

CHSU

CALIFORNIA
HEALTH SCIENCES
UNIVERSITY

GENERAL CATALOG 2015-2016

(July 1, 2015 to June 30, 2016)

CALIFORNIA HEALTH SCIENCES UNIVERSITY

COLLEGE OF PHARMACY

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I. REQUIRED BUREAU FOR PRIVATE POSTSECONDARY EDUCATION DISCLOSURES

A. APPROVAL TO OPERATE

The California Health Sciences University College of Pharmacy is a private institution that is approved to operate as such by the California Bureau for Private Postsecondary Education. "Approval to Operate" means that California Health Sciences University is in compliance with the California Private Postsecondary Act of 2009. Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, California, 95833, <http://www.bppe.ca.gov/>, Phone: (888) 370-7589 or (916) 431-6959 or Fax: (916) 263-1897.

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

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

B. SCHOOL PERFORMANCE FACT SHEET:

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

1. completion rates for each program of instruction;
2. placement rates for each program of instruction;
3. license-examination passage rates for any program to which that statistic is applicable;
4. salary or wage information for each career, occupation, trade, job, or job title, as applicable, for which students are prepared.

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

rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

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

C. STUDENT'S RIGHT TO CANCEL

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

D. TRANSFER CREDITS

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION.

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

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

II. ACCREDITATION

A. Accreditation Council for Pharmacy Education

California Health Sciences University College of Pharmacy's Doctor of Pharmacy program has been granted Precandidate status by the Accreditation Council for Pharmacy Education, 135 South LaSalle Street, Suite 4100, Chicago, IL 60503, 312/644-3575; FAX 312/664-4652, web site www.acpe-accredit.org.

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

B. Overview of ACPE Accreditation

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

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

Candidate accreditation status is awarded to a Doctor of Pharmacy program that has students enrolled but has not yet had a graduating class.

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

C. Western Association of Schools and Colleges (WASC)

California Health Sciences University has been recognized as a Candidate for Accreditation by

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

III. CALIFORNIA HEALTH SCIENCES UNIVERSITY COLLEGE OF PHARMACY

A. Academic Calendar

CALIFORNIA HEALTH SCIENCES UNIVERSITY COLLEGE OF PHARMACY 2015-2016 Academic Calendar

Fall Semester 2015

Summer IPPE I Block A*	June 15 – July 10
Summer IPPE I Block B*	July 13 - August 17
Tuition Payment Due for Fall Semester.....	July 24
Orientation (New Students)	August 19 - 21
Registration	August 19 - 21
First Day of Class	August 24
Add/Drop Period	August 24 - 28
Late Registration	August 24 - 28
Last Day to Withdraw from Program Without Penalty.....	August 28
Labor Day Holiday	September 7
White Coat Ceremony	October 3
Thanksgiving Holiday	November 25 - 29
Last Day of Class	December 4
Final Exams	December 7 - 11
Last Day of Finals	December 11

Spring Semester 2016

Tuition Payment Due for Spring Semester.....	December 4
Registration	December 21 – 31
First Day of Class	January 4
Add/Drop Period	January 4 - 8
Late Registration	January 4 - 8
Last Day to Withdraw from Program Without Penalty.....	January 8
Dr. Martin Luther King, Jr. Holiday	January 18
President’s Day Holiday	February 15
Spring Semester Break	March 21 - 25
Last Day of Class	April 25
Final Exams	April 28 - May 4
Last Day of Finals	May 4
Summer IPPE II Block Begins**	May 5

*NOTE: The California Health Sciences University holiday schedule does not apply to students on rotations and on off-campus Advanced Electives. IPPEs are for P2 and/or P3 students only.

** Summer IPPE II Blocks Conclude in August 2016.

Select Final Exams may occur on the last day of class. Check course syllabi for specific dates.

Subject to change with continuing development.

IV. COLLEGE MISSION AND OBJECTIVES

A. Mission Statement

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

B. Vision

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

C. Values

1. Dedicated to creating positive changes in pharmacy practice.
2. Devoted to competent, compassionate patient care.

3. Focused on creating an educational environment that engages students in self-directed learning and problem solving.
4. Determined to advance pharmacy education, research and scholarship through innovation and critical inquiry.
5. Dedicated to continuous professional development of faculty and staff.
6. Committed to closing the assessment loop to ensure continuous quality improvement of CHSU.
7. Committed to promoting health and wellness and preventing disease.
8. Devoted to maintaining an environment that respects and appreciates diversity.

D. Goals

1. To develop and maintain an academic program that is strong in pharmaceutical, biomedical, clinical, and administrative sciences and engages students in critical thinking, ethical reasoning, problem-solving, and professional communications.
2. To educate and train students to work in collaboration with patients, physicians and other health care professionals in the provision of primary patient care and to improve patient care outcomes.
3. To develop in students the knowledge, skills, attitudes, and values needed to practice pharmacy competently and to engage in continuing professional development.
4. To mentor students in academic progression, professionalism, leadership, and pharmacy innovation and research.
5. To create a programmatic assessment plan that continues to improve the curriculum, student learning, teaching, research, scholarship, and service.
6. To contribute to the knowledge and advancement of pharmacy through research, scholarship, and innovation.
7. To promote community engagement and support continuing faculty and staff development.

V. OUR EDUCATIONAL PHILOSOPHY

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

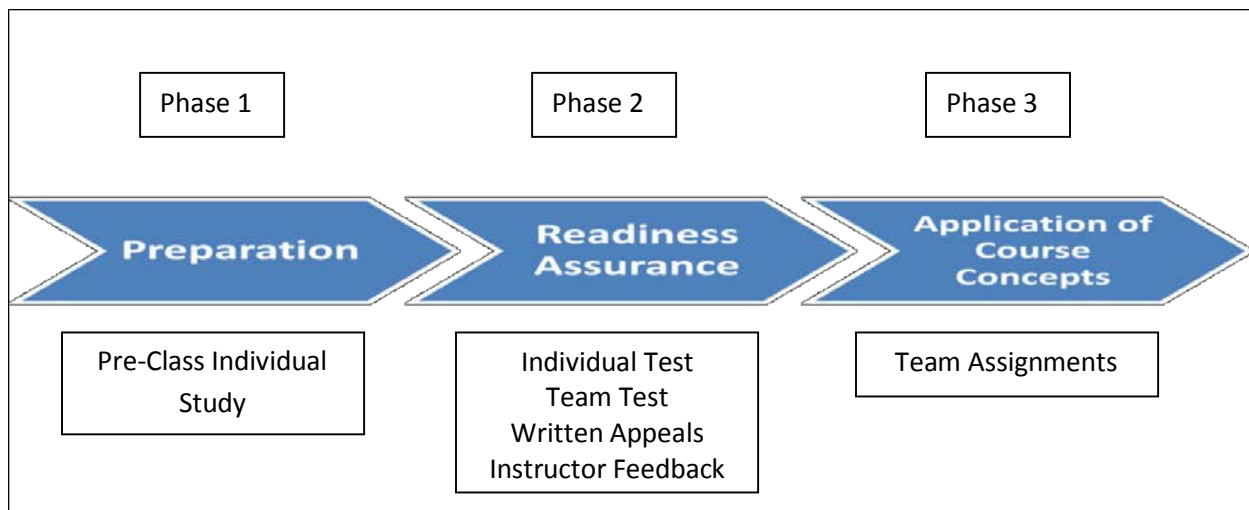
A. Team-based Learning Methodology

Team-Based Learning (TBL) is a well-defined educational method that CHSU College of Pharmacy utilizes throughout all four years of the curriculum. The very nature of TBL promotes judgment, mastery of content, communication, teamwork skills, problem-solving, and critical thinking. TBL also emphasizes individual accountability, group collaboration, and the application of

fundamental concepts to work through team assignments. The role of the instructor is to deliver the learning objectives, create challenging real-life problems for students to solve, and probe their reasoning in reaching conclusions.

At the beginning of each semester, the Associate Dean for Academic Affairs and Assessment working with faculty forms teams comprised generally of 6 students based on various criteria to achieve an even distribution of resources across all teams. Students remain with the same team for all courses throughout the semester. All students are accountable for their individual and team work. Peer evaluations are conducted twice each semester.

The format for TBL is comprised of three phases as shown in the diagram below.



In Phase 1, students study independently outside of class to master objectives identified by the course instructors. This can, but not necessarily, involve audio-taped mini-lectures, reading assignments, and other activities. In Phase 2, individual students complete a multiple choice quiz to assure their readiness to apply the fundamental concepts learned during Phase 1. This quiz is called the Individual Readiness Assurance Test (IRAT). Each team of students then retakes the same multiple choice quiz by reaching a consensus answer for each question. This is called the Team Readiness Assurance Test (TRAT). If a team wishes to challenge the instructor on the correct answer or on the interpretation of the question, the team may submit a written appeal to the instructor on the correct answer, the interpretation of the question or the adequacy of the Phase 1 assignment. The instructor provides immediate feedback on the fundamental concepts included on the exam and considers the validity of appeals in determining whether to award additional points to teams for upheld appeals. In Phase 3, which may last several class periods, teams complete in-class assignments that promote collaboration, application of Phase 1 and Phase 2 knowledge, and the identification of learning deficiencies. At appropriate times all teams simultaneously share their answers to the assignment for comparison, discussion and immediate

feedback. This three phase sequence provides the basis for formative student learning and occurs multiple times during the course.

VI. NONDISCRIMINATION AND AFFIRMATIVE ACTION POLICY

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

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

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

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

A. Diversity Committee

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

- Foster a climate that promotes a better understanding of, and an appreciation for, diversity within their sphere of influence and encourage others to do the same.
- Periodically review and recommend changes to the University's diversity efforts.
- Facilitate the implementation of existing diversity strategies, programs, and initiatives.
- Develop programs that promote mutual respect, valuing of differences, as well as cross-cultural understanding.
- Assist in highlighting, recognizing, and publicizing diversity initiatives to promote campus-wide cooperation and participation.
- Share and vet diversity strategies, initiatives and information with their campus communities and constituents.
- Prepare students for a leadership role in a competitive global community.

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

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

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

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

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

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

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

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

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

VII. LICENSURE IN CALIFORNIA

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

A. Licensure as a California Intern Pharmacist

To be eligible to participate in experiential experiences courses students must have a pharmacy intern license. Students will apply for an intern license during the fall semester of the first year (cost for the license is \$115). Registration instructions for licensure as a California Intern Pharmacist are available at and can be downloaded from the California State Board of Pharmacy website at http://www.pharmacy.ca.gov/forms/intern_app_pkt.pdf. Registration for a pharmacy intern license requires fingerprinting, which is done by Live Scan (cost approximately \$15-\$35). Students must have a valid California Intern Pharmacist license to participate in pharmacy practice experiences courses, which are required to progress in the program.

To apply for registration as a an intern pharmacist in California a student must currently be enrolled in a school of pharmacy recognized by the Accreditation Council for Pharmaceutical Education (ACPE) as evidenced by being granted pre-candidacy, candidacy or full accreditation status. ACPE has granted CHSU College of Pharmacy pre-candidacy status. Thus all students enrolled in and graduating from CHSU College of Pharmacy will be eligible following graduation to take the California Pharmacy and Jurisprudence Examination (CPJE) or the Multistate Pharmacy Jurisprudence Examination (MPJE), as well as the North American Pharmacist Licensure Examination (NAPLEX).

B. California Pharmacist Eligibility Requirements

The PharmD degree qualifies the degree holder to sit for the examinations that lead to licensure as a pharmacist. Licensure is handled by the CA Board of Pharmacy in the Department of Consumer Affairs.

To be licensed as a pharmacist in California the applicant must:

1. be at least 18 years of age;
2. possess an earned PharmD degree from an ACPE accredited college of pharmacy program;
3. have completed 1,500 hours of internship experience;
4. submit rolled fingerprints on cards obtained from the board;
5. submit to a background check by DOJ (a felony may render an individual ineligible);
6. pass the 1) North American Pharmacist Licensure Examination (NAPLEX) and the 2) California Pharmacy and Jurisprudence Examination (CPJE)

The NAPLEX is administered by the National Association of Boards of Pharmacy (NABP). To take the NAPLEX and/or MPJE (Multistate Pharmacy Jurisprudence Examination), candidates must meet the eligibility requirements of the board of pharmacy for 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 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 Boards of Pharmacy website at <http://www.nabp.net>.

To take the California Pharmacy and Jurisprudence Examination (CPJE), candidates must meet the eligibility requirements of the California Board of Pharmacy. The registration instructions, requirements, and application form for licensure as a pharmacist in California may be obtained and downloaded from the California Board of Pharmacy website at www.pharmacy.ca.gov/applicants/apply_for_a_license.shtml.

The two licensing examinations are separate and, therefore, may be taken in any order. The applicant has one year from the date the Board determines eligibility to schedule the examinations with each test provider. After one year, the applicant will need to submit a new application and fee. If one exam is failed and the other passed the applicant must reapply and take only the examination that was not passed. Failing the NAPLEX requires reapplication with the NABP and payment of the necessary fees in order to retake the exam. Failing the CPJE requires reapplication to the California Board of Pharmacy and payment of the required fee.

Examination results for both exams are mailed directly to the applicant by the respective Board. For the NAPLEX, results are received about 14 days after the exam; results for the CPJE, are mailed within 30 days after completion of the exam.

Before the College can begin offering its program of courses it must have approval from ACPE by gaining pre-candidacy status. Students attending a college of pharmacy that has been granted candidacy status by ACPE are eligible to sit for the NAPLEX and CJPE examinations. Students who have graduated from a college of pharmacy may not work as a licensed pharmacist until they meet all requirements including passing the NAPLEX and CJPE board examinations. Students are eligible to work in a pharmacy under the direction of a licensed pharmacist for a period of one year as an intern while completing the exams for licensure.

Ninety days is required to retake any failed exam.

Current fees required of the licensing process:

NAPLEX exam	\$505
MPJE	\$210
CPJE exam	\$260
Fingerprint card	\$15-\$35

VIII. STUDENT LIFE

A. Housing

CHSU does not provide on campus housing. However, ample housing is available in the area immediately surrounding the campus. A wide variety of rental apartments are located within a 2-mile radius of the campus. Housing is available in a wide range of prices ranging from low-income housing starting at approximately \$325 to \$400 per month to luxury apartments and multi-family townhomes priced at \$1000 to \$2000 per month. The average price for standard multifamily housing is \$600 to \$1,000 per month. The Office of Student Affairs will maintain a list of available rooms and apartments for rent and will assist students from non-local areas with locating housing. All arrangements for housing will be between the student and the landlord. The college will provide a pamphlet to students on renter's rights so that a landlord will not take advantage of them.

B. Alumni Activities

The College of Pharmacy sponsors an alumni association to provide an organization for graduates of the program and to keep graduates connected to the college. The Alumni Association will be active in promoting continuing education programs. The association will also serve as a networking organization for graduates seeking new positions or career advancements. The quarterly alumni newsletter will highlight faculty research efforts as well as highlight outstanding alumni.

The College of Pharmacy Alumni Association will allow interested alumni to remain informed and involved through various activities, providing alumni an opportunity to contribute to and influence

the continued academic and professional development and progress of the college. The College will develop a service bureau for alumni. Benefits of membership will include access to online job postings, alumni directory, College of Pharmacy insignia items, as well as invitations to regional events and annual activities.

In addition to the alumni association, the College will utilize its graduates for various responsibilities. Alumni will participate in the classroom, both as lecturers and as information resources for current students, and serve as student mentors and employer contacts outside the classroom. An Alumni Board of Directors with a representative from each respective class will be established as the governing body over the association.

C. Student Leadership Development

The College will encourage student involvement through participation and membership on committees that advise the administration on important issues, and through encouraging student participation in local, state and national pharmacy associations and organizations.

1. Phi Delta Chi

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

2. Kappa Psi

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

3. Phi Lambda Sigma

Phi Lambda Sigma (PLS) is a national pharmacy leadership society comprised of pharmacy students, practitioners, and professors. The society was founded in 1965 at Auburn University. Currently there are 59 active chapters at pharmacy schools in the United States and Puerto Rico.

The purpose of the society is to promote and support the development of leadership qualities among pharmacy students. The chapter at CHSU College of Pharmacy will encourage pharmacy students to take an active role in the profession of pharmacy and its future. Additionally, it will

also recognize and support students who have demonstrated leadership in the profession of pharmacy.

CHSU's College of Pharmacy chapter of Phi Lambda Sigma will promote and recognize the development of leadership qualities in pharmacy. The society will encourage participation in all pharmacy activities. Members are selected by peer recognition. Faculty, professional staff, and alumni are also eligible for membership. Students considered for membership will be required to complete 90 hours of scholastic work and will need to attain a scholastic grade point average of 2.50. Members will be required to demonstrate dedicated service and leadership to the advancement of pharmacy.

4. Kappa Epsilon

Kappa Epsilon is a national professional fraternity. The object and purpose of this professional society is to promote women in pharmacy and to foster professional consciousness. Members are chosen on the basis of scholarship, character, and leadership. The CHSU College of Pharmacy Chapter will provide members opportunities for leadership development, community service, and fellowship.

D. Professional Associations

Students are strongly encouraged to become active in professional local, state and national organizations, as well as, pharmaceutical societies/fraternities. Student chapters of professional organizations will be established at the College. Development of a professional attitude and a commitment to participate in professional and community activities are essential components of the training of a pharmacist. Considerable effort will be expended in an attempt to instill in students the understanding that the profession of pharmacy requires life-long learning. These efforts will enhance the experience students receive at CHSU, which will produce a better quality pharmacist, and provide a maximal benefit to the pharmacy profession. Every student organization and club has at least one faculty advisor.

E. American Pharmacists Association – Academy of Student Pharmacists

The Academy of Student Pharmacists is the student chapter of the American Pharmacists Association (APhA). Student members of this organization conduct community outreach events and activities and participate in legislative awareness events, professional development activities, and social activities.

F. California Society of Health System Pharmacists

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

G. National Community Pharmacists Association (NCPA)

The student chapter of NCPA is an organization established to promote community pharmacy. This organization serves those who are interested in independent retail pharmacy. The association represents various specialties within retail pharmacy such as compounding, long-

term care consulting, home infusion, and disease state management in areas like diabetes and respiratory care. In addition, the association plays an active role in political issues that face community pharmacists.

H. Clubs and Registered Campus Organizations

The California Health Sciences University College of Pharmacy encourages the formation of registered campus organizations to promote and provide for the special interests of the college's community.

IX. STUDENT SERVICES

Advisement and guidance are available to all students through the cooperative efforts of the faculty and administrative staff. The Associate Dean for Academic Affairs and Assessment is available to discuss any academic problems that may arise while the Vice President for Student Affairs and Development is available to discuss any personal problems that may arise. Faculty members are an excellent resource for information on the vast array of career opportunities for students. Their extensive education and training make them valuable guides when selecting an area of practice. In addition, over 300 adjunct faculty serve as preceptors. The Career Day Program is coordinated by the Office of Student Affairs under the direction of the Director of Student Affairs. This event offers an opportunity for fourth-professional-year students to interview for employment positions prior to graduation, and for P1, P2, and P3 students to gain exposure to diverse career options.

A. Student Advising

The Student Advising Program is under the direction of the Vice President for Student Affairs and Development. This program provides information for successful matriculation and professional development of our students and key faculty members are utilized as resource personnel. Students are encouraged to meet with their faculty advisors as often as necessary, or once per semester at a minimum.

B. Career Services

The CHSU College of Pharmacy Career Services Center assists students in the pharmacy program prepare for the job market. Individual career counseling, resume/cover letter preparation, interviewing skills and job search advice are available from the Career Services Coordinator. Career-related classroom workshops and on- or off-campus career fairs helps keep students update-to-date on career/employment trends, and changes in resume and cover letter styles that are major-specific. Additional services include scholarship and graduate school application assistance, an online job posting system for current full- and part-time employment seekers, and international volunteer and internship opportunities.

C. Criminal Background Check and Drug Screening

Licensure as either a pharmacy intern or pharmacist in California requires both a criminal record check and drug screening to verify suitability for licensure. Since licensure as a pharmacy intern is required for student participation in the introductory and advance pharmacy practice experiences and participation in these experiences is required for progression through the

program, CHSU College of Pharmacy will require a criminal background check following provisional acceptance into the pharmacy program. Many introductory and advanced pharmacy practice experience sites also require drug screening for participation at the site. Therefore the Director of Experiential Education for the College of Pharmacy will notify students of the requirements of each advanced practice experience site well in advance of the beginning of the advanced practice experience so that any additional background checks or drug screenings can be completed prior to beginning the rotation. Determination of student fitness for participation at clinical sites requiring such additional checks will be at the sole discretion of the clinical site.

D. Health Policies

Infection control policies at area hospitals require that the College of Pharmacy ensure that students entering these facilities for training purposes are in good health. In order to comply with these policies, it is necessary to require the following:

1. **Health Information Form.** This form will request basic information about your health and immunization record.
2. **Measles, Mumps, Rubella (MMR) Vaccination.** All students **must** provide documentation of immunity against measles, mumps, and rubella (MMR), giving the month and year of immunization. A statement of “up-to-date” is not sufficient. Two doses of measles (rubella) vaccine are required. You must have been at least 12 months old when the first measles dose was received. Students born before December 31, 1956, need documentation of rubella immunization only. You may have received MMR vaccinations, rather than individual measles, mumps, and rubella vaccinations. If a student is unable to document proof of immunization to measles, mumps, and rubella, he or she may document immunity through a serologic (antibody) blood test at the student’s expense. If serologic blood testing shows no immunity to MMR, the student may register for classes following documentation of the first dose of MMR, with the second to follow in 30 days. A hold will be placed on a student’s registration if he or she fails to comply with the immunization policy.
3. **Other Vaccinations.** If you have not had **chickenpox (varicella)**, you must be immunized with varicella vaccine prior to enrolling. **Tetanus/diphtheria** immunization should be current within the past 10 years.
4. **Tuberculin Skin Test (PPD).** All entering students must provide proof of a tuberculosis skin test done within **6 months** prior to the first day of class. **The Mantoux 5TU PPD Tuberculin Skin Test—NOT THE TINE TEST—is required.** Students who have previously had a positive skin test are required to have a chest x-ray (unless they have documented completion of INH therapy), and should not have a repeat skin test. The PPD skin test will be done annually and as requested at any other time during enrollment, to comply with contracts for advanced practice experiences. PPD skin tests may be obtained from your local health department or physician.
5. **Hepatitis B and HIV.** Each student will be required to complete an annual OSHA training program on blood-borne pathogens and universal precautions. All students entering the College of Pharmacy are required to document initiation and/or completion of the

Hepatitis B series. **Completion of the Hepatitis B vaccine must occur within the first year of entering the program.**

6. **Additional immunizations**, health information, or lab tests may be required to comply with outside affiliation agreements. Information regarding your health history is requested for your protection and to assist us in case of emergency. The information is confidential. Portions of this information may be shared with appropriate personnel at our pharmacy practice experience sites, as required by our affiliation agreements. Questions regarding these policies should be directed to the Director of Experiential Education.
7. **Health Insurance. The College of Pharmacy requires all students to maintain an acceptable health insurance policy. Students must provide proof of insurance coverage each year throughout enrollment in the program.** You may purchase the Student Health Insurance that is offered by the University. Students enrolled in an HMO (out of state) should notify the HMO that they are enrolled at CHSU and verify out-of-network coverage. Open Enrollment for Student Health Insurance is available from the Registrar from June 1 through June 30. Students may apply to enroll in the College-sponsored program on or before the first day of class.

X. STUDENT RIGHTS

A. Student Rights Pertaining To Educational Records

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

1. The right to inspect and review educational records within 45 days of the day the Office of the Registrar receives a written request for access. The student should submit to the registrar a written request that identifies the record(s) the student wishes to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's educational records if the student believes them to be inaccurate. The student may ask the University to amend a record that he or she believes is inaccurate. The student should write the Registrar, clearly identify the part of the record he or she wants changed, and specify why the record is inaccurate. If the University decides not to amend the record as requested by the student, the Registrar (or an appropriate official, if the record is maintained by another office), will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when the student is notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's educational record, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A "school official" is a person employed by the University in an administrative, supervisory, academic, research, or support staff position (including law enforcement personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a "legitimate educational interest" if the official needs to review an educational record in order to fulfill his or her professional responsibility. Another exception which permits disclosure without student consent is disclosure to officials of another school, school system, or institution of post-secondary education where a student seeks or intends to enroll. Upon the request of an institution in which a student seeks or intends to enroll, the University will forward the student's education records to the requesting institution. Upon request, the student may obtain a copy of the record that was disclosed and have an opportunity for a hearing as provided above.
4. The right of a currently enrolled student to request that his/her "directory information" not be released by CHSU. The University, at its discretion and without the written consent of the student, may release "directory information," which includes the following items: student name, address, telephone number, date and place of birth, academic program, dates of attendance, degrees and honors received, most recent previous institution attended, and participation in officially recognized activities and sports. A student

request for non-disclosure of the above items must be filed with the Office of the Registrar. The right to file a complaint with the U.S. Department of Education concerning alleged failures by CHSU to comply with the requirements of FERPA. The name and address of the office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

B. Records Not Subject to Review

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

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

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

C. Academic Freedom

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

D. Academic Honesty

Academic honesty is expected from all members of the CHSU community. It is not acceptable for faculty, students or others to represent as their own the work of someone else.

XI. HONOR CODE AND CODE OF CONDUCT

The Honor Code of CHSU is a formal code of conduct that emphasizes the importance of respect, honesty and integrity, ethical behavior and professionalism that all are held to as students, faculty and staff. All members of the CHSU community are responsible for maintaining this code of conduct.

The Honor Code rests on the foundation of four Core Principles. By following these Core Principles, all members of the CHSU community will build a university of high moral, ethical and professional standards. All members of the CHSU community will uphold this Honor Code by following these Core Principles:

1. RESPECT

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

2. HONESTY AND INTEGRITY

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

3. ETHICAL BEHAVIOR AND LEGAL STANDARDS

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

4. PROFESSIONALISM

CHSU is committed to providing teaching, scholarly activity, research and service in a dedicated and professional manner. We display professional attitudes, values and behaviors in the classroom and in the community. We encourage team work and team-

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

A. Violations of the Honor Code

Offenses that constitute violations of the College Honor Code include, but are not limited to, plagiarism, cheating, lying, and academic theft.

Plagiarism. Plagiarism is the copying of words, facts, or ideas, belonging to another individual, without proper acknowledgment. Failure to reference any such material used is both ethically and legally improper.

Cheating. Cheating includes the deliberate submitting of work that is not one's own and that violates faculty instructions for the work; the use of testing materials from past testing periods as a study guide, unless authorized by the faculty member who created and presented the material; the possession of written material that are not expressly authorized by faculty member(s) who creates and administers an examination; the discussion of examination contents with any other student while taking an examination or test; and the divulging or receiving of any information on the content or form of any examination that either student has not yet taken. A student who gives illegal aid shall be considered as responsible as the student who receives it.

Lying. Lying is defined as making a statement that one knows is false or is intended to deceive. Academic theft is the removal of academic materials, depriving or preventing others from having equal learning opportunities.

1. Informal Resolution Process for Academic Misconduct

Understanding the serious nature of an Honor Code Violation and its implications, it is the recommendation of the University that faculty and staff attempt to address questionable behaviors and actions immediately and informally by communicating directly with the student(s) involved, prior to filing a formal Honor Code Violation Report form. At no point during the informal resolution process should a faculty member or course director share their suspicions of an Honor Code Violation with any other faculty or staff members who were not present at the time of the suspected offense. Communication should only occur between the faculty/course director and student(s) involved until a warning or formal complaint is issued, at which point the Vice President for Student Affairs will be informed.

a) Faculty Member/Course Director Responsibilities:

Should an incident arise where a faculty member or course director suspects a violation of the Honor Code has occurred, the faculty member should address the student in question as soon as possible.

- If a faculty member or course director believes he or she has witnessed a student cheat on an exam, he or she should discreetly request a meeting with the student immediately after the exam and state, "It appeared to me that you were cheating on the exam today."
- If a faculty member or course director suspects plagiarism or lying has occurred in his or her course, he or she should meet with the student(s) in question to address the suspected offense within three school days of knowing or suspecting an alleged incident.

b) Resolution:

- The student accepts responsibility for the alleged incident of academic dishonesty and accepts the sanction(s) as outlined in the Student Handbook.
- The student chooses to not accept responsibility for the alleged incident of academic dishonesty and the faculty member files an Honor Code Violation Report form requesting further review by the appropriate body.

2. Formal Procedure for referral to the Honor Council

- a) Should a faculty member or course director wish to file a formal complaint alleging a violation of the Honor Code, assuming that a previous attempt to resolve the issue informally has failed, the faculty member or course director may report the offense by completing an Honor Code Violation Report form and submitting it to the Director or Vice President of Student Affairs immediately and/or within three school days of knowing of or suspecting an alleged incident.
- b) Preceptors who believe that they have witnessed or have knowledge of a violation of the Honors Code should contact the Director of Experiential Education as soon as possible. Preceptors need only state that they wish to report a possible violation of the Honors Code, their name and contact information. The Director of Experiential Education shall follow up by completing an Honor Code Violation form and submitting it to the Director or Vice President of Student Affairs immediately and/or no longer than three school days of being informed of the suspected violation.
- c) Upon receipt of the completed Honor Code Violation form the Director and/or Vice President of Student Affairs will meet with the accused student to apprise him or her of allegations.

In cases of academic dishonesty: The student may accept responsibility for the incident of academic dishonesty and accept the sanction(s) as outlined in the Student Handbook.

The student may choose to not accept responsibility for the incident of academic dishonesty and request further review by the Honor Council.

In cases of non-academic or professional misconduct: The student may accept responsibility for the incident, however whether or not he/she does so the case shall still be referred to the Pharmacy Professionalism Committee for either a hearing, sanctions as determined by that committee, or other disposition as may be determined by the committee.

3. Overview of Honor Council Procedures

- a) Reports of contested academically related alleged violations of the Honor Code will be submitted by the Division of Student Affairs to the Honor Council Chair who appoints a faculty or staff member as a "Case Liaison."
- b) The Case Liaison follows up by investigating cases, taking reports from the accuser and the accused and gathering any other evidence relevant to the report.
- c) After the investigation the Case Liaison reports to the Honor Council Chair, to the Vice President of Student Affairs and to the Director of Student Affairs who determine that either no basis for the allegations exist, or the allegations are sufficient to refer to the entire Honor Council for formal review. If a "no basis" finding is determined, the report is dismissed and all documents are shredded.
- d) Cases determined to require a formal review are referred to the Honor Council who will schedule separate meetings with the accuser and his/her witnesses and the accused with his/her witnesses.
- e) After formal review of cases, the Honor Council will render one of two decisions:
 - a. Dismissal - the majority of the voting members feel that the evidence and testimony do not meet the standard of "more likely than not" that a violation occurred.
 - b. Violation - the majority of the voting members feel that the evidence and testimony meet the standard of "more likely than not" a violation occurred.
- f) Decisions, including penalties in cases where a violation is found, shall be submitted in writing by the Honor Council to the Dean of the College of Pharmacy and the Vice President of Student Affairs.
- g) The Vice President of Student Affairs shall notify all pertinent parties of the decision and penalties.
- h) All reports, evidence and other material related to the formal review shall be maintained in confidential files by the Office of Student Affairs.

- i) Unless there are documented reasons (i.e. illness, unavailability of witnesses, etc.) which must be approved by the Vice President of Student Affairs; the Honor Council shall have no more than thirty (30 days) from the time the report is submitted to the Chair to the time it renders and reports its decision.

4. Rights of the Accused

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

- a) To be sent notice of the charge and the alleged act(s) or omission(s) upon which the charge is based at least fourteen (14) calendar days before the hearing date;
- b) To produce witnesses, hear all the evidence upon which the charge is based and answer the evidence through rebuttal (unless the accused fails to attend the hearing after being sent timely notice to his/her last known address);
- c) To remain silent about any incident in which the accused is a suspect on the basis of self-incrimination;
- d) To be considered innocent until proven guilty by a preponderance of the evidence; and,
- e) To have the results of the disciplinary matter presented in writing and to have the opportunity to appeal an adverse decision to the Dean.

5. Sanctions

Sanctions for academic violation of the Honor Council shall be made in accordance with the following:

First Infraction: The faculty member gives the student an “F” on the paper or examination in question. This action could result in a final grade for the course at least one letter grade lower than it would have been.

Second Infraction: A second infraction in either the same or another course results in an automatic “F” in the course in which the second infraction occurred. The student is dropped from the course and barred from further class participation. The Dean meets with the student involved and appraises him/her of the consequences that includes re-taking the course the next time it is offered. Assuming no further violations occur, this will require an additional year to successfully complete the pharmacy program.

Third or Flagrant Infraction: A third or flagrant infraction is grounds for dismissal from the College. The student involved must appear for a hearing before the Professional and Academic Standards Committee. Hearing procedures include the basic elements of due process as outlined in the Honor Council Bylaws. The committee submits recommendations to the Dean.

6. Honor Council Appeals

Students may appeal the decision of the Honor Council to the Dean of the College of Pharmacy within five (5) days of receiving notification of the Honor Council Decision. After reviewing the facts the Dean may uphold the decision of the Honor Council or choose to schedule his/her own hearing for further consideration. In either case the decision of the Dean is final.

Student Status: The status of an accused student will not be changed during the course of the hearing unless the student is considered dangerous to him or herself and/or to others. The Office of Student Affairs will guarantee the student's confidentiality during all stages of the process.

Appeals: Students may appeal the decision of the Honor Council to the Dean of the College of Pharmacy within five (5) business days of receiving notification of the Honor Council Decision. After reviewing the facts the Dean may uphold the decision of the Honor Council or choose to schedule his/her own hearing for further consideration. In either case the decision of the Dean is final.

XII. STUDENT COMPLAINTS AND GRIEVANCES

A. Standard Policy

1. Purpose

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

2. Scope

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

3. Definitions

Grievant (the student) is the individual who feels that they have been harmed by an action or issue, whether it be by a faculty member, a staff member, or by a policy or procedure that is in place.

Respondent is the individual against whom the student has a complaint.

Note that a student can have a complaint about a policy and/or procedure in which case there is no respondent.

B. Resolution of Student Grievances

Students should direct concerns to the staff member who is responsible for the area of concern so that the issue can be resolved informally at the lowest possible level. Students, who are in doubt as to the appropriate staff member, should seek the advice of the Director of Student Affairs.

Depending on the nature of the concern, students should be able to resolve issues by following the successive phases of review as indicated below. Students who are not satisfied with the results of the informal phase must submit a completed Student Complaint/ Grievance form (found on the website) to the appropriate office to proceed to the next (formal) phase. The final phase of review depends on the policy and or procedure the student has an issue with, or the individual with whom the student has an issue (as described below).

In a situation concerning alleged sexual harassment or discrimination, where steps other than the normal level-to-level ones are required, the Vice President of Student Affairs or the Director of Student Affairs will contact area supervisors immediately. If

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

1. Procedural Steps for Resolving Student Grievances

Concern with an academic policy, regulation and/or procedure:

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

2. Concern about teaching faculty:

- a) Student meets with the faculty member, if feasible (Informal Resolution). If not satisfied, the student should meet with the faculty member's Department Chair to pursue Informal Resolution.
- b) If not satisfied with the decision, the student should submit a completed Student Complaint/Grievance to the Office of Academic Affairs to begin the Formal Resolution process. The Office of Academic Affairs will notify the Dean of the submitted complaint/grievance.
- c) The Dean will meet with the grievant, the respondent and any other parties involved, and render a decision in writing within 10 days of receiving notification of the complaint/grievance. The Dean will forward the decision to the Office of Academic Affairs, which will notify the grievant and the respondent of the decision.
- d) In all academic matters, the decision of the Dean is final.

3. Concern in non-academic areas:

- a) The student meets with the respondent, if feasible, to reach an Informal Resolution.
- b) If not satisfied, the student should submit a completed Student Complaint/Grievance form to the Office of Student Affairs to begin the Formal

Resolution process. The Office of Student Affairs will notify the student, the respondent and the immediate supervisor of the respondent. The immediate supervisor to the respondent will meet with all involved parties, when applicable, and render a decision in writing to the Office of Student Affairs within 10 of receiving the notification. The Office of Student Affairs will notify the student and respondent of the decision.

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

4. Records

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

XIII. ACADEMIC REGULATIONS AND POLICIES

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

A. Changes of Regulations or Course Offerings

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

B. Assignment of Unit of Credit

Each semester will consist of 15-weeks. One (1) unit of credit is assigned for each hour spent in the classroom each week or for each hour of direct faculty didactic instruction (that is, per hour of instruction or student in-class time) each week and a minimum of two (2) hours of out-of-class student work (homework). For courses that include a workshop and/or laboratory time, one (1) unit of credit is assigned per three (3) hours spent in the classroom each week. For experiential education, one (1) unit of credit is assigned per two (2) hours each week of experiences, for a total of two (2) units for 75 hours per semester for IPPE, and six (6) units for each 240-hour, six-week APPE block.

C. Course Numbering System

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

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

D. Course Load

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

XIV. GRADING SYSTEM AND QUALITY POINTS

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

- A = 90 – 100%; 4.0
- B = 80 – 89.9%; 3.0
- C = 70 – 79.9%; 2.0
- D = 60 – 69.9%; 1.0
- F ≤ 60%
- IC = Incomplete; 0
- IP = In Progress; 0
- W = Withdrawal; 0

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

A. Grade Reports

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

XV. REGISTRATION

All students are required to register at the times prescribed in the academic calendar. Official enrollment, which includes the completion of satisfactory financial payments, is required for admission to any class or pharmacy practice experience. Students who register after the prescribed time are subject to a late registration fee.

IMPORTANT: To cancel a registration at any point after the Registrar has entered course selections in the computer, a student must complete a Withdrawal Form. If the appropriate official form is not completed, a grade of F will be assigned if the student does not attend class.

A. Course Changes

Course changes (dropping and/or adding courses) must be done on or before the dates specified in the calendar of the current catalog. For students enrolled in the College of Pharmacy, courses may be dropped or added only during the published drop/add period. To change courses during this period, a student must complete the Add/Drop form and return the completed form to the Registrar. Courses dropped during this time will not appear on a student's grade report or permanent record.

B. Course Limits

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

C. Withdrawal from a Course

A student may withdraw from a didactic class during the add/drop period. For these withdrawals, the course will not be recorded and thus will not be shown on the student's grade report or permanent record. These withdrawals are not used to compute grade point averages. Student's may only withdraw from a course following the drop/add period for extenuating circumstances, such as, but not limited to, medical or family emergencies requiring an extended leave from the program. Please see the section of this catalog that describes the procedure for applying for a Leave of Absence. If a student pursues a course beyond the last day to drop a course, a grade will be recorded for that course (most likely an F) and this grade will be computed in the grade point average for that semester. If an official leave of absence is not completed within the time limits described, a grade of F will be assigned if the student discontinues class attendance and performance. After the last day for withdrawal, a grade of W can be recorded only in cases of illness or extreme circumstances that make it necessary for the student to completely withdraw from school.

D. Withdrawal from an Advanced Pharmacy Practice Experience

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

changed to a grade once all work has been submitted and graded. The change of IC to a grade requires the submission of a Grade Change Form by the Director of Experiential Education to the Registrar. Once the Registrar receives the Grade Change Form the Registrar will update the grade on the student's transcript.

E. Withdrawal from the Program

Withdrawal from CHSU College of Pharmacy occurs when a student officially withdraws from all courses in which he or she is enrolled at any time after the end of the add/drop deadline for a given semester. The effective date of withdrawal is the date the form is received by the Registrar. Grades of W will be awarded for all of a student's courses when he or she officially withdraws before the published deadline. In order to receive grades of W, a student must complete the Withdrawal Form and submit it to the Registrar by the published deadline. A student who withdraws after the deadline must complete the form for official withdrawal, but grades of F will be recorded for his or her classes. In extreme personal circumstances and with appropriate documentation, a student may appeal to have grades of W awarded when officially withdrawing after the deadline.

Non-attendance or ceasing to attend a course(s) does not constitute course or term withdrawal. Failure to officially withdraw will result in academic and financial penalties.

Information on CHSU's refund policies can be found in the "Financial Information" section of this catalog. Please note that a student who is not attending classes at the time of his or her resignation (withdrawal) from the University is required to meet with the Vice President for Student Affairs and Development and the Registrar to officially resign (withdraw).

XVI. ACADEMIC PROGRESSION POLICY

A. Standard of Performance

Each candidate for a Doctor of Pharmacy degree must satisfactorily complete the required courses of the curriculum as listed on pages 56 to 57, totaling 144.5 semester hours. The 144.5 semester hours includes: 1) 98.5 semester hours of didactic courses (including 5 semester hours of on campus elective courses); 2) 10 semester hours of introductory experiential courses; and 3) 36 semester hours of advanced experiential courses (including 12 semester hours of selected advanced experiences). In securing this credit, each candidate must have an average grade of not less than a C (2.0). A student's scholastic standing is determined by calculating his/her grade point average. This average, which is calculated for each semester and for the entire period of the program, is determined as follows: the total number of credit hours for which a grade is received multiplied by the numerical equivalent for that grade. The results are added, and the sum divided by the total number of hours for which grades have been assigned. Should a course be repeated, all grades received in that course are used in the computation of the grade point average.

Final course grades will be calculated from the results of a number of activities and examinations assigned and conducted throughout each course. Activities will include, but are not necessarily limited to, application exercises, oral presentations, written assignments, poster presentations, creation of pamphlets or brochures, developing SOAP notes, and physical assessment. In addition, several examinations will be administered periodically throughout each semester for each course. These examinations will include quizzes, referred to as Readiness Assurance Tests, and longer examinations, referred to as midterms. A final examination will be given at the end of each course which may or may not be comprehensive over the material presented during the course as determined by the course director. Final examinations will be weighted equally with midterm examinations. Although questions asked on examinations will be linked to learning outcomes for the purpose of monitoring student achievement of these outcomes, it will not be necessary to reach a minimum passing percentage for progression through the program. Instead, the results obtained from linking learning outcomes to questions will be used for identifying individual student strengths and weaknesses for improvement and preparation for board examinations. In addition, milestone examinations will be used to assess student achievement of learning. These results will again be used for monitoring student achievement of learning outcomes. Students will not need to achieve a minimum percentage on the milestone examinations to progress through the program.

A final course 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 at least a grade of C and maintain a minimum cumulative grade point average (GPA) of 2.0. A student who receives a final grade of one (1) or two (2) F's in a single semester will automatically be placed on **Academic Suspension**, and will not be allowed to progress to any courses until the failed courses are satisfactorily completed. When repeating courses without progressing, a student must take a leave of absence for one semester before returning to the program to repeat the failed courses. If the student does not satisfactorily complete any previously failed course by receiving a second F or receiving a D will be dismissed from the program. A student who receives one (1) D in a single semester may choose to remediate the course as described below or repeat the course the next time it is offered. However, the student must be aware that the program must be completed within five (5) years of the first day of class for each student or be dismissed from the program. A student who receives two (2) D's in a single semester, a student who fails to successfully remediate a course or a student who chooses to remediate a course by repeating the course will automatically be placed on **Academic Probation**. These students must retake the course or courses the next time they are offered. The student may progress to those courses that do not require the unsuccessfully completed courses as a prerequisite. A grade of D in a repeated course will result in dismissal from the program. A student who has a cumulative combination of three D's or F's will be dismissed from the program.

B. Final Course Grade Appeal

A student can file an appeal if he/she disagrees with a final course grade. The student must initiate a formal grade appeal process using the **Course Grade Appeal** form and submit this form to the course director within ten (10) business days of online grade posting. The grade appeal

form is located on the school's web site. The course director will respond to the student in writing using the submitted **Course Grade Appeal** form within ten (10) business days.

If the appeal is not resolved to the student's satisfaction, he/she can submit the appeal form to the Department Chair within two (2) days of receiving the decision of the course director. The Department Chair will return a decision to the student using the appeal form within ten (10) business days of receipt of the formal appeal. If this does not resolve the disagreement over the final course grade the student has two (2) business days to submit the appeal to the Academic Performance and Standards Committee. If the course director is the Department Chair, the student can appeal the decision made by the course director directly to the Academic Performance and Standards Committee. The Academic Performance and Standards Committee will respond to the student using the appeal form within ten (10) business days of receipt of the formal appeal.

If the Academic Performance and Standards Committee cannot resolve the appeal to the student's satisfaction the student has two (2) business days to submit the appeal form to the Associate Dean for Academic Affairs and Assessment. The Associate Dean for Academic Affairs and Assessment will make the final decision as to whether the appeal will be upheld or not and will notify the student, course director, department chair and the Academic Performance and Standards Committee in writing within ten (10) business days of receipt of the formal appeal.

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

C. Academic Alert Status

The Academic Alert system is under the direction of the Associate Dean for Academic Affairs and Assessment. Academic alert is a referral system through which faculty identify students who are having academic difficulty.

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

D. Formal Academic Advising

1. When an instructor finds that a student has earned a score of less than 75% on the individual component of the course, the course director must issue an Academic Alert to the student no later than the following day of instruction in that course. A notice of academic alert should be sent via email to the student and to the Associate Dean for

Academic Affairs and Assessment. Whenever possible, notice should also be given to a student in person.

2. Within 72 hours (3 business days) of receiving an academic alert, the student is required to make an appointment with the course director. At this appointment the course director and the student will develop a remediation plan.
 - a. Remediation plans should include suggestions and strategies to improve the student's performance. Examples: individual meetings with instructor, tutoring services, time management and/or study skills.
3. Upon receipt of the Academic Alert Notification Form, the office of the Associate Dean of Academic Affairs shall arrange a follow-up meeting with the student and the Associate Dean within 5 business days. The Associate Dean shall ensure that the remediation plan designed by the course director/faculty member and the student is implemented and completed.
 - a. If the remediation plan calls for a tutor, the Office of Student Affairs, working with the Office of Academic Affairs, will identify an appropriate tutor to meet and work with the struggling student.
4. The Office of the Associate Dean will notify the student's faculty advisor of the Academic Alert so that additional monitoring of student progress can occur. The faculty advisor should arrange additional meetings with the student to discuss any problems that the student may be having with particular topics until such time as the Academic Alert status is removed.
5. If during the course of the Academic Alert process, a student fails to respond to meeting requests or comply with the Remediation Plan, it is the responsibility of the Faculty Advisor and/or Course Director to notify the Associate Dean.

E. Academic Alert Status Removal

A student will be removed from Academic Alert status when his or her score on the individual component in the course increases to greater than 75%.

It is the responsibility of the course director/faculty to monitor the student's performance and notify the student and Associate Dean when an Academic Alert is removed. The Office of the Associate Dean will notify the student's faculty advisor.

A student on academic alert who does not raise his or her score to be removed from Academic Alert by the end of the semester will be placed on academic probation.

F. Remediation

A student who receives one or two D's in a single semester will be placed on **Academic Probation** and must remediate the course(s) the following summer. The student may progress to courses that do not require the unsuccessfully completed course as a prerequisite. A grade of D in a repeated course will result in dismissal from the program. A student who makes an F in a course must retake the course the next time it is offered or take an approved on-line course. A student

who makes a combined total of three D's and F's during the program will be automatically dismissed, regardless of successful remediation or retaking a course.

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

G. Academic Probation

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

H. Academic Suspension

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

I. Dismissal

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

1. fails to meet the requirements described as requirements for academic progression;
2. failure to meet any terms of **Remediation, Probation, or Academic Suspension** as established by the Academic Performance and Standards Committee;
3. engages in conduct subject to dismissal as described in the Academic Honesty: Honor Code section of the General Catalog;
4. foregoes an academic semester without obtaining an approved **Leave of Absence**;
5. fails to complete the degree requirements in five consecutive academic years from the date of the first day the student begins the program. (The requirement for completing the

program in five consecutive years may be waived for emergency situations such as prolonged illness, or for the fulfillment of military obligation.)

J. Appeal

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

K. Attendance

Students are expected to attend all class sessions as Team-based learning requires regular class attendance for successful performance of both the team and the individual student. It is recognized, however, that emergency situations arise that will cause a student to occasionally miss a class. Therefore, students can drop the lowest RAT scores (and the associated BAT) for a semester equal to the number of times the class meets each week up to a total of three drops. Although there is no need for the student to request approval for an Excused Absence for these missed class periods it is expected that the student will still complete and submit an **Excused Absence Request Form**, and will notify the course director that they will be or were absent. It is considered professional courtesy for students who know they will miss class or be tardy to contact the course director ahead of the scheduled class period. A student is required to submit an **Excused Absence Request** to receive approval for makeup of missed assignments for absences that extend beyond the allowed number. Students who miss or will miss more than one week, either consecutive or cumulative, of class must meet with the Associate Dean for Academic Affairs and Assessment to discuss the absences, submit an **Excused Absence Request** form and develop a plan, working with the course director, for making up the missed assignments from the missed classes.

Students must submit an **Excused Absence Request Form** to the Associate Dean of Academic Affairs and Assessment for approval of planned absences. Planned absences include missing class due to attendance at a professional meeting, even if the student will miss only one day. Student attendance at professional meetings is encouraged as this experience is beneficial to their development as professional health care providers. It is recognized, however, that student involvement in these meetings may interfere with their pursuit of academic excellence. Therefore, students wishing to attend a professional meeting must obtain written approval at least two weeks (14 days) prior to the meeting from the Associate Dean of Academic Affairs and Assessment who will notify the coordinators of the courses that the student will miss. An **Excused Absence Request Form** must be completed and submitted to the Associate Dean of Academic Affairs and Assessment for approval of the excused absence. The Associate Dean for Academic Affairs and Assessment will ensure that the student is in good standing prior to approving the excused absence by making sure that the student is not on **Academic Probation** and does not presently have an Academic Alert. The Associate Dean of Academic Affairs and Assessment will then notify the course director(s) of the approved excused absence. The course director(s) will

determine if a student's absence results in the need to make-up missed assignments or for the completion of additional/supplemental work in order to satisfy course requirements. Thus only students in good academic standing will receive approval to attend professional meetings. Students must obtain approval from the Associate Dean for Academic Affairs and Assessment to attend the meeting at least two weeks (14 days) prior to the meeting. The Associate Dean for Academic Affairs and Assessment will notify the appropriate course directors that the student will miss their class and that a plan for the student to make-up missed assignments must be developed.

L. Leave of Absence

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

M. Class Auditing Regulations

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

N. Application for Graduation

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

1. Degree Requirements

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

- a) complete the Doctor of Pharmacy curriculum (totaling 144.5 semester hours) as listed on pages 53 to 55 with a passing grade in each course and at least a 2.0 cumulative grade point average;
- b) complete thirty-six months of residence in an accredited school of pharmacy, the final eighteen months of which must be completed at the CHSU College of Pharmacy;
- c) be recommended for graduation by the faculty of the CHSU College of Pharmacy;
- d) fulfill all financial obligations to the University;
- e) attend the graduation ceremony.

2. Awarding of Degrees

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

XVII. FINANCIAL INFORMATION

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

A. Tuition and Fees

Please note that these tuition rates and miscellaneous fees are for the 2015-2016 academic year and are subject to change without prior notice.

1. Annual Tuition and Fees

Tuition:	\$42,630.00	Prorated refund based on date of withdrawal from program
Enrollment Confirmation Fee:	\$250.00	Non-refundable (applied to tuition)
Student Services Fee:	\$100.00	Refundable
Student Association Fee:	\$100.00	Refundable
Immunization Certification Fee:	\$95.00	Refundable (One-time Fee)
CPR Training:	\$90.00	Refundable (Two-time Fee)

Total Estimated Institutional cost* Year 1: \$43,015

Total Estimated Institutional cost* Year 2: \$42,830; Year 3: \$42,920; Year 4: \$42,830

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

2. Charges Paid to Other Entities

Books and Supplies (Annual Estimate)	\$500.00
Room and Board (9 month Estimate)	\$15,000.00

Health Insurance Fee** (Annual Estimate)	\$2,350.00
Laptop Fee (Optional, One-time fee)	\$500.00
Criminal Background Check and Drug Screening (One- time fee)	\$44.00
Fingerprinting (One-time fee)	\$35.00
California Board of Pharmacy Internship License (One-time fee)	\$115.00
Stethoscope (One-time Fee)	\$26.00
<u>Total Estimated Non-Institutional cost* Year 1:</u>	\$18,570.00

Total Estimated Non-Institutional cost* Year 2: \$17,850; Year 3: \$17,850; Year 4: \$17,850

Total Estimated Cost of Attendance* Year 1: \$61,585; Year 2: \$60,680; Year 3: \$60,770; Year 4: \$60,680

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

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

3. Miscellaneous Fees

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

B. Payment of Tuition and Fees

All tuition and fees for a semester are due and payable one month prior to the first official day of class. A fee of \$50 will be charged for late payment. If a student is registered for a particular semester but elects not to attend, the student must officially notify the Registrar in writing. Non-attendance does not cancel charges, and the student will be held financially accountable for all classes for which he or she is registered. PLEASE NOTE: If payment arrangements have not been made by the end of the drop/add period, the student's registration is subject to cancellation. The University reserves the right to deny access to, or use of, University facilities to any student with an outstanding balance. Payment of tuition and fees is the responsibility of the student, regardless of sponsorship by his or her employer.

C. Method of Payment

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

D. Contractual Obligations

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

E. Student Health Insurance

All students are required to carry health insurance while enrolled at CHSU. Each semester, an insurance premium is assessed at the time of registration. Those who do not wish to purchase the school policy must provide proof of insurance by completing and signing an Insurance Waiver. This will remove the charge from the student's account. If the waiver is not entered each semester by the published deadline, the student will be held responsible for payment of the non-refundable insurance premium.

F. Debts

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

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

G. Student Rights Under the Student Tuition Recovery Fund (STRF)

The Student Tuition Recovery Fund (STRF) was established by the Legislature to protect any California resident who attends a private postsecondary institution from losing money if the student prepaid tuition and suffered a financial loss as a result of the school closing, failing to live up to its enrollment agreement, or refusing to pay a court judgment.

You are not eligible for protection from the STRF if:

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

"The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or

are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

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

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

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

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

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

H. Tuition Refund

1. Refund Policy

A student who formally withdraws from CHSU prior to the completion of 60 percent of the semester is entitled to a pro-rated refund of tuition and fee charges as described in California Education Code 94920. A student who withdraws after completion of 60 percent of the semester, that is, after the completion of week 9, is not entitled to any refund. A student who withdraws from the program prior to the end of the first week of class is entitled to a refund of 100% of

tuition and fees, minus the enrollment confirmation fee. The following formula can be used to calculate the refund:

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

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

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

A calculation for the return of funds will be completed within 30 days of attendance at the school, or a calculation for the return of funds will be completed within 30 days of the school's determination that a student has ceased attendance without proper notification. Any financial assistance disbursements, which must be returned to their original source of funding, will then become immediately due and payable by the student to the University.

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

- a) CHSU institutionally-funded loans
 - a. CHSU institutionally-funded grants/scholarships
- b) CHSU endowment-funded-loans
 - a. CHSU endowment-funded grants/scholarships
- c) Student/parent payments

2. Overpayment

All payments made by or on behalf of a student shall be receipted to his or her account. In the event of an overpayment, it is not necessary for the student to request a refund. Refundable credit balances are processed on a regular basis by the Office of Financial Aid.

XVIII. HONORS

A. Dean's List

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

B. Graduation with Honors

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

XIX. DOCTOR OF PHARMACY DEGREE PROGRAM

A. Program Description

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

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

B. Profile of the Graduate

The PharmD graduate of the California Health Sciences University College of Pharmacy will be able to:

1. Provide effective patient-centered care in multidisciplinary settings to a culturally diverse population.
2. Demonstrate foundational knowledge in biomedical, pharmaceutical, social, behavioral, administrative and clinical sciences.
3. Provide medication therapy management for optimal outcomes and to ensure patient safety.
4. Evaluate biomedical literature to make evidence based clinical decisions and recommendations.
5. Solve problems and think critically.
6. Effectively counsel patients while addressing health literacy.
7. Educate the public and health care professionals.
8. Contribute to the elimination of health disparities to benefit individual patients and society.
9. Effectively manage human, financial, material and informational resources.
10. Adhere to laws and guidelines regulating the practice of pharmacy.

11. Adhere to professional and ethical standards of conduct.
12. Actively participate in professional organizations and advance the profession of pharmacy and its contributions to society.
13. Proactively address changes in the health care delivery system.
14. Pursue life-long professional development.

XX. ADMISSIONS

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

Applicants for admission will be evaluated on an individual basis by the Admissions Committee. Candidates must meet all prerequisites prior to matriculating into the program. The Associate Dean for Academic Affairs and Assessment will determine if specific courses taken by an applicant are equivalent to a prerequisite and whether the course can be substituted for a prerequisite. At least one member of the Admissions Committee will review and evaluate a completed admissions packet to determine whether the applicant will be offered an interview. Interviews will be conducted on campus. Each applicant will be interviewed by a team of two individuals (at least one of which will be a faculty member and the second a faculty member, preceptor or staff member) who will ask the applicant to share their experiences and interest in pharmacy. The interview day will include a team-based learning exercise. The interview process will assess oral and written communication skills, maturity, dedication and motivation, and an assessment of the applicant's ability to complete the program successfully and advance in the field of pharmacy as a contributing member of a patient care team. Since English is the language of instruction the interview will assess whether applicants are proficient enough in the English language to successfully complete the program and communicate with patients and other health care professionals. The Admissions Committee will require an applicant whose first language is not English and who is otherwise qualified for admission to submit scores from the Test of English as a Foreign Language (TOEFL iBT) should there be a question regarding his or her English proficiency. The minimum acceptable score on the TOEFL iBT is 92 out of 120 with a minimum of 23 on the Speaking section.

Applicants may apply for early admittance as CHSU College of Pharmacy participates in the "Early Decision" (ED) program offered through PharmCAS. The ED program is a binding option for applicants who have decided that a particular pharmacy degree program is their first choice and

that they will enroll if accepted. As an ED applicant, you can apply to only one pharmacy degree program. The ED application deadline is September 2, 2014. In addition to completing the PharmCAS application, the applicant must ensure that PharmCAS receives all official transcripts and fees by September 2, 2014. If the application, transcripts, or fees arrive after the deadline date of September 2, 2014, PharmCAS will automatically change the applicant status from early decision status to regular status.

Applicants applying for admittance through the ED program must participate in the same interview process as applicants going through the regular process. Following the interview, applicants to the ED process will be placed in one of three categories: 1) offered early admission; 2) denied admission; or 3) deferred to regular applicant status. If offered admission, the ED applicant is obligated to accept the offer and will not be permitted to apply to other institutions participating in PharmCAS. If, however, the applicant is denied admission, the applicant may apply to other PharmCAS institutions for an additional fee. Please consult the PharmCAS application fee schedule to determine the cost to apply to each additional program. CHSU College of Pharmacy will make admission decisions on early decision applicants by October 10, 2014.

A. Admissions Requirements

Since CHSU does not have any articulation or transfer agreements with any undergraduate institution for accelerated admission into the Doctor of Pharmacy Program, each applicant must have earned a bachelor's degree (BS or BA) at an accredited college or university in the United States. Consideration for admission to the CHSU four-year pharmacy program requires each applicant to have earned: 1) an overall GPA of 2.7; 2) a GPA of at least 2.7 in the prerequisite courses; and 3) a letter grade of C or higher for each of the prerequisite courses. Grades for all coursework attempted are included in the calculation for overall grade point average (GPA) at the time of application to the program. Students who meet or exceed these requirements may be invited for a personal interview. The specific pre-pharmacy prerequisite course requirements are:

- General Chemistry with Labs (2 semesters or 3 quarters)
- Organic Chemistry with Labs (2 semesters or 3 quarters)
- General Biology (2 semesters or 3 quarters)
- Biochemistry or Molecular Biology
- Physiology (1 semester or two quarters)
- Anatomy (1 semester or two quarters)
- Psychology (1 semester or quarter)
- Economics (Micro or Macro) (1 semester or quarter)
- Calculus (1 semester or quarter)
- Public Speaking (1 semester or quarter)

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

These admission requirements and standards are designed to ensure scholastic success in the professional PharmD curriculum. Selecting a candidate for the future practice of pharmacy

involves many important factors, including academic background, evaluation forms, pharmacy and other health care experiences, and evidence of leadership. Applicants judged to be qualified after evaluation of these criteria are invited for the on-campus personal interview. The Admissions Committee reviews each applicant's entire record and interview results to determine which applicant's will be accepted to the program. Therefore, acceptance to the program is competitive and selective.

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

Students will receive provisional acceptance to the program pending the satisfactory completion of prerequisite courses in progress at the time of the interview or to be completed prior to the first day of class, and the results of a criminal background check and drug screening. Completion of any outstanding prerequisite courses must be verified before accepted students will be allowed to participate in new student orientation or in classes. Provisionally accepted students will be responsible for payment of fees associated with the criminal background check and drug screening (approximately \$100). Provisionally accepted students will be notified and provided the information needed to contact Certiphi Screening Incorporated through a web address for completion of the form for the background check. Certiphi, once completed, will simultaneously release the background check and drug screening results to CHSU and the applicant. The applicant will have the opportunity to appeal any information from the background check they feel is incorrect. Provisional acceptance to the program will become final once the Office of Admissions verifies that all required information has been received and that the outcome of the background check is satisfactory.

B. Credit for Experiential Learning

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

C. Application Procedure

Applicants will need to submit an application through PharmCAS at www.pharmcas.org and include transcripts from each college previously attended and a minimum of three letters of reference. The application review process starts when PharmCAS has verified all of the required application information. Qualified candidates will be invited to submit an online Supplemental Application. Upon receiving the completed Supplemental Application, the candidate's packet will be reviewed by the Office of Admissions for consideration for an on-campus interview. Interviews are by invitation only; not all applicants will be invited for an interview. All interview invitations and information will be communicated via e-mail. The CHSU College of Pharmacy uses a rolling admissions process to select the successful applicants. Therefore, admission decisions will be ongoing throughout the application and interview time frame. Applicants accepted into the program must confirm their acceptance of the offer by submitting the enrollment confirmation fee of \$250 to the Office of Admissions within three weeks of the date posted on the acceptance notification. The enrollment confirmation fee holds a seat for the applicant in the class as long as the applicant also meets all other admissions obligations and criteria. The enrollment confirmation fee is non-refundable but will be applied toward the first semester's tuition.

D. Transfer Students

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

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

XXI. PROGRAM ACADEMIC AND TECHNICAL STANDARDS

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

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

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

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

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

Observation

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

Communication

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

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

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

Sensory and Motor Coordination and Function

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

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

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

Intellectual, Conceptual, Integrative, and Quantitative Abilities

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

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

Behavioral and Social Attributes

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

Ethical Values

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

XXII. STUDENT RECORDS

Student records are kept in the Office of the Registrar, which will be open from 8:00 a.m. to 4:00 p.m. Monday through Friday. The Office of the Registrar is organized around the Professional Practices and Ethical Standards adopted by the American Association of Collegiate Registrars and Admissions Officers (AACRO). The Manager of Records (the Registrar) is under the Vice President for Academic Affairs and is responsible for the maintenance, organization, storage, security and

safekeeping of records including permanent student record files and academic transcripts, class registration, as well as certification of student status. Student records will be maintained by the Registrar for five years and all student transcript records will be retained permanently.

A. Confidential Nature of Student Records

Student educational records, except as herein set forth in this policy statement, shall be kept confidential, with respect to requests made by all persons other than appropriate school officials, as determined by the President or other executive level officers of the College or parents of a dependent student, as defined for income tax deduction purposes in Section 152 of the U.S. Internal Revenue Code.

B. Custodian of Records

The custodian of records will be the Registrar located on the college campus at 120 N. Clovis Ave., Clovis, CA 93612.

C. Documents Maintained for Each Student

A file is maintained by CHSU College of Pharmacy for each student who enrolls in the program whether or not the student completes the program. CHSU maintains the following pertinent student records:

- a) The name, address, e-mail address, and telephone number of each student who is enrolled; therefore it is vitally important that students update their information with the Registrar as soon as possible following a change;
- b) Written records, including letters of recommendations, and transcripts of any formal education, testing, or experience that are relevant to an applicant's qualifications for admission or award if credit or acceptance of transfer credits including:
 - a. Records documenting units of credit earned at other institutions that have been accepted as transfer credits towards the student's completion of the pharmacy program;
- c) Personal information regarding a student's age, gender, ethnicity and other information asked by the college used for accreditation purposes and for determining potential predictors of success in the program provided this information has been voluntarily supplied by the student;
- d) Copies of all documents signed by the student, including contracts, instruments of indebtedness, and documents relating to financial assistance;
- e) Records of the dates of enrollment and, if applicable, date of withdrawal from CHSU College of Pharmacy, leaves of absence, and graduation;
- f) Copy of the PharmD degree awarded;
- g) A transcript showing:
 - a. Courses that were complete, or were attempted but not completed for each semester, and the dates of completion or withdrawal from a course;
 - b. Grades earned each semester;
 - c. Credit for courses earned at other institutions;
 - d. The name, address, website address, and telephone number of CHUS College of Pharmacy;

- h) For independent study courses (taken as an elective), course outlines and learning contracts signed by the faculty and administrators who approved the course;
- i) Copies of student work products including the portfolio developed by the student;
- j) A copy of documents relating to student financial assistance that are required to be maintained by law or by a loan guarantee agency;
- k) A copy of documents showing the total amount of money received from or on behalf of the student and the date or dates on which the money was received;
- l) A document specifying the amount of a refund, including the amount for tuition and the amount for other itemized charges, the method of calculating the refund, the date the refund was made, and the name and address of the person or entity to which the refund was sent;
- m) Copies of any official advisory notices or warnings regarding a student's progress;
- n) Complaints received from a student;
- o) Copies of all letters indicating college action including probation, disciplinary action, or dismissal.

In addition to the records kept in the records office, faculty will electronically maintain grade books for each course taught and will deposit these in the records office on a yearly basis.

D. Retention of Student Records

Admissions applications of all individuals who enroll will be maintained for ten years after date of graduation, or the end of the semester and year of last attendance.

Applications of students not admitted shall be maintained for a period of five years.

College transcripts and facsimiles of degrees awarded shall be permanently maintained.

Records of student financial indebtedness to the University shall be maintained for fifty years.

Instructors will submit their course grades to the registrar's office at the end of every semester and these shall be maintained for a period of five years after the student graduates or is dismissed, or withdraws from the program.

Disciplinary records of students involving sanctions less than expulsion or indefinite suspension shall be maintained in the Office of the Registrar for a period of five years following graduation or the end of the semester during which a student was dismissed or withdrew from the program. Records of students who have been suspended indefinitely, whether for academic, health, or disciplinary reasons, shall be maintained for a period of five years.

Records of convictions of students who are convicted in civil courts of: (1) misdemeanors involving moral turpitude; and (2) all felonies may be retained by the Office of Student Affairs for a period of five and seven years respectively, following such convictions.

E. Requests for Judicial Process

When any subpoena or other judicial order is issued requesting information about a student, the administrative officer receiving the order or subpoena shall immediately contact the CHSU Counsel.

F. Release of Information to Investigators

When written consent has been received by the College from a student who is the subject of a governmental or employment investigation, information requested by such investigator from records of such students may be released through authorized staff personnel of the College within whose offices such records are maintained upon proper identification of the investigator. Investigators must adequately identify themselves through the display of credentials, indicate the agency they represent and demonstrate a satisfactory basis for their request. Information in student records not yet released will be withheld if a student notifies the Registrar in writing in a timely manner that he or she has withdrawn his or her prior consent. Student consent forms with reference to the student's educational records must be filed with the Registrar who will in turn notify appropriate offices of the College that such consent has been given. In the event that a student withdraws such consent the Registrar will direct these offices to discontinue the release of such information.

The privacy of all records may be broken at a time of emergency defined in terms of the following considerations:

- The seriousness of the threat to health or safety;
- The need for access to the record in meeting the emergency;
- Whether the person requesting the records is in a position to deal with the emergency;
- The extent to which time is of the essence in dealing with the emergency.

G. Destruction of Records

All records scheduled to be destroyed must be destroyed confidentially. Paper copies or originals of student records eligible and scheduled for disposal must not be placed in ordinary office trash receptacles nor placed in re-cycle containers. These records must be kept secure until destruction occurs through the process of shredding of the documents. If the records are also being stored in electronic storage medium, special steps must be taken to ensure that records disposal/destruction has taken place.

H. Faculty Review of Student Academic Record

Individual faculty members may review academic records of their students with the students' consent, except that such consent shall not be necessary for faculty members who serve as advisers and other administrative officers or counselors of the College in the discharge of their official functions.

I. Removal of Records from Custodial Office (Office of the Registrar)

Except, as required, in cases involving litigation, a student's permanent academic records may not be removed from the Office of the Registrar. Copies of the content of such records may be

made available to administrative staff officials in conducting official business involving such records.

J. Security of non-current Records

Records will be stored electronically on mirrored hard drives and will be backed up nightly on tape to make certain a current copy is always accessible. Paper copies of student records more than five years old will be archived in digital format. One copy will be stored in a fireproof cabinet in the records office for immediate access. The second copy will be stored in a secure off-site location.

XXIII. CURRICULUM

A. Learning Outcomes

1. Institutional Learning Outcomes:

- a) Excellent critical thinking skills
- b) Effective written and verbal communication skills
- c) Exemplary professional behavior

2. Extracurricular Learning Outcomes:

- d) Community engagement
- e) Professional engagement

3. College of Pharmacy Program Learning Outcomes:

Graduates from the California Health Sciences University College of Pharmacy will be able to demonstrate the ability and skills needed to:

- a) Provide primary patient care in collaboration with other health care professionals.
- b) Improve patient care outcomes.
- c) Formulate evidence-based pharmacotherapy consultations.
- d) Manage pharmacy and other health care resources.
- e) Initiate strategies for promoting health, wellness, and disease prevention.
- f) Exhibit a caring pharmacist-patient relationship
- g) Continue to engage in self-directed learning.

XXIV. SCHEDULE OF COURSES

First Year

Semester 1

	Credits
PHR 510 Calculations Lab	0.5
PHR 511 Biochemistry	4
PHR 521 Medicinal Chemistry	5

PHR 522 Pharmaceutics	5
PHR 541 Patient Self Care	4
Total Credits	18.5

Semester 2

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

Second Year

Semester 3

PHR 632 Pharmacology II	5
PHR 643 Evidence-Based Medicine	3
PHR 644 Patient Care I	8
PHR 661 Introductory Pharmacy Practice Experience I	2
Total Credits	18

Semester 4

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

Third Year

Semester 5

PHR 751 Health Care System	3
PHR 734 Pharmacology IV	3
PHR 746 Patient Care III	8
PHR 781 Electives	2
PHR 763 Introductory Pharmacy Practice Experience III	2
Total Credits	18

Semester 6

PHR 752 Pharmacy Law	4
PHR 753 Pharmacy Management	4
PHR 747 Patient Care IV	8
PHR 764 Introductory Pharmacy Practice Experience IV	2
Total Credits	18

Fourth Year

Semesters 7 and 8

PHR 871 Inpatient/Acute Care Medicine	6
PHR 872 Hospital or Health System Pharmacy	6
PHR 873 Ambulatory Care	6
PHR 874 Community Pharmacy	6
PHR 875 Selected APPE	6
PHR 876 Selected APPE	6
Total Credits	36

XXV. COURSE DESCRIPTIONS

A. Required Didactic Courses

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

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

1. Biomedical Sciences

PHR 510: Calculations Lab

0.5 credit hour

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

PHR 511: Biochemistry

4 credit hours

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

PHR 512: Immunology**3 credit hours**

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

PHR 513 Biostatistics**3 credit hours**

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

2. Pharmaceutical Sciences**PHR 521: Medicinal Chemistry****5 credit hours**

This course will discuss the physiochemical principles important for the design, synthesis and characterization of biologically active molecules. These concepts will be used to explain structure-activity relationships and mode of action of medications, including how these medications affect molecular processes and an introduction to pharmacology.

PHR 522: Pharmaceutics**5 credit hours**

This course will discuss the physiochemical principles important for the formulation, preparation, stability, and performance of pharmaceutical dosage forms of drug products. This course will also introduce students to the calculations used in the formulation of medicinal preparations.

PHR 523: Pharmacokinetics**5 credit hours**

This course introduces students to pharmacokinetic concepts and principles. It introduces the principles of bioavailability, volume of distribution, clearance, elimination rate constant, and half-life, and will include drug dosing techniques in various clinical situations. Prerequisite: PHR 510, 522.

3. Medical Sciences**PHR 531: Pharmacology I****5 credit hours**

This course introduces students to the central and peripheral nervous systems, in particular the autonomic nervous system. Students will also be introduced to the pathophysiology and pharmacological treatments of renal and pulmonary disorders. Sites of intervention by medications and their side effects will be emphasized in the treatment of renal disorders (such as acute and chronic renal failure, nephrolithiasis, and nephrotic and nephritic syndromes), obstructive and restrictive pulmonary disorders, and urological disorders (such as urinary hesitancy and incontinence, benign prostatic hyperplasia). Prerequisites: PHR 521, 541.

PHR 632: Pharmacology II**5 credit hours**

This course introduces students to the pathophysiology and pharmacological treatments of cardiovascular and endocrine disorders. Sites of intervention by medications and their side effects will be emphasized in the treatment of hypertension, arrhythmias, stroke, dyslipidemia, diabetes, thyroid disorders, and disorders of the adrenal and pituitary glands. Prerequisite: PHR 523, PHR 531.

PHR 633: Pharmacology III**5 credit hours**

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

PHR 734: Pharmacology IV**3 credit hours**

This course will introduce students to the mechanism of action and side effects of antimicrobial and chemotherapeutic agents. This course will also introduce students to the pathophysiology and pharmacological treatments of gastrointestinal disorders such as acid disorders, inflammatory bowel disease, irritable bowel syndrome, diarrhea and constipation. Prerequisites: PHR 531.

4. Clinical Sciences**PHR 541: Patient Self Care****4 credit hours**

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

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

This course will engage students in simulations designed to introduce them to self-care patient counseling, dispensing medications, compounding prescriptions, preparing IV admixtures using aseptic techniques, patient assessment, and medication therapy management. Prerequisites: PHR 541.

PHR 643 Evidence-Based Medicine**3 credit hours**

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

PHR 644: Patient Care I

8 credit hours

This course introduces students to the pharmacotherapy of renal, pulmonary and urological disorders. Clinical evaluation and assessment of patients will be emphasized in this course which will complement the development of treatment plans for patients based on their existing health status. Dosage forms, routes of administration, adverse effects, pharmacokinetics, and potential drug interactions and medication safety of the medications used in the treatment of the disorders will be emphasized. Prerequisites: PHR 531.

PHR 645: Patient Care II

8 credit hours

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

PHR 746: Patient Care III

8 credit hours

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

PHR 747: Patient Care IV

8 credit hours

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

5. Administrative Sciences

PHR 751: Health Care System

3 credit hours

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

to influence policies that promote safe, effective, and accessible drug therapy and provide patient-centered pharmacy care will be discussed.

PHR 752: Pharmacy Law

4 credit hours

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

PHR 753: Pharmacy Management

4 credit hours

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

6. Introductory Pharmacy Practice Experiences (IPPEs)

PHR 662, 663, 764 & 765: IPPEs I-V

2 credit hours each

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

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

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

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

7. Advance Pharmacy Practice Experiences (APPEs)

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

PHR 871, 872, 873, 874, 875 & 876: APPEs I-IV

6 Credit hours each

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

1. all of the above IPPE activities;
2. obtaining and interpreting patient information, including appropriate cultural, social, educational, economic, and other patient-specific factors affecting self-care behaviors, medication use and adherence to determine the presence of a disease, medical condition, or drug-related problem(s);
3. obtaining medication history from a patient including drug allergies, a description of allergic reactions, drugs being taken, doses being used, over-the-counter medications being taken, and herbal/natural products being used;
4. gathering the information necessary to evaluate a patient's drug therapy;
5. identifying and prioritizing a patient's drug-related problems;
6. citing the spectrum and indications for commonly used antibiotics;
7. listing and describing the mechanisms by which common drug interactions occur;
8. identifying target drug concentrations for Narrow Therapeutic index drugs;
9. assessing the risks associated with identified drug related problems;
10. applying mathematical principles (e.g., accurately performing dose calculations, kinetics) in pharmacy practice;
11. providing accurate written and verbal responses to drug information requests;
12. using effective written, visual, verbal, and nonverbal communication skills to counsel and educate a patient or caregiver regarding appropriate medication use;

13. demonstrating and describing proper administration techniques for various drug delivery systems (e.g., inhalers, eye drops, etc.);
14. collecting accurate and comprehensive drug information from appropriate sources to make informed, evidence-based, patient-specific or population-based decisions and to develop medication treatment plans;
15. collecting, summarizing, analyzing and applying information from the biomedical literature to patient-specific or population-based health needs;
16. demonstrating utilization of drug information resources;
17. communicating and defending alternative therapeutic medication treatment strategies to the prescriber or other health care professionals to correct or prevent drug-related problems;
18. collecting and interpreting drug information from biomedical literature or drug information resources to make informed, evidence-based decisions regarding medication treatment plans;
19. using effective written, visual, verbal, and nonverbal communication skills to accurately respond to drug information questions.

Prerequisites: Satisfactory completion of all didactic courses and IPPEs.

XXVI. UNIVERSITY FACILITIES

CHSU College of Pharmacy occupies a 32,000 square foot building located at 120 North Clovis Avenue in Clovis, CA. This facility includes two 2,200 square foot classrooms which are large enough to accommodate 84 students using an active learning paradigm. A 1,168 square foot library and learning resource center equipped with computers, printers and copiers is available to the students for study and conducting searches of primary and secondary literature for class and research projects. The librarian's office is included in the library and learning resource center space which allows the librarian to be readily accessible to students requiring assistance. A 1,330 square foot student lounge is available to students to use as a place to meet for lunch and preparation of food for special occasions sponsored by student clubs and groups. This building also houses 24 faculty offices, as well as offices for the President, Dean, Associate Dean for Academic Affairs and Assessment, Vice President for Student Affairs and Development, Director of Experiential Education, Director of Student Affairs, Director of Admissions, Director of Financial Aid and Registrar, Director of Information Technology and the Chairs of the two academic departments. These officers are situated in the building so as to be accessible to students during office hours or by appointment.

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

The campus includes a 2,686 square foot pharmacy practice laboratory learning center including a clinic consisting of five examination rooms equipped with examination table, blood pressure cuffs, oto/ophthalmoscopes, peak flow meters, glucose monitors and additional instruments. This

laboratory also contains a designated area for the counseling of patients. The pharmacy practice laboratory learning center will give students the opportunity to learn and become comfortable with patient assessment techniques. The pharmacy practice lab also contains three air flow hoods in which students can learn aseptic techniques required for preparing parenteral solutions. In addition, the pharmacy practice lab contains equipment for compounding including mortar and pharmacy balances.

XXVII. LIBRARY/LEARNING RESOURCES

A. Library Facilities

The California Health Sciences University College of Pharmacy Library and Learning Resource Center is available for students, faculty, staff, preceptors, and local pharmacists. The library space has areas devoted to the following resources:

1. Library Facility and Collection;
2. Library Computer System;
3. CHSU Electronic Library;
4. Computer Lab;
5. Classroom Resources;
6. Interlibrary Loan Program;
7. Study.

The library is open to students from 8:00 a.m. until 9:30 p.m., Monday through Friday and 1:00 pm until 5:00 pm on Saturdays. Librarian coverage is available Monday through Friday, 8:00 a.m. until 5:00 p.m. Extended study hours are provided 7 days before exams from 8 a.m. until midnight with guard coverage/protection service

B. Staff

The Library and Learning Resource Center is managed and operated by a combination of a full time health sciences librarian and a part-time librarian assistant. The pharmacy librarian provides training and consultation to students, faculty and staff on how to access information and use electronic resources.

C. CHSU Electronic Learning Resources

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

D. Library Computer System

An area within the library is dedicated as a computer lab. The computers in the lab are available to students, faculty, staff and preceptors where they can access electronic resources. The lab provides access to the Internet, and the ability to print materials.

E. Library Collection

The library contains subscriptions to about 1,000 scholarly health sciences electronic journals.

F. Interlibrary Loan Program

Affiliation agreements with libraries at other institutions have been established in order to facilitate interlibrary loans.

G. Classroom Resources

The classrooms will be equipped with workstations, projectors, speakers, network access, and an audience response system. With these resources, faculty can share electronic documents, as well as multimedia digital material. The audience response system allows faculty to receive instant student feedback, which assists in gauging the level of student understanding of delivered content which is used to further improve course content delivery. Faculty place their study materials and presentations/discussions and other supplemental course materials online. With network access, students have the opportunity to download study materials delivered by the faculty and to use this material during and following class for further review, understanding and preparation for examinations.

XXVIII. ADMINISTRATION

President	Florence Dunn
Provost and Interim Dean	Wendy Duncan, PhD
Associate Dean for Academic Affairs and Assessment	John Martin, PhD
Vice President for Student Affairs and Development	Paul DeRuosi
Director of Experiential Education	Jennifer Hudspeth, PharmD
Chair - Dept. of Pharmaceutical and Biomedical Sciences And Director of Research	Rajat Sethi, PhD
Chair - Dept. of Clinical and Administrative Sciences	Asim Abu-Baker, PharmD
Director of Library and Learning Resources	Joanne Muellenbach
Director of Student Affairs	Jennifer Stemwedel
Director of Admissions	Leslie Williams
Director of Financial Aid and Registrar	Kevin Hoover
Director of Communications and Marketing	Richele Kleiser
Information Technology Systems Administrator	Mark Berry

XXIX. FACULTY

Hired faculty will teach the courses shown in the table below:

Course	Faculty
PHR 510 Calculations	Chandra Kolli, PhD, Pharmaceuticals Sciences, Associate Professor
PHR 511 Biochemistry	TBD
PHR 521 Medicinal Chemistry	Kalyan Munshi, PhD, Medicinal Chemistry, Associate Professor
PHR 522 Pharmaceutics	Chandra Kolli, PhD, Pharmaceutical Sciences, Associate Professor
PHR 541 Patient Self Care	TBD
PHR 512 Immunology	Keith Zucker, PhD, Molecular Biology, Professor, Adjunct Faculty
PHR 523 Pharmacokinetics	Muhammad Delwar Hussain, PhD, Pharmaceutical Sciences, Professor
PHR 531 Pharmacology I	John Martin, PhD, Pharmacology, Professor
PHR 513 Biostatistics	Robert Clegg, PhD, Health Administration, Associate Professor
PHR 542 Pharmacy Practice Laboratory	Jennifer Hudspeth, PharmD, Clinical Sciences, Assistant Professor
PHR 632 Pharmacology II	Rajat Sethi, PhD, Pharmacology, Associate Professor
PHR 643 Evidence-Based Medicine	Joanne Muellenbach, MA, D-AHIP, Associate Professor
PHR 644 Patient Care I	Asim Abu-Baker, PharmD, Clinical Sciences, Associate Professor
PHR 645 Patient Care II	Patty Havard, PharmD, Clinical Sciences, Professor
PHR 753 Pharmacy Management	TBD
PHR 734 Pharmacology IV	TBD
PHR 746 Patient Care III	Carlota Andrews, PharmD, PhD, Associate Professor
PHR 751 Health Care Systems	Robert Clegg, PhD, Health Administration, Associate Professor

Faculty will be hired to teach the courses shown below. The qualifications required of these faculty are also shown in the table.

Course Assignment	Faculty Qualifications
PHR 633 Pharmacology III	PhD, Pharmacology (1.0 FTE)
PHR 661 IPPE I	Licensed Pharmacy Practitioners Adjunct Faculty Preceptors
PHR 662 IPPE II	Licensed Pharmacy Practitioners Adjunct Faculty Preceptors
PHR 763 IPPE III	Licensed Pharmacy Practitioners Adjunct Faculty Preceptors
PHR 712 Pharmacy Law	PharmD, PhD, or JD (1.0 FTE)
PHR 747 Patient Care IV	PharmD with Postgraduate Residency Training (1.0 FTE)
PHR 764 IPPE IV	Licensed Pharmacy Practitioners Adjunct Faculty Preceptors
PHR 871 to PHR 876 APPE I – III	Licensed Pharmacy Practitioners Adjunct Faculty Preceptors
PHR 871 to PHR 876 APPE IV – VI	Licensed Pharmacy Practitioners Adjunct Faculty Preceptors

