, please visit their website, <http://northerncaliforniaeducationfoundation.com/>. Faculty and staff awards are delivered during the annual faculty retreat that is held in the summer.

## Non-Discrimination

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

## Alcohol/Chemical Dependence/Impairment Policy

CNU is a drug-free academic environment consistent with federal and state laws. Any person within CNU community may be disciplined for violation of these policies and tested for suspected use of an illegal drug. The possession, use, consumption, manufacturing or distribution of any form of alcohol or any illegal substance, is prohibited on CNU campus as well as any off-site location while the student is involved in academic learning experiences.

Any student who is under the influence of alcohol or drugs during class or experiential or clinical rotations is subject to immediate removal from the setting and dismissal. Any student convicted of a drug or alcohol related crime during the time they are enrolled at CNU is subject to dismissal.

Students are also reminded to adhere to the Honor Code and E-Professionalism policy outlined in the Student Handbook of the College indicating students must not present themselves on social media as a person who does not adhere to these polices.

Students dependent on alcohol or other chemical substances should *voluntarily* seek assistance from a treatment and recovery program identified in the previous section or a similar drug treatment program.

Students with alcohol or substance abuse, or addiction problems may have impaired judgment compromising educational experiences and may be unable to competently function in patient care settings, and may be dangerous to self or others. Therefore, the OSAA may refer the student to his or her physician or to a treatment and recovery program. If the student does not consent to participate or does not comply with a recommended treatment plan/contract, then the student may be suspended, be subject to other disciplinary actions up to dismissal from CNU.

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

Students experiencing difficulties with alcohol or drug use should take action to improve the situation by seeking

substance abuse referral assistance from the OSAA as soon as possible.

CNU complies with the Drug-Free Schools and Communities Act and the Higher Education Act Section 120A: Drug and Alcohol Abuse Prevention by implementing the following provisions:

1. The annual distribution in writing to each student, regardless of the length of the student's program of study, and to each employee of:
  - a. Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities;
  - b. A description of the applicable legal sanctions under local, State, or Federal law for the unlawful possession or distribution of illicit drugs and alcohol;
  - c. A description of the health risks associated with the use of illicit drugs and abuse of alcohol; and,
  - d. Clear statement that the institution will impose disciplinary sanctions on students and employees (consistent with local, State and Federal law), and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violators of the standards of conduct. A disciplinary sanction may include the completion of an appropriate rehabilitation program.
2. Conducting a biennial review of the campus drug and alcohol abuse prevention program to:
  - a. Determine its effectiveness and implement changes to the program if they are needed; and
  - b. Ensure that its disciplinary sanctions are consistently enforced.
  - c. A biennial review will be conducted to evaluate the effectiveness of the drug and alcohol prevention program by a review panel. The review panel consists of Administrative representatives from the President's Executive Council (PEC).
  - d. Any recommendation for change will be considered, evaluated, and implemented as deemed necessary to health and welfare of all CNU students.

## Violation of Alcohol and Drug Policy – School Sanctions

In the event a student is cited for any combination or violation of campus related alcohol or drug laws, rules or regulations the student will be:

1. Required to attend alcohol, tobacco, or other drug education at a location recommended by Student Affairs.
2. Required to provide additional proof of continued education and alcohol, or other drug assessment after the second violation.
3. Immediately referred to the Honor Board after a third violation of policies.

## Federal Laws on Controlled Substances

Under federal law, manufacture, sale, or distribution of Schedule I and II illicit drugs or mixtures containing them (e.g. cocaine, methamphetamines, heroin, Ecstasy, GHB, Ketamine, LSD, PCP, and so-called "designer drugs", as well as "counterfeits" purported to be such drugs) and trafficking in marijuana and hashish are felonies. Depending upon the quantity of drugs involved, penalties for first offenses range from five years to life (20 years to life if death or serious injury involved) and fines up to \$10 million or more, and for second offenses from ten years to life (life if death or serious injury involved) and fines up to \$20 million. Illegal trafficking in over-the-counter or prescription drugs (including anabolic steroids) have maximum terms of 5 years for first offenses and ten years for second offenses, and heavy fines. Illegal possession of controlled substances can trigger federal prison sentences and fines up to \$100,000 for first offenses, more for second offenses; possession of crack cocaine is punishable by 5 to 20 years and fines up to \$250,000.

## California Laws on Alcohol and Controlled Substances

Important parts of State law are summarized below:

No person may sell, furnish, give or cause to be sold, furnished, or given away, any alcoholic beverage to a person under the age of 21, and no person under the age of 21 may purchase alcoholic beverages. (California Business and Professions Code, Sec. 25658 (a))

It is unlawful for a person under the age of 21 to possess alcoholic beverages on any street or highway or in any public place or in any place open to public view. (California Business and Professions Code, Sec. 25662).

It is a misdemeanor to sell alcoholic beverages any place in the state of California without a proper license issued by the California State Department of Alcoholic Beverage Control. (California Business and Professions Code, Sec. 23300).

It is a misdemeanor to sell, furnish, or give away an alcoholic beverage to any obviously intoxicated person. (California Business and Professions Code, Sec. 25602).

It is unlawful to issue a license to fraternities, sororities, or other undergraduate organizations to sell alcoholic beverages. (California Penal Code, Sec. 172e).

Any person found in a public place to be under the influence of an intoxicating liquor, drug, or controlled substance and unable to care for his/her own safety or who interferes with the use of a public way is guilty of Campus Policies and Procedures disorderly conduct. Public intoxication is a misdemeanor crime in California. (California Penal Code, Sec. 647f).

California law also prohibits driving a motor vehicle under the influence (a blood alcohol level of .08 percent or higher creates a presumption of intoxication, but can be charged with lower blood alcohol levels); drinking or possessing an open container of alcohol while driving; and operating a bicycle while intoxicated. Drunken driving penalties include

jail or prison, fines of \$1,000 or more, driver's license suspension or revocation, and required drug/alcohol treatment programs. Refusing to submit to a test for blood alcohol can result in suspension of driver's license for up to 3 years.

#### Laws and Ordinances Governing Marijuana

Cultivation, possession for sale, or sale of marijuana is a felony and may result in a prison sentence and fine (Health and Safety Code sections 11358, 11359, 11360). Possession of less than one ounce of marijuana is an infraction punishable by a fine; determined by the court. (Health and Safety Code section 11357(b)).

#### Laws and Ordinances Governing Controlled Substances

Manufacture, possession, possession for sale, sale, or distribution: (Health and Safety Code sections 11350, 11351, 11352, 11377, 11378, 11379, 11379.6) and possession of drug paraphernalia is illegal (Health and Safety Code section 11364). All are felony-classified crimes with a possible \$10,000 fine per violation and/or a state prison sentence.

Sale or possession for sale of controlled substances such as cocaine, methamphetamines, heroin, Ecstasy, GHB, Ketamine, LSD, PCP, marijuana, and so-called "designer drugs" is a felony with terms of 7 years or more; manufacture results in terms of 20 years or more; possession alone is punishable by up to 7 years in prison. Sentences are enhanced for previously convicted felons and for distribution within 1,000 feet of a school or University, distribution within 100 feet of a recreational facility, and distribution to a pregnant woman or to someone under 18 by someone over 18. Property may be seized if used in drug transactions.

The convicted party can be excluded from all federal and/or state monetary benefits. If not a U.S. citizen can be deported and prevented from re-entry into the United States. The convicted party may have to give up, as part of a penalty, all personal property traceable to (or gained as a result of) the crime.

## Animals on Campus

In order to protect the safety, health, and well-being of students, faculty, staff, and visitors, no animals or pets are to be brought into CNU campus unless certain conditions are met. Any animal that is not a trained service animal is not allowed on University property inside campus buildings. Any animal outside the building must be on a leash. As defined by the U.S. Department of Justice, a service animal is any animal including dogs that has been individually trained to do work or perform tasks to accommodate an individual with a disability. Police dogs accompanied by a police officer or law enforcement officer is permitted for entry.

Service animals are permitted to be anywhere on campus that the animal's handler is permitted to be, including indoor spaces, however, there may be some locations and activities where animals (including service animals) are not permitted for health and safety reasons, including:

- i. Research and teaching laboratories or clinics
- ii. Mechanical rooms/maintenance closets

iii. Food service preparation areas

iv. Areas where there is a danger to the service animal  
Access to these and other restricted areas may be granted on a case by case basis by the VP of Operations.

Students who anticipate bringing a service animal to campus regularly are encouraged to notify Student Affairs and the VP of Operations.

The privilege of the animal to enter the campus is revoked if such animals are considered dangerous or such animals are deemed endangering the health of people or the environment. (1715-Animals on Campus)

## Bicycles

Bicycles may not be brought into the classroom or buildings. It is recommended that bicycles be locked securely to prevent theft. Bicycles should be secured in designated areas or in bike lockers provided in designated areas. Bicycles should not be secured in areas that would interfere with pedestrian or vehicular traffic. It is also recommended that students keep information about the bicycle with their records in the event of theft which would include: make, model, color, and serial number. Information on the availability of bike lockers can be obtained from the Facilities Manager or Safety and Security Director. (1705-Bicycles)

## Building Access

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

The Elk Grove building is open to students from:

- Monday-Friday: 7:30 a.m. to 11:30 p.m.
- Saturday-Sunday: 8:00 a.m. to 10:00 p.m.

All doors are automatically locked after 11:30 p.m. Monday through Thursday, 6:00 p.m. on Friday and 5:00 p.m. Saturday and Sunday.

The Event Center at Elk Grove is open from:

- Monday-Friday: 8:00 a.m. to 10:00 p.m.
- Saturday-Sunday: 8:00 a.m. to 9:00 p.m.

The Rancho Cordova building is open to students from:

- Monday – Friday 7:30 a.m. to 10:00 p.m.

(1701 After Hours Access)

## Cell Phones

Out of courtesy for others, all cell phones must be turned off before entering any classroom, laboratory, and discussion session or on-campus academic/professional event unless instructed by the course coordinator or CNU Official. Violation procedures for unauthorized use of cell phone by a student include, but are not limited to, the following: a verbal warning for the first offense; removal from the setting for any subsequent occurrences; and dismissal from the course and the possible loss of a full academic year if substantial academic disruption occurs

## Children in the Academic Environment Policy

It is recognized that it is important not only to preserve the educational environment for all students but also to make sure that the education of the parent who is responsible for the care of a child is not compromised. In this regard, students are expected to have day care arrangements with back-up plans. Children are not permitted to be in the classrooms or in laboratory settings or patient care settings. The student is responsible for obtaining handouts or lecture notes when class time is missed. Referrals/information for sick child care can be obtained in the Office of Student Affairs and Admissions.

## Complaint/Grievance Policy

### Non-Academic

While at CNU, students may encounter situations that adversely affect relationships with others within CNU community. General complaints or concerns should be directed to the Associate/Assistant Dean of the Office of Student Affairs and Admissions (OSAA) who will advise students about the appropriate procedures to follow in resolving a general complaint or concern. An informal process of resolution will be sought unless the incidence is severe enough to warrant a formal hearing.

This policy shall also apply to all discrimination, harassment, and sexual harassment reports and complaints that may arise in matters involving rights protected under legislation relating to equal opportunity in Employment and Education or any policy of CNU relating to sexual harassment.

General grievances may also be made anonymously by sending a letter to the Associate/Assistant Dean of the OSAA, or by dropping a letter or note in the *Suggestion/Complaint Box* located in the classrooms and in the library resource center.

### Informal Procedure

Students are encouraged to discuss and resolve non-academic conflicts, including complaints of harassment, and/or discrimination, with the individual involved before filing a formal complaint. The suggested time frame to discuss and resolve informal complaints is 10 days from the date of the incident. If the student is not satisfied with the outcome a formal complaint may be filed with the Associate/Assistant Dean of the OSAA.

### Formal Procedure

The complaint must be in writing and should describe: the specific action(s) necessitating the complaint, a statement of facts supporting the complaint, actions sought in an informal resolution, and information about why the action did not lead to a satisfactory resolution prior to filing a formal complaint, if an informal process was utilized. The complainant must be willing to be identified as the accuser.

The complaint must be signed and dated by the complainant and filed with the Associate/Assistant Dean for the OSAA within fourteen (14) days of the occurrence. A completed Complaint/Grievance form should be included with the letter. The form can be found on the school's website. All complaints will be investigated by a committee appointed by the Associate/Assistant Dean and handled in a confidential manner. Investigations will usually be completed within fifteen (15) business days from the receipt of the complaint. At the conclusion of the investigation, a report shall be provided to the individuals in the situation stating the findings and recommendations. The report will typically be provided within seven (7) business days from the conclusion of the investigation. In unforeseen circumstances, or due to the complexity of the investigation, time limits may need to be modified. If the outcome was not satisfactory, the complainant may appeal the decision of the committee to the Dean of the College.

The written appeal request must be received in the Office of the Dean within five (5) business days from the written recommendation provided by the Associate/Assistant Dean for OSAA. The Dean shall provide a written final decision to the complainant within fifteen (15) business days from the receipt of the request. The decision of the Dean will be final.

A confidential record or log of all complaints filed is kept by the Associate/Assistant Dean for the Office of Student Affairs and Admissions (OSAA).

Anyone wishing to file a report may do so anonymously through the CNU website, <https://californianorthstateuniversity.formstack.com/forms/anonymouseportcnu>. If you are witnessing an emergency or crime, you should make the report to the proper authorities. This form should not be used to report an emergency or crime.

Complaints related to accreditation or licensing standards, please see the *Accreditation Information* section of this catalog on page 11.

## Computer/Technical Support

Every student must have a personal laptop and external access to computer resources to complete academic requirements. CNU provides computing and communications access to faculty, students and staff to support the mission of CNU in teaching, research, learning and service. Students having difficulty accessing the student Learning Management System, Canvas, have access to Technical Support on campus during regular school hours.

## Copyright Compliance Policy

It is the policy of California Northstate University to comply with copyright law.

Copyright exists in any original work which exists or is fixed in any tangible medium of expression. Images displayable on computer screens, computer software, music, books, magazines, scientific and other journals, photographs and articles are some of the things subject to copyright. A copyright notice is not required.

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

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

### Summary of Civil and Criminal Penalties for Violations of Federal Copyright Laws

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

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

### Disciplinary Action for Violations

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

## Disability Policy

CNU does not discriminate on the basis of a disability and is committed to self-directed learning by offering qualified students an equal opportunity to attain a degree. CNU will make every effort toward meeting reasonable requests for accommodations to students with disabilities according to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA). Information regarding disability services and is located in the [Student Services](#) section of this Catalog.

## Disorderly Assembly/Conduct Policy

No person shall participate in or organize any activity for the purpose of creating a disturbance that interferes with the operations of CNU. No person shall use any CNU owned or controlled building or property without authorization. Any conduct on CNU campus or affiliated sites that are disruptive or offensive is prohibited and may be grounds for dismissal from CNU.

### Disorderly conduct includes but is not limited to:

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

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

## Distance Education Policy

Distance education as defined in section 94834 of the Code, does not require the physical presence of students and faculty at the same location but provides for interaction between students and faculty by such means as telecommunication, correspondence, electronic and computer augmented educational services, postal service, and facsimile transmission. In addition to the other requirements of this chapter and the Act, an institution offering distance education shall:

The institution's response to, or evaluation of, each student lesson is returned to the student within 10 days after the lesson is received by the institution; and the institution's response to, or evaluation of, each student project or dissertation is returned to the student within the time disclosed in this catalog.

## E-Professionalism and Social Media Policy

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

includes social networking sites (e.g., Facebook, Twitter, LinkedIn, etc.); blogs; video sharing sites (e.g., YouTube, Vine, etc.); and photo sharing sites (e.g., Flickr, Instagram, etc.).

## **Social Media**

Students are to maintain a professional demeanor at all times over social media. Students must avoid posting or being tagged in text, photos, or videos that may be professionally compromising. Students should monitor their sites to seek removal of unprofessional public posts by others. Using social media to insult, threaten, defame, harass, disparage or bully another person or entity or to engage in copyright or trademark infringement, misappropriation of trade secrets, discrimination, or related actions, or for any other purpose that is illegal, against University policy, or not in the best interest of the University is prohibited. The use of social media during class time is unacceptable.

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

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

## **Confidential Information (HIPAA)**

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

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

## **Representation of University Entities**

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

## **Food in Class/Laboratory**

Eating food during class or laboratory is not allowed unless permitted by the course coordinator, staff, or other CNU personnel. The only exception to this are during the lunch hour of 12:00 p.m. to 1:00 p.m. or if approved for an authorized University event.

## **Free Speech**

CNU supports the right of students to free speech, to engage in discourse and to listen to others to express views whether expressing approval or disapproval of ideas or issues.

## **Fundraising**

Detailed information regarding fundraising for student organizations can be found in the *Student Organization Handbook*. CNU recognizes that fundraising is a vital component of a successful professional organization. Therefore, CNU encourages students to seek entrepreneurial ideas for fundraising.

Students/organizations must first obtain permission from the Associate/Assistant Dean of OSAA to sell any items on campus.

Use of CNU insignia or logo is prohibited unless prior authorization for use is granted. Students/organizations soliciting funds from an outside company (such as pharmaceutical companies, medical employers, alumni) is prohibited. A request may be made through the Associate/Assistant Dean for the OSAA. A formal proposal, with the organization's advisors signature, must be submitted with the request to a Student Affairs Coordinator. Once the proposal is deemed complete it is sent to the Associate/Assistant Dean for the OSAA for review and approval. The approved request will be forwarded to the potential sponsor(s) by the Student Affairs Coordinator. Forms and paperwork for organization use can be located on CNU's website under Student Affairs.

## **Gambling**

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

## **Harassment**

### **Anti-Sexual Harassment/Harassment/Assault & Disruptive Conduct Policy**

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



## Anti-Harassment Training and Prevention Programs

Students will become familiarized with the Anti-Sexual Harassment/Harassment/Assault and Disruptive Conduct Policy at orientation. Training programs focused on awareness, prevention, and bystander intervention are offered to students and employees at least once a year. Notices and arrangements of these events will be sent to the campus community accordingly.

## Definitions of Unaccepted Harassment

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

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

Retaliatory acts: It is a violation of this policy to engage in retaliatory acts against any employee or student who reports an incident of alleged sexual harassment or any employee or student who testifies, assists or participates in a proceeding, investigation or hearing relating to such allegation of sexual harassment.

## Lesbian, Gay, Bisexual, Transgender, & Questioning (LGBTQ) Non-Discrimination Policy

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

Equal Protection Clause of the 14th Amendment All students has a federal constitutional right to equal protection under the law. This means that schools have a duty to protect lesbian, gay, bisexual, transgender, and questioning (LGBTQ) students from harassment on an equal basis with all other students.

Title IX of the Education Amendment Acts of 1972 prohibits discrimination based on sex in education programs and activities receiving federal financial assistance. Although Title

IX does not prohibit discrimination on the basis of sexual orientation, sexual harassment directed at an LGBTQ student is prohibited by Title IX if it is sufficiently severe and pervasive. Title IX also prohibits gender-based harassment, including harassment on the basis of a student's failure to conform to stereotyped notions of masculinity and femininity. CNU does not currently receive federal financial assistance but takes a proactive stance in the protection of all students. Anjimun Khan is the Title IX Coordinator for the University. Any violations of the Title IX Education Amendment Act should be reported according to the reporting policies and procedures of the particular program and in a timely manner.

## 1st Amendment, Equal Protection & Due Process Clauses

A transgender student's right to dress in accordance with his or her gender identity may be protected under the First Amendment and the Equal Protection and Due Process Clauses of the U.S. Constitution. The First Amendment limits the right of school officials to censor a student's speech or expression. Students also have a protected liberty interest (under the Due Process Clause) in their personal appearance. In addition, a transgender student also has a right under the Equal Protection Clause to be treated similarly to other students of the same gender identity.

## Conduct Disruptive to the University Community Policy (SaVE Act)

Students should immediately report any acts of violence, threatening behaviors or violations of any of the Anti-Harassment policies or disruptive conduct to the Associate Dean of the Office of Student Affairs, Office of Academic Affairs, campus security or any other school official. This policy defines disruptive conduct as:

### Violent Behavior

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

### Intimidation

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

### Threats

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

### Physical Attack

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

## Domestic Violence

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

## Stalking

Stalking is the act of harassing somebody with persistent, inappropriate, and unwanted attention.

## Harassment, Assault, and Disruptive Conduct Investigations

The Title IX Officer will initiate an investigation after an alleged offense is reported to campus authorities. The focus of the investigation is to collect as much information as possible to substantiate the initial complaint. The accuser and the accused are entitled to the same opportunities to present information, including having others present during any meeting or disciplinary hearing. The accuser and the accused will be informed of the outcome of the investigation and/or disciplinary proceeding. Disciplinary action by the institution may include suspension and/or dismissal from the College/University.

The College/University will make reasonable changes to an alleged victim/victim's academic situation after an alleged offense and provide options for those changes if those changes are requested by the victim.

## Reporting Sexual Harassment, Harassment, Assault, or Disruptive Conduct

Students should report sexual harassment or conduct that is disruptive to the OSAA, the Office of Academic Affairs, or other campus administrator. If the situation is an emergency please call the Elk Grove police by dialing 911. If at all possible report the incident immediately. The University campus security and/or administration will assist students in contacting authorities.

In order to assist campus security, administrator's, or other authorities victims are strongly encouraged to preserve as much evidence as possible to support the complaint.

Students may also report non-emergency incidents using the University official Student Complaint/Grievance Form located in the lobby area on the first floor or on the University website. Once the Student Complaint /Grievance Form is completed contact the OSAA to review the complaint. Additional resources and assistance will be provided.

To report off-campus criminal conduct, including sexual assault or other serious allegations in which the complainant believes that his or her safety is threatened contact the Elk Grove Police Department or call emergency personnel by dialing 911. Allegations of serious sexual harassment should also be reported to the local police department if they occur after hours or on weekends. Students are strongly encouraged to notify the Associate/Assistant Dean of Student Affairs of the incident immediately so action can be taken to adjust the education environment. Documentation of the police report should be made available.

## Stalking

This is behavior in which a student engages in conduct directed at another individual and makes a credible threat to place that person in reasonable fear for his or her personal safety, or the safety of his or her family. The University forbids any form of stalking. Please refer to the Conduct Disruptive to the University Community Policy in this handbook for additional information.

## Hazing Policy

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

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

## Health Insurance

CNU requires all students to have health insurance coverage meeting certain standards. An active health insurance is required due to the nature of the health care educational programs at CNU, in addition to the wellbeing of the students.

The health insurance coverage must include:

- 1) Inpatient Care and Outpatient Care
- 2) Urgent Care and Emergency Care
- 3) Mental Health Care

International students are required to subscribe to and maintain their enrollment with the school designated health insurance plan.

**New enrolled students** are required to provide proof of health insurance coverages to the Student Affairs Office no later than **5 calendar days** before the start of orientation. Failure to provide proof of health insurance coverages by the deadline, students will not be allowed to attend orientation, the White Coat Ceremony, and may lose their seats if requirement is not met.

**Continuing enrolled students** are required to provide proof of health insurance coverages to the Student Affairs Offices no later than **14 calendar days** before the first day of classroom instruction each semester. Failure to provide proof of health insurance coverages by the deadline, students will be subject to the following consequences:

1. Students will be emailed with information of insurance carriers.
2. Failure to enroll and pay the cost of the insurance premium in full will result in transcript hold, progression hold, registration hold, and library hold

(student will not be able to check any materials out from the library).

Students are expected to maintain health insurance coverages at all times as a student of CNU. If a student's health insurance coverage is lapsed, the student is required to contact the Student Affairs Office within 72 hours and must provide proof of insurance.

Students will be randomly selected throughout the academic year to provide proof of health insurance coverage verification. When student is selected for health insurance coverage verification, student(s) will have 5 days to provide proof of insurance. (2100-Student Health Insurance Policy)

## Medical Emergencies

For life threatening emergencies, call 911. For all other emergencies contact the University Office of Student Affairs or Business Operations at (916) 686-7300. Students should routinely update their Emergency Contact and Medical Information forms on record with the Office of the Registrar. The ECMI form is available on the Office of the Registrar Services and Forms web page.

## Missing Student Policy

This policy provides guidelines and action steps to assist faculty and staff in the event a student fails to report to an academic or clinical site as scheduled or an issue concerning a possible missing student safety situation is brought to their attention.

If a student is reported missing and cannot be located, or a safety concern has been registered with a university official, the following procedures will be followed by the Office of Student Affairs and Admissions (OSAA):

- The student's designated Emergency Contacts will be notified.
- If the student fails to return to the institution, and the student's personal family searches are unsuccessful, and/or at the discretion of the Associate Dean for Student Affairs and Admissions, the police may be contacted and a request made for a "wellness check" at the student's address on record, or last known whereabouts. If the student reports back to the institution, the OSAA will, if necessary, contact the student to inform him or her of support services available. This support will also be offered to any other students affected by the incident as needed.
- If a student has been absent from the institution, without notice, for a period of two academic weeks (10 business days), the institution will assume that the student is not planning to return and will take steps to withdraw the student from the academic program.
- The Associate Dean for Student Affairs will notify the appropriate University and College Administration of the missing student situation.

## Definition of a Missing Student

Circumstances that may indicate a student is missing include:

1. Health related problems have been reported and the student has not returned to school on an agreed upon date.
2. The person has not regularly attended classes and has not been seen elsewhere on campus or a clinical site.
3. The student's team members, roommate, parent, spouse, or significant other report such a disappearance due to irregular contact.
4. The Student's Academic Advisor or other University employee reports concern that the student may be missing for circumstances related to situations discussed with the academic advisor or employee.

## Outside Work

Students are encouraged to obtain outside employment preferably in a practice environment to enhance their overall academic experience. However, outside employment should not interfere with didactic success and students must arrange their work schedules to accommodate academic schedules. International students must follow the work guidelines established by their visas.

## Parking

The University currently charges no fee for parking on campus. Off campus parking for students at experiential education sites must be paid by the student. No refunds or reimbursements will be made by the University. To obtain a parking placard, the student must submit the *Vehicle Registration Form* to the CNU front desk.

Students receive a college and student-specific parking placard that is good for any student lot, regardless of their CNU college affiliation. Placards must be hung clearly off of the rear-view mirror or be placed on the dashboard area where campus security can easily verify the information. Failure to clearly display their CNU placards will have their vehicle information recorded by security. By default, any vehicle falling under this category may be treated as suspect or unknown until a correct identification reveals otherwise.

Graduating and withdrawing students are expected to surrender their parking placards at the front desk.

## Illegal Parking, Warnings, and Fines

Students are allowed to park in spaces marked "*Car or Van Pool*". Students must not park in spaces marked *Visitor, Employee, Exec, VP, Dean, or President*. Vehicles that are illegally parked will be towed at the driver or owner's expense. A parking zone map is available from the CNU front desk.

A warning slip will be issued to students who violate the parking policies such as parking in the wrong area, taking up multiple spaces, not displaying a decal or other error of inconsideration.

A second violation of any type related to the parking policy will be issued a \$50.00 fine and a financial hold placed on their student account. Students who display unprofessional behavior with University staff after receiving a penalty ticket

will be forwarded to Student Affairs and will be addressed as prescribed by the college's Student Handbook.

Appeals for parking fines may be brought to the attention of the Business Office, and will be handled on a case-by-case basis to determine actual fault/responsibility. Appeals must be filed with the finance group within two (2) business days of receiving the fine. Notice of approval or denial will be issued within two (2) business days of receiving the request for appeal. Please note that Business Office's decision is final; no additional appeals will be granted.  
(1706-Parking Policy)

## Smoking/Smokeless Tobacco

Healthcare professionals advocate for health and wellness and therefore smoking, vaping, or using smokeless tobacco is not permitted on university property. (1704-Smoking, Smokeless Tobacco Policy)

## Student Travel

Student representation at local/state/and national meetings, activities, and events is encouraged by the University. Students must be financially responsible for part of the cost of travel. Current funding availability does not provide for the full travel funding of any student.

A limited amount of funding is available through the school to help assist students who plan to represent their organization or club at approved meetings. Approved meetings are generally considered to be professional conferences. Other types of meetings, or travel request, must be approved by the organization's advisor, faculty mentor, or other administrative official.

## Student Organization Travel

Student organizations, representing a poster, or participating in other activities will be required to submit a proposed travel budget on a Funding request form prior to making any travel arrangements. The request must be approved for reimbursement of expenses. The proposal will be considered and either approved, returned to the organization/student with available travel funding allowance, or returned for revision. All approved travel will be reimbursed to students by the Student Organization treasurer affiliated with the conference within 7-14 days after the receipt of an approved Student Travel Reimbursement form and all receipts showing payment for the expense. Information regarding this process can be discussed with the student organization Treasurer, organization President, or the staff in the OSAA. See the Student Handbook for more information.

## Student Competitor and Research Presenter Travel

Student competitors who have won a CNU competition to represent the college and the student organization will receive travel assistance from the Office of Student Affairs and Admissions (OSAA). In order to receive this assistance the following must be completed prior to booking any travel:

1. A Letter or announcement from the student organization or research advisor to the Associate Dean for Student Affairs acknowledging the event representation;
2. A completed Student Travel Application - Competitor or Research Presentation
3. Student Travel Application Documentation
4. A Release Waiver and Participation Agreement
5. Submit items 1-4 to the staff in the OSAA
6. Approval signature from the Associate Dean for Student Affairs & Admission
7. A notification of the approval from the staff in OSAA

## Student Travel Reimbursement

Upon return from the conference all pre-approved travel will be reimbursed to students by either the student organization treasurer or the OSAA. The OSAA, as noted above, provides student travel reimbursement for competitors or research presenters only. All other travel reimbursement is provided by the student organization. The reimbursement is usually available within 7-14 days after the receipt of an approved Student Travel Reimbursement form and all receipts showing payment for the expense. Information regarding this process can be discussed with your organization Treasurer or the staff in the OSAA.

## Falsification of Travel Documents or Receipts

Students who receive any travel funding from the school in advance and do not attend the meeting, for any reason, must notify their advisor or the OSAA. Any funding received must be returned to the school immediately. Students who knowingly submit falsified documentation for receipts or request reimbursement for travel that has been reimbursed or provided for by the professional organization or the student organization will be in violation of the Honor Code and will be subject to a review of the circumstances by the Professional and Academic Standards Committee (PASC).

## Student Record Privacy (FERPA)

CNU adheres to the Family Educational Rights and Privacy Act of 1974 (FERPA). For information regarding FERPA, please see STUDENT RECORDS on page 221.

## Theft

Any attempted or actual theft of property of the University, of a member of the campus community or campus visitor, violates the campus honor code and state law.

## Vandalism

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

## Visitors

Visitors are not permitted on campus without prior authorization. Students wishing to bring visitors on campus must receive prior authorization from the OSAA, a faculty member, or other campus administrator.

Visitors will not be allowed in the classroom or laboratory without prior authorization from the faculty member conducting the lecture/laboratory exercise.

Visitors are generally prohibited from visiting experiential sites. Students are responsible for any misconduct of their guest.

## Voter Registration

To register to vote in California, you must be a U.S. citizen, a resident of California, and 18 years of age or older on the day of the election. It is the responsibility of the OSAA to make registration forms available to you. It is important to exercise your right to vote. For additional information and voter registration forms please visit our website at <http://pharmacy.cnsu.edu/student-services/student-affairs>. Register to vote today to make a difference.

## Weapons Policy

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

## Safety and Security

### Who to Call When You Need Help

#### Campus Security or any Administrative Office on Campus

Direct Contact: Campus Security Officer – Kyree Lomack  
Telephone: (916) 432-7615

#### Elk Grove Police Department

Office: 8400 Laguna Palms Way, Elk Grove, CA 95758  
Telephone: (916) 478-8000  
Emergency: Emergency: 911

### Clery Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20USC §1092(f)) is a federal law, originally known as the Campus Security Act, that requires The University and universities across the United States to disclose information about crime on and around their campuses since 1990. The most up to date information regarding crime statistics for the CNU campus, the immediate campus vicinity, and the City of Elk Grove can be found on the college website.

## Megan's Law

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

## Campus Access Cards

All students who have authorized access to campus will be issued an electronic entry access card that permits entry to the campus main entrances. This type of access to campus facilities helps provide students with a more secure campus environment by restricting campus entry and the possibility of unauthorized visitors. Campus access is tracked and monitored through an electronic security camera system. Access is tracked and monitored

## Annual Security Report – Tables and Additional Information

The CNU Annual Security Report contains data for crime information in the immediate area surrounding the campus. The report can be obtained on our website at the following web address: <http://www.cnsu.edu/annual-security-report>. A paper copy is available upon request.

An overview of campus security, emergency alert, and response procedures is provided at the new student orientation. Additional safety and security information, tips, and alerts will be delivered to students through campus email. The school offers safety awareness seminars throughout the year.

## Disclosure of Campus & Local Area Crime Statistics

The categories on the chart below show crime statistics for the campus, certain non-campus properties, and certain public property areas which have been reported to local police and campus security authorities must be disclosed for the most recent three calendar years.

## Composite Clery Act Statistics 2014-2016

Offense Category	Year	Elk Grove On-Campus Property	Elk Grove Public Property	Rancho Cordova On-Campus Property	Rancho Cordova Public Property	Total
Murder and Non-negligent Manslaughter	2014	0	0	N/A	0	0
	2015	0	0	0	0	0
	2016	0	0	0	0	0
Negligent Manslaughter	2014	0	0	N/A	0	0
	2015	0	0	0	0	0
	2016	0	0	0	0	0
Sex Offenses (Forcible)	2014	0	0	N/A	0	0
	2015	0	0	0	0	0
	2016	0	0	0	0	0
Sex Offenses (Non-forcible)	2014	0	0	N/A	0	0
	2015	0	0	0	0	0
	2016	0	0	0	0	0
Robbery	2014	0	0	N/A	0	0
	2015	0	0	0	0	0
	2016	0	0	0	0	0
Aggravated Assault	2014	0	0	N/A	0	0
	2015	0	0	0	0	0
	2016	0	0	0	0	0
Burglary	2014	1	0	N/A	2	3
	2015	0	0	0	2	2
	2016	0	1	1	1	3
Motor Vehicle Theft	2014	0	0	N/A	2	2
	2015	0	0	0	1	1
	2016	0	0	0	0	0
Arson	2014	0	0	N/A	0	0
	2015	0	0	0	0	0
	2016	0	0	0	0	0
Liquor Law Arrests	2014	0	0	N/A	2	2
	2015	0	0	0	0	0
	2016	0	0	0	1	1
Liquor Law Disciplinary Action	2014	0	0	N/A	2	2
	2015	0	0	0	0	0
	2016	0	0	0	1	1
Drug Law Arrests	2014	0	0	N/A	2	2
	2015	0	0	0	1	1
	2016	0	0	0	1	1
Drug Law Disciplinary Action	2014	0	0	N/A	2	2
	2015	0	0	0	1	1
	2016	0	0	0	0	0
Weapons Arrest	2014	0	0	N/A	0	0
	2015	0	0	0	1	1
	2016	0	0	0	0	0
Weapons Disciplinary Action	2014	0	0	N/A	0	0
	2015	0	0	0	1	1
	2016	0	0	0	0	0

## Composite Clery Act VAWA (Special) Statistics 2014-2016

Offense Category	Year	Elk Grove On-Campus Property	Elk Grove Public Property	Rancho Cordova On-Campus Property	Rancho Cordova Public Property	Total
<b>Domestic Violence</b>	2014	0	0	N/A	0	0
	2015	0	0	0	0	0
	2016	0	0	0	0	0
<b>Dating Violence</b>	2014	0	0	N/A	0	0
	2015	0	0	0	0	0
	2016	0	0	0	0	0
<b>Stalking</b>	2014	0	0	N/A	0	0
	2015	0	0	0	0	0
	2016	0	0	0	0	0

# DIRECTORY

## UNIVERSITY ADMINISTRATION

For a current listing of people, titles, specialties, and contact information, please visit:  
<http://www.cnsu.edu/administration/university-administration>.

### **Alvin Cheung**

PharmD, University of the Pacific  
MHSA, University of the Pacific

President & CEO

### **Xiaodong Feng**

PharmD, Albany College of Pharmacy and Health Sciences  
PhD, Chinese Academy of Medical Sciences

Vice President for Admissions and Student Services

### **Shoua Xiong**

Dr.B.A, Northcentral University

Vice President for Finance and CFO

### **Karen McClendon**

PhD, University of Louisiana

Vice President for Institutional Research, Quality, and Assessment

### **Catherine Yang**

PhD, Tufts University

Vice President of Academic Affairs; Dean of College of Graduate Studies, Associate Dean of Medical Education

### **Joseph Silva**

MD, Northwestern University

Dean of College of Medicine, Vice President of Medical Affairs, Professor

### **Cindy Zheng**

MD, Shanghai Medical School

Assistant Dean of Education Development

### **Natalie Vachalek**

MHA, University of Maryland

Director of University Operations

### **Todd Gallagher**

BS, Pacific Union College

Director of IT

### **Katherine Goldberg, Esq**

JD, University of Baltimore School of Law  
MS, Long Island University  
MLS, Loyola Law School

General Counsel

## Administrative Staff

For a current listing of people, official titles and contact information, please visit:  
<http://www.cnsu.edu/about/administration/administration-staff>.

### Business Office

**Alena Phelps**, B.A., Executive Administrative Assistant to the CFO

**Cathy Hawkins**, Staff Accountant

**Minyi Jiang**, Staff Accountant

**Ong Khang**, Accounts Payable Clerk

**Kristi Vang**, Staff Accountant

**Julie Prasad**, Staff Accountant

**Mimi Thao**, MHA, Accounts Payable/Receivable

**Gilbert Wong**, Staff Accountant

**Cathy Zong**, Staff Accountant

### Human Resources

**Beth Tegge** PHR, Human Resources Manager

### Information Technology (IT)

**Sondel Fermer**, Applications Specialist

**Mark Salcedo**, IT Support Specialist

**Travis Rustemeyer**, IT Support Specialist

**Justin Magadia**, IT Support Specialist

### Library

**Scott Minor**, MLS, Director of Library Resources

### Financial Aid

**JoAnne Hansana**, Financial Aid Manager

**Judy Her**, Financial Aid Administrator

**Yia Vang**, Dr.B.A., Financial Aid Administrator

### Office of Institutional Research and Assessment

**Justin Martin**, MA, Institutional Research Analyst



Office of Academic Affairs

**Samantha Webster**, Coordinator of Academic Affairs

Institute of Teaching and Learning Excellence (ITLE)

**Dr. Ashim Malhotra**, Director

**Dr. Li Wang**, Instructional Technologist

Office of Continuing Education

**Joanna Jullien**, Director

Office of the Registrar

**Michelle Walker**, MA, Registrar

**Imani Page**, BA, Associate Registrar

Operations

**Steele Snider**, Facilities Manager

**Scott Terao**, Maintenance Technician

# COLLEGE OF MEDICINE

## COM Administration

For a current listing of people, official titles and contact information, please visit: <http://medicine.cnsu.edu/faculty/faculty-contact-info/college-administration/>.

[http://medicine.cnsu.edu/faculty/faculty-contact-info](http://medicine.cnsu.edu/faculty/faculty-contact-info/faculty-contact-info)<http://medicine.cnsu.edu/faculty/staff/staff>

<b>Joseph Silva</b> MD, Northwestern University	Dean; Vice President of Medical Affairs; Professor
<b>Reginald Low</b> MD, University of California, Davis	Vice Dean, Professor of Internal Medicine, Cardiology
<b>Catherine Yang</b> PhD, Tufts University	Vice President of Academic Affairs; Associate Dean of Medical Education, Dean of College of Graduate Studies
<b>Gordon Wong</b> MD, UCLA School of Medicine	Senior Associate Dean of Clinical Medicine; Professor
<b>Lester Pan</b> MD, Sun Yat-Sen University of Medical Science MD, PhD, University of California, Davis	Associate Dean of Global Health Medical Education Development
<b>Rajendra Ramsamooj</b> MD, University of Minnesota	Assistant Dean of Curriculum; Professor
<b>Tania Arana</b> PhD, University of Ottawa, Ottawa	Assistant Dean of Student Affairs; Associate Professor
<b>Vijay Khatri</b> MBChB, University of Manchester, Manchester, England	Assistant Dean of Faculty Affairs & Development; Professor
<b>James Martel</b> MD, Harvard University	Associate Dean, Department of Graduate Medical Education; Professor
<b>Joseph Martel</b> MD, University of Wisconsin Medical School	Assistant Dean, Department of Graduate Medical Education; Professor
<b>Arpita Vyas</b> MD, University of Sheffield, United Kingdom	Assistant Dean of Research, Associate Professor
<b>Ghalib Alkhatib</b> PhD, McGill University, Montreal, Quebec, Canada	Chair of Basic Sciences
<b>Meredith Goodwin</b> MD, Columbia University College of Physicians and Surgeons, New York	Chair of Clinical Sciences

## COM Faculty by Department (Chair then alphabetical by last name)

For a current listing of people, official titles and contact information, please visit: <http://medicine.cnsu.edu/faculty/faculty-contact-info/faculty-contact-info>

## Department of Basic Sciences

**Ghalib Alkhatib**, Professor  
PhD, McGill University, Montreal, Quebec, Canada

**Lakshmi Chaturvedi**, Assistant Professor  
PhD, Sanjay Gandhi Postgraduate Institute of Medical Sciences, UP, India

**John Cusick**, Associate Professor  
PhD, University of Colorado School of Medicine Ph.D. Program

**Nripendra Dhillon**, Associate Professor  
MBBS, University of Delhi, India

MS, University of California, Davis

**Alan Ernst**, Assistant Professor  
PhD, University of Minnesota

**Valerie Gerriets**, Assistant Professor  
PhD, Duke University

**Jose Puglisi**, Assistant Professor  
PhD, Universidade Estadual de Campinas, San Pulo, Brazil

**Yihui Shi**, Professor  
PhD, Wayne State University  
MD, Wen Zhou Medical University, Zhejiang, China

## Department of Clinical Science

**Meredith Goodwin**, Chair, Associate Professor  
MD, Columbia University College of Physicians and Surgeons, New York

**Tania Arana**, Assistant Professor  
PhD, University of Ottawa

**David Arenson**, Associate Professor  
MD, University of Cape Town, South Africa

**Carol Lynne Conrad-Forrest**, Assistant Professor  
MD University of Nevada College of Medicine

**Floyd Culler**, Professor  
MD, University of Tennessee

**Guy DiSibio**, Associate Professor  
MD, UCLA, School of Medicine  
PhD, UCLA School of Medicine

**Randall Enstrom**, Associate Professor  
MD, Georgetown University

**John Fitzgibbon**, Associate Professor  
MD, Rush Medical College

**Dermet Fong**, Assistant Professor  
MD, University of California, San Diego

**Tim Grennan**, Professor  
MD, University of Nebraska

**Muralikrishna Golconda**, Professor  
MD, Kilpauk Medical College, Chennai, India

## Department of Clinical Medicine

**Amir, Amiri**, Assistant Professor  
MD, Drexel University College of Medicine

**Rochelle Frank**, Associate Professor  
MD, University of California, San Diego

**Nazir Habib**, Associate Professor  
MD, University of Birmingham

MS, Shanghai Jiatong University, Medical School  
PhD, Department of Biological Sciences, Wayne State University, Detroit

**Sailabala Vanguri**, Assistant Professor  
MD, Osmania Medical College

**Jason Wong**, Assistant Professor  
PharmD, University of California, San Francisco, College of Pharmacy

**Tracy Yarbrough**, Associate Professor  
MD, University of Iowa  
PhD, University of Iowa

DG, Vaishnay College, Chennai, India

**Jeanne Hamel**, Assistant Professor  
MD, University of Washington, Seattle

**Nazila Hejazi**, Assistant Professor  
MD, Iran University of Medical Sciences

**Laura Hoffman**, Associate Professor  
MD, University of California, Davis School of Medicine  
PhD, University of California, Davis

**ForShing Lui**, Associate Professor  
MD, University of Hong Kong

**John Lutch**, Associate Professor  
MD, Tufts University School of Medicine

**Malcolm McHenry**, Associate Professor  
MD, University of Southern California

**Peter Murphy**, Associate Professor  
MD, University College of Dublin

**Martin Rubin**, Associate Professor  
MD, University of Illinois Medical School

**Mark Sheffield**, Associate Professor  
MD, PhD, Creighton University

**Arpita Vyas**, Associate Professor  
MD, University of Sheffield, United Kingdom

**Mina Hah**, Psychiatry Clerkship Director, Associate Professor  
MD, Ohio State University

**Zahid Iqbal**, Internal Medicine Clerkship Director  
MD, University of California, Los Angeles,  
David Geffen School of Medicine

**Vijay Khatri**, Professor  
University of Manchester, Manchester, England

**Reginald Low**, Professor  
MD, University of California, Davis

**Leonard Ranasinghe**, Professor  
MD, Loma Linda School of Medicine

**Joseph Rogers**, Assistant Professor  
MD, Medical College of Wisconsin

**Shiv Sudhakar**, Assistant Professor  
MD, Drexel University

**Jean-Claude Veille**, Professor  
MD, University de Montpellier School of Medicine

# COLLEGE OF PHARMACY

## COP Administration

For a current listing of people, official titles and contact information, please visit:  
<http://pharmacy.cnsu.edu/college-administration>.

**Xiaodong Feng**

PharmD, Albany College of Pharmacy and Health Sciences  
PhD, Chinese Academy of Medical Sciences

Dean

**Linda Buckley**

PhD, MA, University of California, Davis

Associate Dean for Academic Affairs

**Ashim Malhotra**

PhD, St. John's University

Assistant Dean of Curriculum & Program Development

**Tiffany-Jade Kreys**

PharmD, University of Michigan College of Pharmacy

Assistant Dean for Student Affairs & Admissions; Assistant Professor (CAS)

**Ruth Vinall**

PhD, Cardiff University, U.K.

Assistant Dean for Research; Associate Professor (PBS)

## COP Faculty by Department (Chair then alphabetical by last name)

For a current listing of people, official titles and contact information, please visit:  
<http://pharmacy.cnsu.edu/faculty-and-staff/faculty-staff>.

Clinical & Administrative Sciences (CAS) <http://pharmacy.cnsu.edu/faculty-and-staff/faculty-staff>

**Jeffrey Nehira**, Chair; Assistant Professor  
BS, PHARM D, FCSHP, University of the Pacific School of Pharmacy

PharmD, University of Michigan College of Pharmacy  
PhD, University of Texas at Austin College of Pharmacy

**Welly Mente**, Vice Chair; Assistant Professor  
PharmD, University of Southern California

**Justin Lenhard**, Director of Fellowship in Anti-Infective Pharmacology; Assistant Professor  
PharmD, University at Buffalo, School of Pharmacy & Pharmaceutical Sciences

**Erika Titus-Lay**, Vice Chair; Assistant Professor  
PharmD, Purdue University College of Pharmacy

**Song Oh**, Assistant Professor  
PharmD, BCCCP, Philadelphia College of Pharmacy  
University of the Sciences

**Kenan Alkhoury**, Adjunct Faculty  
PhD, University of Bradford  
MS, University of Damascus  
PharmBSc, University of Teshreen

**Ivan Petrzelka**, Adjunct Faculty  
PharmD, Charles University  
JD, California Southern University  
MBA, Newport University

**Jared Cavanaugh**, Assistant Professor  
PharmD, Washington State University, College of Pharmacy

**Olivia Phung**, Assistant Professor  
PharmD, Northeastern University, Bouve College of Health Sciences, School of Pharmacy

**Jennifer Courtney**, Assistant Professor  
PharmD, California Northstate University, College of Pharmacy

**Peter Tenerelli**, Assistant Professor  
PharmBSc, University of Washington, School of Pharmacy

**Bin Deng**, Assistant Professor  
PharmD, California Northstate University, College of Pharmacy

**Tuan Tran**, Assistant Professor  
PhD, Oregon State University  
MS, Polytechnic University of Turin

**Matthew Horton**, Assistant Professor  
PharmD, BCPS- Skaggs School of Pharmacy and Pharmaceutical Sciences, University of California, San Diego

**Victor Phan**, Assistant Professor  
PharmD, Temple University School of Pharmacy

**Eugene Kreys**, Assistant Professor

## Department of Pharmaceutical & Biomedical Sciences (PBS)

**Uyen Le**, Chair; Associate Professor  
PhD, Oregon State University

**Tibebe Woldemariam**, Vice Chair; Associate Professor  
PhD, University of Bradford, U.K.

**Suzanne Clark**, Associate Professor  
PhD, Duke University

**Ahmed El-Shamy**, Assistant Professor  
PhD, Kobe University, Japan

**Linh Ho**, Assistant Professor  
PhD, University of California San Francisco

**Simeon Kotchoni**, Associate Professor  
PhD, University of Bonn, Germany  
MS, University of Abomey Calavi, Benin  
MS, Obafemi Awolowo University, Ile-Ife, Nigeria

**Islam Mohamed**, Associate Professor  
PhD, University of Georgia

**Lakshmi Shankar Chaturvedi**, Associate Professor  
PhD, Sanjay Gandhi Post-Graduate Institute of Medical  
Sciences, India

**Hongbin Wang**, Assistant Professor  
PhD, University of Pennsylvania  
MS, PharmBS, Second Military Medical University, Shanghai,  
China

**Zhuqiu Zin**, Associate Professor  
PhD, Central South University

**Tarek Kassem**, Assistant Professor  
PharmD, BCPS, Shenandoah University, Winchester, VA

## Department of Experiential Education (EED)

**Jeffrey Nehira**, Chair; Associate Professor  
BS, PHARM, FCSHP, University of the Pacific School of  
Pharmacy

**Jason Bandy**, Vice Chair; Associate Professor  
PharmD, University of the Pacific

**Tony Eid**, Director (APPE); Assistant Professor  
PharmD, BS Loma Linda University, School of Pharmacy

**So Young An**; Assistant Professor; Experiential Education  
Area Regional Coordinator (Bay Area Hub)  
PharmD, California Northstate University, College of  
Pharmacy

**Kristine Kim Thomas**, Assistant Professor  
PharmD, St. John's University

# COLLEGE OF PSYCHOLOGY

## PSY Administration

**Bret McLaughlin**

PsyD, The Wright Institute  
MBA, California Northstate University, Sacramento  
MA, New York University

**Mark Eddensohn**

PsyD, The Wright Institute

**Sandra Nevis**

PhD, Bowling Green State University

**Andrea Schneider**

PhD, University of Potsdam

Dean

Assistant Dean of Student Affairs and Admissions

Assistant Dean of Clinical Training

Assistant Dean of Research and Academics

## PSY Faculty by Last Name

**Brandi Chew**, Assistant Professor

PhD, Colorado State University

**Larry Bienati**, Associate Professor

PhD, Golden Gate University  
MBA, California State University Hayward

**Kristee Haggins**, Associate Professor

PhD, Ohio State University

**Stancil, Hutchinson**, Assistant Professor

PsyD, Alliant International University

**David Jull-Patterson**, Associate Professor

PhD, Pacific Graduate School of Psychology

**Jason Lillis**, Associate Professor

PhD, University of Nevada, Reno

**Tiffany Mimms**, Assistant Professor

PhD, Fuller Theological Seminary

**Lori Roberto**, Assistant Professor

PhD, DePaul University

**Haleigh Scott**, Assistant Professor

PhD, Ohio State University

**Stephanie Smith**, Assistant Professor

PsyD, Argosy University

**Haim Weinberg**, Associate Professor

PhD, Manchester Metropolitan University

**Craig Wetterer**, Associate Professor

PhD, Fielding Graduate University  
JD, William Howard Taft University School of Law

# COLLEGE OF GRADUATE STUDIES

## CGS Administration

**Catherine Yang** Dean; Vice President of Academic Affairs,  
PhD, Tufts University Associate Dean of Medical Education

## MASTER OF SCIENCE in Pharmaceutical Sciences

### MPS Faculty by Last Name

For a current listing of faculty, titles and contact information, please visit: <http://pharmasciences.cnsu.edu/faculty>

**El-Shamy, Ahmed** Director, MPS  
Assistant Professor, MPS  
PhD, Kobe University, Japan

**Ali, Hazem**, Adjunct Assistant Professor, MPS  
PhD, University of Louisiana at Monroe, Monroe, LA  
B. Pharmacy, Mansoura University, Egypt

**Farahat, Abdelbasset** Assistant Professor, MPS  
PhD, Georgia State University, Atlanta, GA  
MS, Mansoura University Egypt  
PharmBS, Mansoura University Egypt

**Kotchoni, Simeon** Associate Professor, MPS  
PhD, University of Bonn, Germany  
MS, Obafemi Awolowo University, Ile-Ife, Nigeria  
MS, University of Abomey Calavi, Benin  
BS, University of Abomey Calavi, Benin

**Wang, Hongbin** Assistant Professor, MPS  
PhD, University of Pennsylvania  
MS, Second Military Medical University, Shanghai, China  
PharmBS, Second Military University, Shanghai, China

**Yang, Catherine** Professor of Molecular Pharmacology and  
Clinical Biochemistry  
PhD, Tufts University

## MASTER OF HEALTH ADMINISTRATION

### MHA Faculty by Last Name

For a current listing of faculty, titles and contact information, please visit: <https://www.mha.cnsu.edu/faculty>

**Sheldon, Melissa** Director, MHA  
MBA, Magna Cum Laude California State University, Sacramento

**Sun, Yang** Associate Dean for Academic Affairs and Assessment, Professor  
Ph.D Arizona State University

**Bienati, Larry** Associate Professor  
MBA, California State University  
Ph.D Golden Gate University

**Heinert, Maya** Adjunct Professor  
MD, Wayne State University School of Medicine  
MBA, California State University, Sacramento



# COLLEGE OF HEALTH SCIENCES

## CHS Administration

**For a current listing of people, titles and contact information, please visit:**

<http://healthsciences.cnsu.edu/about/people/administration>

**Heather Brown**

PhD, University of California, Santa Cruz

**Francisco Leite**

PhD, Pennsylvania State University

**Rikki S. Corniola**

MS, Florida State University

PhD, Florida State University

**Fariya Khan**

MA, London, UK

Dean

Associate Dean of Academic and Student Affairs;

Assistant Dean of Curriculum and Assessment; Assistant Professor

Executive Assistant to the Dean

## CHS Faculty by Department (Chair then alphabetical by last name)

<http://healthsciences.cnsu.edu/about/people/faculty>

## Science and Mathematics

**Damon Meyer, Chair; Assistant Professor**

PhD, Irell & Manella Graduate School of Biological Sciences at the City of Hope

**Reem Al'Olaby** Assistant Professor

PhD, American University in Cairo - Egypt

**Kit T. Keane** Assistant Professor

PhD, University of Tulsa

**Armela Keqi** Assistant Professor

MS, University of California, Davis

**Nicholas Valley** Assistant Professor

PhD, Northwestern University

**Katherine Whitcome**, Assistant Professor

PhD, University of Texas at Austin

**Christopher Wostenberg** Assistant Professor

PhD, Pennsylvania State University

**Tristan Eifler**, Adjunct Faculty

PhD, University of California, Davis

**Machelle Gavron**, Adjunct Faculty

MS, California State University, Sacramento

**Rosemary Effiong**

Associate Professor of Chemistry

**William Davis**

Assistant Professor

**Faik Bouhrik**

Adjunct Faculty

**Emily Mills Ko**

Adjunct Instructor

**Christine Deere**

Assistant Professor

**Machelle Gavron**

Adjunct Faculty

**Mehul Rangwala**

Adjunct Instructor

**Cecilia Osorio**

Adjunct Instructor

**Vanessa Dune-Castagna**

Adjunct Instructor

**Tedla Dadi**

Adjunct Instructor

**Parisa Jazbi**

Assistant Professor

**Thuy Dung Nguyen**

Adjunct Instructor of Human Anatomy

## Humanities and Social Sciences

**William J. Davis** Chair; Assistant Professor  
PhD, Virginia Tech

**Kathryn Clifford**, Adjunct Faculty  
MA, California State University, Sacramento

**Moira Delgado**, Director of Student Life and Service  
Learning; Instructor for Service Learning  
MA/MA, Middlebury College

**Elizabeth Ryder**, Adjunct Faculty  
MS, Bangor University, Wales

**Marguerite Phillips**  
Lecturer

**Jill Dahlman**  
Assistant Professor of English

**Frances Wise**  
Adjunct Instructor

**Gloria Poveda**  
Adjunct Instructor

**Jorge Luna**  
Adjunct Instructor

**Erin Freed**  
Assistant Professor

## CNU OFFICE DIRECTORY

Office	Email	Campus Phone	Additional Phone/Fax
<b>Campus Main Line/Directory</b>	admin@cnsu.edu	916-686-7400	
<b>Admissions</b>			
<b>College of Health Sciences</b>	admissions.chs@cnsu.edu	916-686-7416	
<b>College of Medicine</b>	comadmissions@cnsu.edu	916-686-7813	
<b>College of Pharmacy</b>	admissions@cnsu.edu	916-686-8798	
<b>College of Psychology</b>	psyadmissions@cnsu.edu	916-686-7400	(F) 916-686-8144
<b>M.S in Pharmaceutical Sciences</b>	MPS.info@cnsu.edu	916-686-7300	
<b>Master of Health Administration</b>	admissions.mha@cnsu.edu	916-686-7300	
<b>Alumni Relations</b>	alumni@cnsu.edu	916-686-8731	
<b>Career Services</b>	careerservices@cnsu.edu	916-686-8732	
<b>Financial Aid</b>	financialaid@cnsu.edu	916-686-8784	
<b>Registrar/Records</b>	cnregistrar@cnsu.edu	916-686-6400	(F) 916-686-8432
<b>Safety &amp; Security</b>		916-686-7400	Emergency 911
<b>Scholarship &amp; Awards Committee</b>	scholarship@cnsu.edu	916-868-8762	
<b>Student Affairs</b>	studentaffairs@cnsu.edu	916-686-8611	