

**ACADEMIC
YEAR**

2010 – 2011

General Catalog



**CALIFORNIA
NORTHSTATE
COLLEGE *of*
PHARMACY**

August 10, 2010

General Catalog

Academic Year

2010-2011

California Northstate College of Pharmacy

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Please Note: *The information in this catalog serves as a resource for policies and procedures of California Northstate College of Pharmacy and is subject to change.*

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I. HISTORY OF THE COLLEGE

California Northstate College of Pharmacy is an autonomous institution that was conceived by a group of independent and corporate pharmacy managers who were having difficulty hiring enough pharmacists to adequately staff their pharmacies. After researching the problem thoroughly, they discovered that the state of California has only half the number of practicing pharmacists per 100,000 capita as many other states in the union. The case for a new pharmacy school in California was so compelling that the group decided to start a new school in the Sacramento area.

The founding pharmacists of California Northstate College of Pharmacy recruited a number of financial sponsors who shared their vision to create a new, quality college of pharmacy, and who were successful in raising enough money to start the new school. The College was established within a limited liability company that was formally organized in the state of Delaware on January 17, 2007. Registration to do business in the state of California was obtained on February 2, 2007, and approval to operate as a professional doctorate educational institution in California was granted by the Bureau for Private Postsecondary and Vocational Education on April 15, 2007.

California Northstate College of Pharmacy submitted applications for accreditation with both the Accreditation Council for Pharmacy Education (ACPE) and the Western Association of Schools and Colleges (WASC). After a team visit by an ACPE evaluation team in April of 2008 the College received approval by the ACPE Board of Directors to advance to pre-candidate status on June 30, 2008. The college was then awarded Candidate status at the January 20-24, 2010 meeting of the ACPE Board of Directors.

Dr. David Hawkins was named Founding Dean of the College on June 1, 2007, and began immediately recruiting his executive team and faculty. Dean Hawkins has more than 35 years of experience in academic pharmacy and is committed to developing a college with a strong teaching and research program.

The Charter Class of California Northstate College of Pharmacy began their doctoral program of study on September 2, 2008. The second class began their doctoral program of study on August 31, 2009. The class of 2014 will enter the program on August 30, 2010.

II. NON-DISCRIMINATION

California Northstate College of Pharmacy is committed to cultivating a diverse community that recognizes and values inherent worth in individuals, fosters mutual respect, and encourages individual growth. The College believes that diversity enhances and enriches the quality of our academic program. California Northstate College of Pharmacy provides equal opportunity in education and employment and does not discriminate on the basis of race, color, creed, religion, national origin, ethnicity, gender, age, sexual orientation, political affiliation, veteran status, or disability.

III. ACCREDITATION INFORMATION

ACCREDITATION COUNCIL FOR PHARMACY EDUCATION (ACPE)

The American 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: Pre-candidate Status, Candidate status and Full Accreditation. Pre-candidate accreditation status denotes a developmental program that is expected to mature in accord with states plans and within a defined time period. Pre-candidate 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 college or school 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 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 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 edibility for licensure by examination or reciprocity reside with the respective state boards of pharmacy in accordance with their state statutes and administrative rules.

The Doctor of Pharmacy program of California Northstate College of Pharmacy was awarded Candidate status during the January 20-24, 2010 meeting of the ACPE Board of Directors. If the program continues to develop as planned, full accreditation of the Doctor of Pharmacy program would be considered by the Board following the graduation of students from the program.

WESTERN ASSOCIATION OF SCHOOLS AND COLLEGES (WASC)

California Northstate College of Pharmacy has applied for Eligibility from the Senior College Commission of the Western Association of Schools and Colleges. WASC has reviewed the application and determined that California Northstate College of Pharmacy is eligible to proceed with an application for Candidacy for Accreditation. A determination of Eligibility is not a formal status with the Accrediting Commission, nor does it assure eventual accreditation; it is a preliminary finding that the institution is potentially accreditable and can proceed within three years of its Eligibility determination to be reviewed for Candidacy status with the Accrediting Commission. Questions about Eligibility may be directed to the institution or to WASC at wascsr@wascsenior.org

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION (BPPE)

Approval to operate as a private degree-granting college of pharmacy in California was obtained from the Bureau for Private and Postsecondary Education (BPPVE) on April 15, 2007. BPPVE began operating under the name Bureau for Private Postsecondary Education (BPPE) on January 1, 2010. Approval or approval to operate means that the Bureau has determined that an institution meets minimum standards established by the Bureau for integrity, financial stability, and educational quality, including the offering of bona fide instruction by qualified faculty and the appropriate assessment of students' achievement prior to, during, and at the end of its program.

The Bureau for Private Postsecondary Education is a state regulatory agency within the California Department of Consumer Affairs (DCA), established in January 1998. The Bureau was responsible for approving and regulating private postsecondary and vocational institutes of education in California. The Bureau was established to foster and improve the educational programs and services of these institutions while protecting the citizens of the state from fraudulent or substandard operations (California Education Code §94705). In addition, the Bureau mediates complaints between students and institutions and investigates schools as necessary.

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 the enrollment agreement.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Post-Secondary Education by emailing the address below or by completing a complaint form, which can be obtained on the bureau's internet web site www.bppve.ca.org.

Any questions a student may have regarding this catalog that have not been answered by the institution may be directed to:

The Bureau for Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA 95798-0818
Web site: www.bppve.ca.gov
E-mail: bppve@dca.ca.gov

IV. THE MISSION, VISION AND VALUES

MISSION: To advance the science and art of pharmacy.

VISION: To transform pharmacy education by incorporating team-based learning into every didactic course.

VALUES:

Advancing our mission, vision, and goals

Caring about our students, faculty, and staff

Teamwork in teaching, learning, research, and service

V. EDUCATIONAL PHILOSOPHY

The California Northstate College of Pharmacy curriculum is designed to help students become active, self directed and lifelong learners. The four (4) year curriculum is designed to facilitate and optimize student learning in a progressive and integrated manner both in didactic and experiential courses.

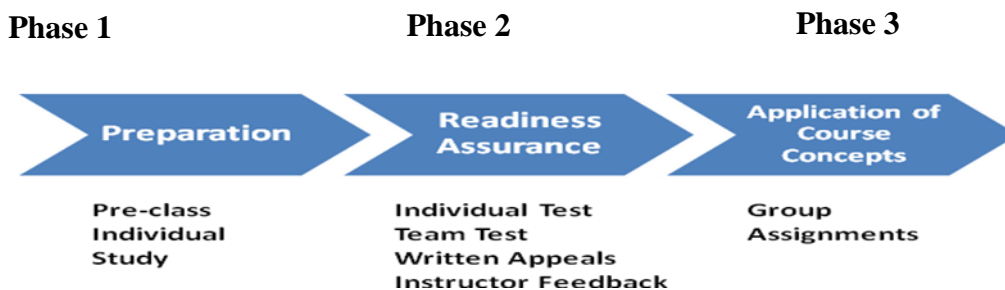
TEAM-BASED LEARNING

Team-Based Learning (TBL) is a well defined educational strategy that California Northstate College of Pharmacy employs throughout the first three years of the curriculum. TBL promotes judgment, mastery of content, communication, teamwork skills, problem-solving, and critical thinking. TBL emphasizes the importance of individual accountability, group collaboration, and the application of basic concepts to

work through team assignments. The role of the instructor is to clearly articulate the learning objectives, create challenging problems for students to solve, and probe their reasoning in reaching conclusions.

At the beginning of each course, the instructor will form teams comprised of 6 to 7 students based on various criteria that will help achieve an even distribution of resources across all teams. Students will remain with the same team throughout the semester for each course. All students will be accountable for their individual and group work. Peer evaluations will be performed once or twice a semester.

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



In Phase 1, learners study independently outside of class to master identified objectives. This may involve audio-taped mini-lectures, reading assignments, or other activities. In Phase 2, individual learners complete a multiple choice exam to assure their readiness to apply the concepts learned during Phase 1. This is referred to as the Individual Readiness Assurance Test (IRAT). Then the teams retake the same multiple choice test exam and reach a consensus on the answer for each question. This is referred to as the Team Readiness Assurance Test (TRAT). Written appeals may be submitted by any team who would like to challenge the instructor on the correct answer or the adequacy of Phase 1 assignments. The instructor will provide immediate feedback on the concepts covered on the exam and will consider giving additional points to teams if their appeals are upheld. In Phase 3, which may last several class periods, teams will complete in-class assignments that promote collaboration, use of Phase 1 and Phase 2 knowledge, and identification of learning deficiencies. At designated times; all teams will simultaneously share their team's answers to the assignment for easy comparison and immediate feedback. This three phase sequence may be repeated 5-7 times during the course.

VI. ACADEMIC FREEDOM

Academic Freedom is integral to an institution of higher education. It is the right of students to express their opinions without concern for their grades and the right of faculty to teach and to express their opinions without fear of retribution. With academic freedom comes a responsibility to respect other's opinions. Academic honesty is demanded of faculty and students alike.

VII. ADMISSION REQUIREMENTS

The California Northstate College of Pharmacy (CNCPharm) participates in the national Pharmacy College Application System (PharmCAS). Applicants for admission to the entry-level Doctor of Pharmacy program at CNCPharm are required to complete and submit an official online application at www.PharmCAS.org. Applicants selected to interview must also submit a completed supplemental application and an application fee directly to the admissions office.

The admissions team will evaluate applicants for admission on an individual basis. Candidates will be required to meet all prerequisites prior to entering the program. Prerequisites may be substituted with courses or experience that the admissions committee evaluates to be equivalent. One or more members of the admissions committee will review and evaluate each completed admission packet to determine an invitation to interview.

The interview will be conducted on campus by a team comprised of two or more faculty, staff, or student ambassadors. During the interview, the applicant will be asked to discuss experiences, reasons of interest in pharmacy, and any related experiences. The interview is designed to assess a variety of factors including: interest, oral and written communication skills, maturity, dedication, and an assessment of the applicant's ability to complete the program successfully and advance in the field of pharmacy. The interview may also be used to determine if the student has the English language proficiency to complete instruction in the English language since English is the language of instruction.

If there is a question about the level of English proficiency of an applicant whose first language is not English, and the applicant is otherwise qualified for admission, the Committee may require that the student submit scores from the Test of English as a Foreign Language (TOEFL) examination and the Test of Spoken English (TSE). The minimum score on the TSE is a 50 and the minimum score on the TOEFL is 550 for the paper version and 213 for the CBT version.

FOREIGN GRADUATES/COURSEWORK

California Northstate College of Pharmacy accepts applications from graduates of foreign institutions provided they hold either **US Citizenship or US Permanent Resident Status** at the time of application. We are currently unable to provide any student visa service for applicants who do not hold one of the above.

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

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

If there is a question about the level of English Proficiency you may be requested to submit scores from the TOEFL Examination or the TSE.

Minimum TOEFL score: Paper – 550, CBT – 213

Minimum TSE: 50

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

TRANSFER FROM OTHER INSTITUTIONS

The College will not accept transfer students from other pharmacy institutions. The student may apply for admission, but no credit will be awarded for previous courses taken at another school. This policy will remain in effect until 2013, after the first class enrolled at CNCP graduates.

PRE-PHARMACY REQUIREMENTS

Admission to the four-year Doctor of Pharmacy program requires a baccalaureate degree from a regionally accredited college or university in the United States. Should a US resident with college coursework from a foreign college or university apply, the college and the courses will need to be evaluated for equivalency with regionally accredited standards (see the Foreign/Graduates/Coursework section).

The pre-pharmacy requirements were established to ensure that applicants have the primary academic background necessary to complete a rigorous professional curriculum, as well as adequate exposure to a broad range of academic coursework. Applicants must receive a “C” or better in each prerequisite course and graduate with a minimum GPA of 2.80 on a 4.00 grade scale. The specific pre-pharmacy course requirements are:

PRE-PHARMACY COURSE REQUIREMENTS

COURSE	Semesters	Quarters
General Chemistry*	2	3
Organic Chemistry*	2	3
Biochemistry	1	1
General Biology*	2	3
Microbiology	1	1
Physiology	1	1
Physics*	1	1
Calculus	1	1
Statistics	1	1
Economics (Micro or Macro)	1	1
Psychology	1	1
Public Speaking	1	1

* Course must have a laboratory component

For an in-depth overview of admission requirements, how to apply, and key dates visit the Admissions web at www.californiacollegeofpharmacy.org and the PharmCAS School Page section www.pharmcas.org

VIII. TUITION AND FEES

All tuition, fees, expenses, and policies listed in this publication are effective July 2010 and are subject to change without notice by California Northstate College of Pharmacy.

TUITION

Enrollment is not complete until fees are paid. Tuition is charged based upon enrollment in the program as a full time student. Tuition is paid by semester and is due one month prior to the beginning of each semester. The program is not offered on a part-time basis.

DOCTOR OF PHARMACY TUITION AND FEES CHART

Required Fees & Tuition	Amount
Tuition ^a	\$37,500
Student Health Fee (estimated)	1,850
Student Association Fee	\$125
Books & Supplies (estimated)	\$2,025
Student Tuition Recovery Fund (STRF) ^c	94
Total Estimated Tuition & Fee Cost per Year	\$41,594
Total Estimated Tuition Cost for the 4-Year Program ^a	\$166, 376
Application Fee*	75
Late Registration Fee*	50
Orientation Fee (non-refundable after orientation)* ^b	25
Estimated Annual Housing Expense	12,000

Estimated Cost of meals, travel, & other living expenses	8,000
Total Estimated Cost Per Year	\$61,594

* Not included in Total

- a Tuition and fees may increase on an annual basis. This program is designed to allow for a student to graduate after successfully completing four (4) years of coursework consisting of approximately 142 semester credit hours while attending the College on a full-time basis. All fees are therefore charged on an annual basis, and tuition is \$18,750.00 per semester.
- b Orientation fee only applies to the first year
- c Current California law provides regulations governing a Student Tuition Recovery Fund Charge for Schools and Colleges approved through BPPE

CANCELLATION AND REFUND POLICIES

Tuition Refund Policy

A student wishing to cancel their enrollment agreement, withdraw from classes or the school must notify the Office of the Registrar by filling out and submitting a completed Add/Drop or Withdrawal form. If a student elects to withdraw the Registrar will notify the Assistant Dean of the student's intention and schedule an appointment for an exit interview. Please see the ***Withdrawal Tuition Refund*** section for refund information.

FINANCIAL AID

Because California Northstate College of Pharmacy (CNCPh) has yet to receive full accreditation, CNCPh students are not eligible for certain federal and state financial aid programs. However, the CNCPh staff is actively involved in identifying and evaluating various student financial assistance resources.

Information and resources for obtaining grants, scholarships, and applying for private student loans is available on our web site.

If a student obtains a private student loan to pay for the doctor of pharmacy program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

IX. ACADEMIC CALENDAR

Fall Semester 2010		
Orientation	August 26-27	
Registration	August 26-27	
Classes Begin	August 30	

Late Registration (with late fee)	August 31-Sept. 3	
Labor Day Holiday	September 6	
Last Day to Add Classes	September 3	
Thanksgiving Vacation	November 24-26	
Classes End	December 10	
FINAL EXAMS	December 13-17	
Winter Break	Dec 20 – Jan. 17	

Spring Semester 2011

White Coat Ceremony	January 15	
Registration	January 13-14	
Martin Luther King Jr. Holiday	January 17	
Classes Begin	January 18	
Late Registration (with late fee)	January 18-21	
President's Day	February 21	
Legislative Day	April 6	
Spring Break	April 18-22	
Classes End	May 6	
FINAL EXAMS	May 9-13	
Summer Break	May 16 – Aug. 26	

X. REGISTRATION POLICY AND PROCEDURES

Registration for courses will occur as a block registration on the date (s) specified by the College. All admission contingencies must be fulfilled before the student can register for courses. Registration for elective courses is online through the school's learning management system ASAP.

Tuition and fees are due on or before the registration date for each semester.

Students will not be able to register for classes until all required immunizations, a cleared background check, and any other institutional requirements are received by the Registrar. Students who do not comply with these requirements may be charged a late registration fee of \$50.00.

XI. COURSE DESCRIPTIONS

The core curriculum is defined as a series of courses within each major sub-discipline (i.e., biomedical, pharmaceutical, social/behavioral/administrative, clinical, and integrated sciences) that will provide adequate depth, scope, timeliness, quality, sequence, and experiences needed to accomplish the expected educational outcomes of the Doctor of Pharmacy degree program.

1. Biomedical Sciences

PHAR 621: *Clinical Cellular and Molecular Biology/Biochemistry*

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.

PHAR 622: *Pathophysiology and Pharmacology I: Neurological/Neuro-Endocrine/Psych*

This course will cover the functional anatomy and physiology of the nervous and neuro-endocrine systems. This basic introduction will be used to describe the pathophysiology of neurological, neuro-endocrine (particularly the hypothalamic-pituitary-adrenal axis) and psychiatric disorders, and the pharmacology of the medications used to treat these disorders.

PHAR 724: *Pathophysiology and Pharmacology II: Cardiovascular/Diabetes/Thyroid*

This course will cover the functional anatomy, physiology and pathophysiology of the cardiovascular system, and the endocrine pancreas and thyroid glands. This course describes and evaluates the cardiovascular pharmacology and underlying pathogenesis of major cardiovascular disorders. In addition this course describes the pathophysiology of two of the endocrine glands, the thyroid and pancreas, and the pharmacology of the medications used to treat thyroid disorders and diabetes mellitus.

PHAR 725: *Pathophysiology and Pharmacology III: Pulmonary/Renal/ GI/GU*

This course will cover the functional anatomy, physiology and pathophysiology of the pulmonary, renal, gastrointestinal, and genitourinary systems. This course will also describe the disorders of these systems and the pharmacology of the medications used to treat these disorders.

PHAR 827: *Pathophysiology and Pharmacology IV: Immunology and Rheumatology*

This course will cover human immunology, the molecular biology of the immune response, principles of antigen-antibody relationships, and the genetic basis for antibody synthesis, development, function, and immunopathology, as well as the pathophysiology of rheumatological disorders.

PHAR 826: *Biotechnology and Pharmacogenomics*

This course will introduce students to the complexity of apparently simple genetic diseases, and the theoretical and technical application of combining basic research with genome sequences to create new types of medications.

2. Pharmaceutical Sciences

PHAR 631: *Medicinal Chemistry and Physical Pharmacy*

This course will discuss the physiochemical principles important for the formulation, preparation, stability, and performance of pharmaceutical dosage forms of drug products, and the concepts of pharmaceutical chemistry with specific applications in the area of drug metabolism, drug disposition, and drug toxicity.

PHAR 632: *Biopharmaceutics, Drug Delivery/ Calculations*

This course will discuss dosage forms in relation to drug delivery systems. It will cover routes of administration, pharmaceuticals, biopharmaceutics, bioavailability, bioequivalency, rate and extent of availability, onset and duration of effect, absorption, dissolution, disintegration, first-pass effect, passive diffusion and active transport. The course will also cover pharmaceutical calculations.

PHAR 633: *Pharmacokinetics*

This course will introduce a basic review of pharmacokinetic principles. It will cover the principles of bioavailability, volume of distribution, clearance, elimination rate constant, and half-life, and will include drug dosing techniques in various clinical situations.

3. Social/Behavioral/Administrative Sciences

PHAR 811: *Pharmacy and the Healthcare System*

This course will introduce the organization, financing, and delivery of health care services in the United States and discuss the challenges that the changing health care system will have for patients, pharmacists, and society. The course will also cover the policy-making process and current prescription drug policies needed to modify and influence policies that promote safe, effective, and accessible drug therapy and provide patient-centered pharmacy care.

PHAR 712: *Professional Communications*

Students will be exposed to a variety of pharmacy practice environments, with emphasis on oral and written communication, patient interviewing, and problem solving.

PHAR 813: *Pharmacy Law & Ethics*

This class will introduce students to the scope and authority of programs which relate to the legal and ethical practice of pharmacy. This course will also provide students with an understanding of regulatory agencies and how pharmacy practically and ethically interacts with them.

PHAR 634: *Biostatistics and Pharmacoepidemiology*

This is an introductory course in biostatistics and pharmacoepidemiology. Course topics will include descriptive summary statistics (mean, median, and SD); techniques for testing hypotheses (z- and t-tests, chi-square tests, non-parametric methods, ANOVA, linear regression); and sampling; experimental design; risk assessment; outcomes in large populations, and post-marketing surveillance.

PHAR 815: *Principles of Management and Pharmacoeconomics*

This course presents coverage of management theory and practice. It focuses on the roles, skills, and functions of management, including attention to managerial responsibility for effective achievement of objectives. This course will also cover the principles utilized to manage drug therapy for patient populations to produce effective clinical, economic, and humanistic outcomes.

4. Clinical Sciences

PHAR 641: *Self Care I*

Self-Care I is the first integrated clinical course that exposes the student to the appropriateness of patient interviewing, physical assessment and product selection of over-the-counter (OTC) medications. This course is interactive and designed to introduce a systematic approach for evaluating a patient's self care needs.

PHAR 642: *Self Care II*

Self-Care II is the second integrated clinical course that exposes the student to the appropriateness of patient interviewing, physical assessment and product selection of over-the-counter (OTC) medications and complementary alternative medication (CAM) therapy. This course is interactive and designed to continue the systematic approach for evaluating a patient's self care needs.

PHAR 743: *Drug Literature Evaluation, Study Design, and Drug Information*

This course will expose students to the principles of study design, data collection, and evaluation. Students will be required to do critical appraisals of primary literature and submit both written and verbal evaluations. The course will also provide an orientation to clinical references and experience in literature retrieval, analysis, and dissemination of drug information.

5. Integrated Sciences

PHAR 757: *Pharmacotherapy I: Neurological/Psychiatric/Neuro-Endocrine Disorders*

This course will focus on integrating pathophysiologic mechanisms with the pharmacotherapeutic interventions used in the management of neurological, psychiatric and neuro-endocrine (particularly those of the hypothalamic-pituitary-adrenal axis) disorders.

PHAR 752: *Pharmacotherapy II: Cardiovascular/Diabetes/Thyroid/Pulmonary Disorders*

This course will focus on integrating pathophysiologic mechanisms with the pharmacotherapeutic interventions used in the management of various cardiovascular, and endocrine disorders of the pancreas and thyroid glands.

PHAR 853: *Pharmacotherapy III: Renal/GI/GU/Heme/Onc Disorders*

This course will focus on integrating pathophysiologic mechanisms with the pharmacotherapeutic interventions used in the management of gastrointestinal, genitourinary, pulmonary, hematological and oncological disorders.

PHAR 856: *Pharmacotherapy IV: Microbiology/Infectious Diseases*

This course will focus on integrating pathophysiologic mechanisms with the pharmacotherapeutic interventions used in the management of infectious diseases, as well as the biology of the microorganisms responsible for these diseases.

6. Introductory Course

PHAR 661: *Principles of Pharmacy Practice*

This introductory course will review the history of pharmacy, pharmacy dispensing, compounding and the principles of pharmacotherapy. This course will prepare students for their *Introductory Pharmacy Practice Experiences*.

7. Introductory Pharmacy Practice Experiences (PHAR 761, 762, 861, and 862)

The Introductory Pharmacy Practice Experiences (IPPE I-IV) will be based in community, institutional, long-term care, and primary care settings. Each IPPE will consist of a minimum of 75 hours per semester and include, but not be limited to, the following supervised activities:

- processing and dispensing new and refill medication orders
- conducting patient interviews to obtain pertinent patient information
- creating patient profiles
- responding to drug information inquiries
- interacting with other health care professionals
- participating in public health educational programs
- interpreting and evaluating patient information
- triaging and assessing the need for patient referral
- identifying patient-specific factors that affect health and pharmacotherapy
- assessing patient health literacy and compliance
- performing calculations required to compound, dispense, and administer medications
- administering medications
- providing point-of-care and patient-centered services

- conducting physical assessments
- preparing and compounding extemporaneous preparations and sterile products
- communicating with patients and health care providers
- interacting with pharmacy technicians in the delivery of pharmacy services
- documenting interventions in patient records
- presenting patient cases
- billing third parties for pharmacy services

8. Advanced Pharmacy Practice Experiences (PHAR 971 – 976)

The required Advanced Pharmacy Practice Experiences (APPE I-VI) will be based in community pharmacy, institutional pharmacy, acute care general medicine, and ambulatory care settings. Elective APPE's will be 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 and will include, but not be limited to, the following activities:

- all of the above IPPE activities
- identifying and reporting medication errors and adverse drug reactions
- managing the drug regimen through monitoring and assessing patient information
- providing pharmacist-delivered patient care
- providing patient education
- educating the public and health care professionals on the treatment of medical conditions, wellness, dietary supplements, durable medical equipment, and medical and drug devices
- retrieving, evaluating, managing, and using clinical and scientific publications in the decision-making process
- accessing, evaluating, and applying information to promote optimal health care
- ensuring continuity of pharmaceutical care among health care settings
- participating in discussions and assignments regarding compliance with accreditation, legal, regulatory/legislative, and safety requirement, the drug approval process, and health care policy matters that affect pharmacy
- working with the technology used in pharmacy practice
- managing systems for storage, preparation, dispensing, and safety of medications and help supervise technical personnel involved in such processes
- performing prospective and retrospective outcomes analyses to support formulary recommendations and therapeutic guideline development
- creating a business plan to support a patient care service
- administering medications where practical and legal

XII. PROGRAM LEARNING OUTCOMES

1. Demonstrate the ability to practice contemporary pharmacy in accordance with professional, legal and ethical standards.
2. Formulate sound evidence-based, individualized pharmacotherapy plans.
3. Evaluate a patient's disease and response to drug therapy.
4. Optimize a patient's pharmacotherapy outcomes.
5. Select specific medications based on therapeutic bio-equivalence and cost-effectiveness.

6. Implement strategies for improving medication adherence.
7. Communicate effectively with patients, health care professionals, and care givers to provide pharmacotherapy counseling, consultation, and education.
8. Work effectively as a member of the inter-professional health care team.
9. Incorporate new scientific developments into pharmacy practice to improve patient care.
10. Address public health and population specific problems by formulating strategies for promoting health, wellness and disease prevention.

XIII. PROFESSIONAL STANDARDS

COMMUNICATION SKILLS

Pharmacists must be able to effectively communicate with a variety of individuals from within and outside of the health care professional environment to engender a team approach to patient care. Those individuals may include other health care providers such as physicians and nurses, non-health care providers such as patients, family members, caregivers, and other community members such as policy makers. Influential communication focuses on the ability to adapt language style and vocabulary to meet the health care literacy needs of each individual or unique community. Pharmacists must display an in-depth knowledge of medications and be able to convey pharmaceutical information in a clear and concise manner to ensure safe and effective medication use.

Students at California Northstate College of Pharmacy must exhibit in-depth medication knowledge, effective interpersonal communications skills, the ability to work as an effective member of a health care team, and the ability to collaborate with all members of the health care team to ensure continuous quality patient care.

PATIENT CARE COMMITMENT

To achieve unparalleled health care, pharmacists must focus on disease treatment and management as well as wellness and disease prevention. Pharmacists must practice on inter-professional teams that focus on patients, patient populations, and outcomes. Pharmacists, in collaboration with patients and other health care providers, can ensure proper medication use by focusing on evidence-based medicine, quality improvement, cultural competence, health care disparities, and advocacy.

Students at California Northstate College of Pharmacy should advocate for patient-centered pharmacist care to ensure safe and effective medication use.

KNOWLEDGE OF THE PROFESSION

Revelation occurs when wisdom of the past is combined with current reality. Pharmacists must be aware of the evolutionary steps within the profession and continue to advocate for improved patient-centered care.

Students at California Northstate College of Pharmacy are required to attend didactic, laboratory, discussion, and experiential programs. They should understand how the practice of pharmacy has continually evolved to benefit the needs of society and develop visionary thinking capabilities to continue to advance the science and art of pharmacy.

TECHNICAL ABILITIES

All students will be certified in cardiopulmonary resuscitation (CPR) and first aid. Therefore, to fulfill all academic requirements of the College, students are required to perform immunizations, cardiopulmonary resuscitation, and physical assessments suitable for medication therapy management.

GENERAL ABILITIES

Students should have the cognitive ability to critically and analytically think, to make compassionate and ethical decisions, and to engage in self-assessment and self-directed learning.

EXPERIENTIAL OUTCOMES

Experience teaches judgment and California Northstate College of Pharmacy is committed to developing and maintaining a robust experiential component to the Doctor of Pharmacy program.

Pharmacy practice experience is designed to develop a foundation of competencies in which the student will build upon as they progress through the program. By the end of the introductory to pharmacy practice experience (IPPE), students should be able to demonstrate competencies in basic practitioner skills at a fundamental level. During advanced pharmacy practice experience, students should demonstrate IPPE outcomes at an advanced and progressive manner which emphasize clinical judgment, professional behavior, and personal responsibility in order to embark on an independent and collaborative practice upon graduation. The following experiential outcomes were developed by a collaborative group representing seven of the California Colleges and Schools of Pharmacy.

I. Communication and Professional Behavior

A. Communicate effectively.

1. Communicate accurate and appropriate medical and drug information to a pharmacist, preceptor or other health care professional in a clear and concise manner.
2. Determine the appropriate means of communication for the situation.
3. Actively listen to patients, peers, and other health care professionals.
4. Use proper grammar, spelling, and pronunciation in communications.
5. Explain medication information to patients in understandable terms.
6. Adjust communication based on contextual or cultural factors, including health literacy, language barriers, and cognitive impairment.
7. Routinely verify patient or recipient understanding of communicated information.
8. Demonstrate effective public speaking skills and the appropriate use of audio-visual media when communicating with groups of patients, peers, and other health care professionals.
9. Develop effective written materials for patients, peers, and other health care professionals.

B. Interact with patients & the health care team.

1. Articulate the pharmacist's role as a member of the health care team.
2. Establish professional rapport with patients and healthcare professionals.

3. Demonstrate sensitivity to and respect for each individual's needs, values, and beliefs, including cultural factors, religious beliefs, language barriers, and cognitive abilities.
4. Demonstrate empathy and caring in interactions with others.
5. Maintain patient confidentiality and respect patients' privacy.
6. Demonstrate ability to resolve conflict in the pharmacy practice setting.

C. Behave in a professional and ethical manner.

1. Dress professionally and appropriately for the practice setting.
2. Arrive punctually and remain until all responsibilities are completed.
3. Use time effectively and efficiently.
4. Distinguish professional interests from personal interests and respond appropriately.
5. Demonstrate awareness of personal competence and limitations, and seek guidance or assistance from preceptors when appropriate.
6. Accept responsibility for one's actions.
7. Respond appropriately to feedback from preceptors, patients, peers, and other health care professionals.
8. Show initiative in interactions with patients, peers, and other health care professionals.
9. Demonstrate passion and enthusiasm for the profession.
10. Be aware of and work appropriately within the culture of the assigned practice setting.
11. Demonstrate awareness of site or institutional policies and procedures.
12. Prioritize workload appropriately.
13. Identify issues involving ethical dilemmas.
14. Weigh and balance different options for responding to ethical dilemmas.
15. Propose steps to resolve ethical dilemmas.
16. Adhere to all state and federal laws and regulations as a pharmacy intern in the practice setting.

II. The Practice of Pharmacy

A. Organize and evaluate information.

1. Assess prescription or medication orders for completeness, authenticity, and legality.
2. Verify that dose, frequency, formulation, and route of administration on prescription or medication orders are correct.
3. Obtain any pertinent information from the patient, medical record, or prescriber, as needed, for processing prescription or medication orders (e.g., allergies, adverse reactions, diagnosis or desired therapeutic outcome, medical history).
4. Review the patient profile or medical record for any allergies or sensitivities.
5. Determine the presence of any potential medication-related problems.
6. Determine if it is legal and appropriate to refill a prescription and to contact the prescriber for authorization, if necessary.

B. Prepare and dispense medications.

1. Accurately enter patient information into the patient's pharmacy profile or medication record.
2. Select the correct drug product, manufacturer, dose, and dosage form and prepare it for dispensing.
3. Assure that the medication label is correct and conforms to all state and federal regulations.

4. Assure that the label conveys directions in a manner understandable to the patient and that appropriate auxiliary labels are attached.
5. Select an appropriate container for storage or use of medications with special requirements (e.g., child-resistant containers, compliance devices).
6. Accurately perform and document the necessary calculations to correctly prepare the medication.
7. Perform the required technical and basic compounding steps to produce a pharmaceutically elegant product.
8. Demonstrate aseptic technique during the preparation of parenteral medications.
9. Document the preparation of any medication that has been compounded, repackaged or relabeled.
10. Adjudicate third-party insurance claims using established billing systems.
11. Determine the appropriate storage of medications before and after dispensing.
12. Comply with all legal requirements and professional scope of practice.

C. Provide patient counseling.

1. Communicate pertinent information to the patient to encourage proper use and storage of medications.
2. Discuss any precautions or relevant warnings about medications or other therapeutic interventions.
3. Assure the patient comprehends the information provided.
4. Assess and reinforce the patient's adherence to the prescribed therapeutic regimen.

D. Maintain accurate records.

1. Document the preparation and dispensing of medications.
2. Maintain manual or computerized files for prescription records that conform to state and federal laws and regulations.
3. Adhere to state and federal laws and regulations related to inventory control (e.g., controlled substances, investigational drugs).

E. Assist patients seeking self care.

1. Assess a patient's self-identified problem (e.g., common cold, fever, pain, gastrointestinal problems) to determine if the problem is appropriate for self care or requires referral.
2. Discuss options for treatment and, if indicated, recommend appropriate non-prescription product(s).
3. Counsel the patient about the proper use of self care products.
4. Instruct a patient about the proper use of a diagnostic agent or device, including directions for obtaining accurate results and how to interpret the results.
5. Teach a patient the proper and safe use of commonly-used health products (e.g., condoms, thermometers, blood pressure monitoring devices, blood glucose meters, metered-dose devices, ear syringes, and adherence devices).

F. Contribute to and monitor the optimal use of medications.

1. Articulate the pharmacist's role in medication use oversight (e.g. formulary management, practice guidelines).
2. Participate in established medication safety and quality improvement activities (e.g., adverse drug reaction reporting, medication reconciliation).

3. Access, select, utilize, and cite appropriate references for health information and patient education materials.
4. Demonstrate proficiency with the technology used at assigned experiential sites.
5. Formulate evidence-based pharmaceutical care plans based upon sound pharmacotherapeutic principles that take into account individual patient health beliefs, attitudes, and behaviors.

III. Public Health

A. Participate in health education programs and community-based health interventions.

1. Raise public awareness about the role of a pharmacist as a public health educator.
2. Participate in activities that promote health, wellness, and the use of preventive care measures.
3. Articulate the concept of advocacy - what it means both professionally and personally.

B. Demonstrate public health-related practice skills.

1. Administer subcutaneous, intramuscular or intradermal injections, including immunizations.
2. Screen for common medical conditions and make appropriate referrals.
3. Conduct smoking-cessation interventions when appropriate.

XIV. ACADEMIC POLICES AND PROCEDURES

ACADEMIC PROGRESSION POLICY

Grading

A 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.

The breakdown of grades is as follows:

90 to 100% = A = 4.0;

60 to 69% = D = 1.0;

80 to 89% = B = 3.0;

Below 60% = F = 0.0.

70 to 79% = C = 2.0;

A single grade of D received in any one academic semester must be remediated immediately prior to the beginning of the following semester as described below. A student who receives a final grade of one (1) F or two (2) or more D's in a single academic semester, or fails to successfully remediate a D will be placed on academic probation; those courses not successfully completed must be repeated the next time

the courses are offered. A student who receives a final grade of F in two (2) or more courses, or D's in three (3) or more courses, or more than one (1) D and one (1) F in any single academic semester will be placed on academic suspension.

Assignment of Credits

Each hour of classroom time a student spends in a course each week counts as one credit. Each three hours of time a student spends in a laboratory/workshop/conference each week counts as one credit. Students earn one credit for each two and a half hours that they spend each week (total of 75 hours per semester) in an Introductory Pharmacy Practice Experience course. Students earn six credits for each 40 hour week spent in an Advanced Pharmacy Practice Experience course. Each Advanced Pharmacy Practice Experience course is six weeks long.

Remediation

A grade of D in a course during a single academic semester indicates a lack of understanding of the fundamental concepts of the course material necessary for progression. A grade of D in one (1) or two (2) courses during a single academic semester must be remediated within twenty-eight (28) days of the end of the semester in which the D was received. Any and all courses for which a student has received an Incomplete must be completed within twenty-eight (28) days of the end of the semester in which the Incomplete was received. If the Incomplete is not removed from the transcript within twenty-eight (28) days, the grade will automatically convert to an F. D's in three (3) or more courses cannot be remediated. Remediation will consist of taking a comprehensive remedial examination that covers the material presented during the duration of the course. Preparation for remedial examinations is the sole responsibility of the student, and may consist of, but is not limited to, self-study, tutoring, and/or meetings with the course instructor(s) as the student and instructor(s) feel necessary for the student to gain fundamental understanding of the course material. Satisfactory mastery of the material will be decided by the course coordinator/ director/instructor(s), but generally will be a score of at least 70 percent on the comprehensive remedial examination. A grade of C will be reported to the Registrar for the course for which the remedial comprehensive examination was satisfactorily completed. The grade of C earned as a result of passing the remedial examination will be used in the calculation of the student's cumulative GPA although the C will be identified as being remediated. If the student does not perform satisfactorily on the comprehensive remedial examination, the original D grade will remain on the transcript and be used in the calculation of the student's GPA. In addition, the student must repeat the course the next time the course is offered. The student with a D grade will be placed on academic probation and will not be allowed to progress to any course that requires the unsuccessfully completed course as a pre-requisite. This will place the student on a five-year schedule to complete the program. The program must be completed within five consecutive years of the date of the first day the student begins the program. The student must successfully pass the course the next time it is offered to be eligible for removal from academic probation. Failure to pass a repeated course shall result in dismissal from the program.

Milestone Exam Remediation

An examination, referred to as the Milestone Exam (which is based on the material presented during the year preceding the date of the exam), will be administered yearly. An overall score of 70% or better is considered a passing score for this exam. Students will be informed of their overall performance on this examination including the score earned for each section of the examination. Students who fail the Milestone Exam (less than 70% overall) must remediate those sections they did not pass (score of less

than 70% in a particular section).

An Academic Alert will be issued to those students who fail the Milestone Exam for each failed section. Upon receipt of the Academic Alert, it will be the responsibility of the student to complete the following steps: (1) meet with the Associate Dean for Academic Affairs and Research to discuss the Milestone Exam and review their academic progress; (2) meet with the course coordinators/instructors whose sections were failed to devise a remediation plan (subject to approval by the Professional and Academic Standards Committee); and (3) complete the remediation plan to ensure that the student has a basic understanding of the tested material. The remediation plan must be completed prior to the beginning of the following semester. Course coordinators/instructors will notify the Associate Dean for Academic Affairs and Research in writing that remediation of the failed sections of the Milestone Exam have been successfully completed. Failure to successfully complete remediation shall require the student to take a one year leave of absence, at which time the student must retake and pass the Milestone Exam before being allowed to continue in the program.

Academic Probation

A student will be placed on academic probation if the student: 1) earns two (2) or more D's or a single (1) F in any single academic semester; 2) fails to successfully remediate a D grade (by passing the remedial comprehensive examination); or 3) has a cumulative grade point average of less than 2.0. The student will be eligible for removal from academic probation by passing the course or courses in which the student received an F or un-remediated D's the next time the course or courses are offered and by maintaining a cumulative grade point average of at least 2.0. The student may progress to any course that does not require the unsuccessfully completed course(s) as a pre-requisite. Failure to progress from probation shall result in dismissal from the program.

Academic Suspension

A student who receives two (2) or more F's, three (3) or more D's, or one (1) or more D's along with one (1) or more F's during a single academic semester will be placed on academic suspension and may not take any courses until the next time the unsuccessfully completed courses are offered. The student must also apply for and be approved for a leave of absence. The student shall be dismissed from the program if the unsuccessfully completed courses are not successfully completed (with a grade of C or better) the next time they are offered.

Dismissal

A student will be dismissed from California Northstate College of Pharmacy if any of the following conditions exist and the Professional and Academic Standards Committee determines that dismissal is warranted:

Failure to meet the requirements for academic progression as stated above for ***Remediation, Probation, or Academic Suspension***;

Failure to meet any terms of ***Remediation, Probation, or Academic Suspension***;

Conduct subject to dismissal as described in the Academic Honesty: Honor Code section of the Student Handbook;

Foregoing an academic semester without obtaining an approved leave of absence;

Failure 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 extenuating circumstances such as prolonged illness, or the fulfillment of military obligation.

Appeal

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

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

ATTENDANCE

Regular class attendance is expected of all students. The college recognizes that circumstances may cause a student to miss an occasional class. The student may make up the work missed if it is an excused absence. What constitutes an acceptable rate of class attendance is a matter between students and their instructors, although the college expects instructors to maintain reasonable standards. If a student misses more than 20% of any class he/she will need to meet with the assigned academic advisor to discuss the situation. The advisor may refer the student to tutoring or if too much time is missed, the advisor in discussions with the faculty member may suggest that the student repeat the course. Each faculty member will establish an absentee penalty policy for his or her course and publish the policy in the course syllabus. Students should refer to the ***Excused Absence Policy*** and ***Leave of Absence Policy*** for illness, family death, emergency or other serious personal issues.

Professional Meetings

A goal of the College is to graduate competent pharmacists who will improve health care to a diverse population through pharmaceutical expertise. The College appreciates the value, and encourages the participation of all its students in professional organizations. The College recognizes that attendance at professional meetings is beneficial but may also interfere with the students' pursuits of academic excellence. Students desiring to attend professional meetings must obtain a written approval at least three weeks prior to the meeting from the course coordinator(s) whose class(s) will be missed. A **Request for Excused Absence form** must be completed, approved, and submitted to Assistant Dean of Student Affairs and Admissions. Any student on academic probation will not be allowed to attend. The course coordinator(s) will determine if a student's absence results in the need for the completion of additional/supplemental work in order to satisfy course requirements.

Pharmacy Practice Experience

Refer to Introductory Pharmacy Practice Experience and Advanced Pharmacy Practice Experience manuals for attendance information.

LEAVE OF ABSENCE

A leave of absence is approved for a specific period of time, usually no more than a year, and the institution agrees to permit the student to return to the College without formally reapplying for admission to the College. The student will be required to return to the College at the beginning of the semester agreed upon on the leave of absence form. Leave of Absence forms can be found in front of the Office of the Registrar or on the College's web site.

All students requesting a Leave of Absence from California Northstate College of Pharmacy should fill out a **Leave of Absence form** after discussing their decision with the Assistant Dean for Student Affairs. If a student is requesting a leave of absence, the Assistant Dean must sign the form. If you are approved for a leave of absence, students are eligible to return without reapplication if the absence is within the approved time frame.

Non-attendance does not constitute notification of intent to apply for leave of absence status. The date of leave status is the date the Registrar receives the signed form.

COURSE ADD/DROP POLICY

Changes in course registration may be made without penalty up to the end of the first week (5 class days) for fall and spring terms. Specific add/drop deadlines will apply for courses offered during the summer and winter (e.g. IPPE courses, research courses).

Students must obtain permission from the course director or coordinator for each course added to their official registration during the add/drop period. Permission will be signified by the course director or course coordinator's signature on the add/drop form. Students must also obtain the approval of the Associate Dean for Academic Affairs and Research by requesting their review of the information on the form and receiving a signature on the Add/Drop form.

Once a student obtains all approvals and signatures the completed Add/Drop form must be submitted to the registrar during the add/drop time period. Students may not make changes in their course registration after the add/drop period has ended.

For experiential education courses, students must obtain the instructor's signature for approval. The Add/Drop form must be submitted to the Registrar so that changes can be entered into the student record. A student does not need approval from the Associate Dean for Academic Affairs and Research to add or drop an experiential education course.

EXAM POLICY

Course grades, in which examinations are the principal determinant of a student's semester grade, may not be based on fewer than two (2) examinations. In most cases final exams will be given during the exam period noted in the academic calendar. Make-up examinations are administered at the discretion and convenience of the faculty member.

GRADE APPEAL

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

The faculty member will respond to the student in writing within ten (10) business days. If the appeal cannot be resolved, the student has two (2) business days to appeal in writing to the appropriate Department Chair who shall render a decision in writing within ten (10) business days of receipt of the formal appeal. (If the course Coordinator is the Department Chair, then the student may appeal the decision directly to the Professional and Academic Standards Committee. The student has two (2) business days to submit an appeal in writing to the Professional and Academic Standards Committee. The Committee will render a decision in writing within ten (10) business days of receipt of the formal appeal.)

If the Department Chair cannot resolve the appeal, the student has two (2) business days to submit an appeal in writing to the Professional and Academic Standards Committee. The Committee will render a decision in writing within ten (10) business days of receipt of the formal appeal.

If the Professional and Academic Standards Committee cannot resolve the appeal, the student has two (2) business days to submit an appeal in writing to the Dean. The Dean of Academic will render the final decision in writing within ten (10) business days of receipt of the formal appeal.

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

INTERN LICENSE

Currently Enrolled students in the College must have a valid, current California Pharmacy Intern License. Incoming students are required to apply for a Pharmacy Intern License at the start of the P! year. Accepted students are instructed on how to download the application and complete the requirements prior to the orientation program. During orientation week these applications are submitted to the Office of Experiential Education. After processing, the Office of Experiential Education submits the applications for the entire class to the Board of Pharmacy. Once the applications are received and processed, the Board of Pharmacy mails the Intern License to the Office of Experiential Education where a copy will be made for the permanent student file.

It is not possible to participate in IPPE or APPE rotations without a current California Pharmacy Intern License.

MILESTONE EXAM

The Milestone exam for the P1, P2, and P3 professional year of the curriculum is a multiple choice test developed and validated by faculty and practitioners. Faculty and pharmacy practitioners (affiliated with the College) develop the exam questions using a standardized NAPLEX format based on the course content offered that year.

GRADUATION REQUIREMENTS

Students are recommended and approved for the Doctor of Pharmacy degree by California Northstate College of Pharmacy and the faculty provided that the following requirements are satisfied:

- Has conducted oneself in an ethical, moral, professional, and lawful manner.
- Has satisfactorily completed all required coursework and experiential education with California Northstate College of Pharmacy in a timely fashion, not to exceed five (5) years from the date of initial enrollment (excluding approved leave of absence).
- Is not on academic probation.
- Has fulfilled all financial requirements and completed all necessary paperwork for California Northstate College of Pharmacy.
- Attends graduation and commencement ceremonies in person. Under special circumstances the Dean of the College may release the attendance requirement.

Application for Graduation

Students applying for graduation must meet all academic and financial requirements prior to submitting the Application for Graduation form. Students who have completed all the requirements to graduate are required to submit Application for Graduation form and pay the graduation fee. The form and payment shall be submitted to the Office of the Registrar for processing prior to the graduation application deadline.

Application Deadline for conferment of degree is as follows:

<u>Graduation Application Deadline</u>	<u>Filing Period</u>
Spring 2012	2/1/2012-4/1/2012
Spring 2013	2/1/2013-4/1/2013
Spring 2014	2/1/2014-4/1/2014

GRADUATION WITH HONORS

Students who meet the cumulative GPA listed below will be honored with special recognition at graduation. The honor will be noted on the degree.

Summa Cum Laude - Cumulative grade point average of 3.90 or higher

Magna Cum Laude - Cumulative grade point average of 3.70-3.89

Cum Laude - Cumulative grade point average of 3.50-3.69

COMMENCEMENT

Each student is required to attend commencement and wear traditional academic regalia consisting of cap, gown, and academic hood. Hoods of academics regalia are conferred upon the graduates at commencement by faculty. The hood is lined with the California Northstate colors of cabernet and gold, and is adorned with olive green denoting Doctorate of Pharmacy.

Honor cords and/or medallions will distinguish honor graduates. Any additional ornamentation must signify recognized College organizations and must be approved in advance of commencement by the Assistant Dean for Student Affairs and Admissions.

Exit Interviews

Instructions on exit interviews will be distributed to students during their last professional year. The College will not issue grades, grant degrees or furnish academic transcripts until all financial obligations have been met and all College property has been returned.

DUPLICATE DIPLOMA POLICY

The Office of the Registrar oversees the release of College Diplomas. A student may request a duplicate diploma by completing a Duplicate Diploma Request Form and submitting the form to the Office of the Registrar. The fee for a duplicate diploma is posted on the form and must be paid at the time it is submitted. Diplomas will include college honors (cum laude, magna cum laude, and summa cum laude) if applicable.

The student's degree must be awarded and posted to the Official Transcript before a diploma, or duplicate diploma, can be processed or ordered. The original request is kept in the students file.

Diplomas will be mailed first class to the address indicated on the Duplicate Diploma Request Form.

Transcripts and diplomas will not be released if there is a financial hold on your records.

The College is not responsible for lost or returned diplomas.

XV. LICENSURE

Acceptance to California Northstate College of Pharmacy does not guarantee California licensure.

CALIFORNIA INTERN PHARMACIST

Registration Requirements

To register as an intern pharmacist in California, candidates must currently be enrolled in a school of pharmacy recognized by the board or accredited by the Accreditation Council for Pharmaceutical Education (ACPE) and have fingerprint and background clearances.

Complete registration instructions can be downloaded from the California State Board of Pharmacy website at http://www.pharmacy.ca.gov/forms/intern_app_pkt.pdf.

CALIFORNIA PHARMACIST

Eligibility Requirements

To be licensed as a pharmacist in California, you must:

- Be at least 18 years of age.
- Have obtained a B.S. in Pharmacy or a Doctor in Pharmacy degree from a college of pharmacy recognized by the board.
- Have completed 1,500 intern experience hours or verified licensure as a pharmacist in another state for at least one year.
- Have taken and passed the North American Pharmacist Licensure Examination (NAPLEX) and the California Pharmacist Jurisprudence Examination (CPJE).
- Have fingerprint and background clearances.

The registration instructions, requirements, and application form for licensure as a pharmacist in California application may be obtained and downloaded at California State Board of Pharmacy website at http://www.pharmacy.ca.gov/forms/rph_app_pkt2.pdf.

NAPLEX/MPJE

Eligibility Requirements

To take the NAPLEX and/or MPJE, candidates must meet the eligibility requirements of the board of pharmacy from which they are seeking licensure. The board will determine your eligibility to take the examinations in accordance with the jurisdiction's requirements. If the board determines that you are

eligible to take the examinations, it will notify 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>.

XVI. ADDITIONAL COLLEGE POLICIES AND INFORMATION

DISABILITY POLICY

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

Students with disabilities, whether a hidden or visible disability, who wish to seek special accommodations from the College must notify the Assistant Dean of Student Affairs and Admissions or designee in writing before the beginning of the school year. If the disability develops during the school year and accommodations are requested, the student must notify the Assistant Dean of Student Affairs and Admissions or designee in writing as soon as he/she becomes aware of the disability. Students seeking accommodation are required to provide appropriate documentation of that disability to the Assistant Dean of Student Affairs and Admissions or designee.

Eligibility for Services

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

Types of Disabilities

Some common types of disabilities include, but are not limited to, physical disabilities, learning disabilities, psychiatric disabilities, and attention deficit hyperactivity disorders (ADHD).

Student’s Responsibility

Students enrolled at California Northstate College of Pharmacy are required to self-identify if they would like to request services on the basis of a disability. Students are required to meet with the Assistant Dean of Student Affairs and Admissions or designee for an initial intake and are required to provide appropriate documentation of the disability. Students must provide documentation, at the student’s expense, of the disability before the provision of services is reviewed.

Documentation Guidelines

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

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

- A diagnostic statement identifying the disability
- Date of the current diagnostic evaluation (must be within the past three (3) years)
- Date of the original diagnosis
- A description of the diagnostic criteria used
- A description of the current functional impact of the disability
- Treatments and medications, assistive devices currently prescribed or in use
- A description of the expected progression or stability of the disability over time
- Specific recommendations for accommodations and an explanation of why each recommendation is needed
- Impact the disability has on a specific major life activities
- Credentials of the diagnosing professional

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

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

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

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

The assessment should include the following:

- DSM-IV diagnosis
- Psychological test(s) and all scores used to support the diagnosis

- Medications needed, side effects affecting academic performance, and compliance with the therapeutic plan
- Any accommodation(s) that may jeopardize therapeutic interventions

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

The assessment should include the following:

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

Recommendations for Accommodations

The student's request for accommodations will be assessed by California Northstate College of Pharmacy appointed administrators who will determine eligibility.

Approval of the recommendations requested are based on the diagnostic report submitted by an appropriate health care provider rather than the student's request alone. Prior history of accommodations does not solely guarantee provisions of a similar accommodation.

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

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

SECURITY

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

All students who have authorized access to California Northstate College of Pharmacy campus will be issued an electronic entry access card that permits certain entry. All access will be tracked and monitored.

SEXUAL HARRASSMENT POLICY

The California Northstate College of Pharmacy is committed to maintaining a positive learning, working and living environment. In pursuit of these goals, the college will not tolerate acts of sexual harassment or related retaliation against or by any employee or student.

Sexual harassment: consists of interaction between individuals of the same or opposite sex that is characterized by unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, living conditions and/or educational evaluation; (2) submission to or rejection of such conduct by an individual is used as the basis for tangible employment or educational decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive working or educational environment.

Hostile environment sexual harassment: (described in subpart (3) above) is unwelcome sexual conduct that is sufficiently severe or pervasive that it alters the conditions of education or employment and creates an environment that a reasonable person would find intimidating, hostile or offensive. The determination of whether an environment is "hostile" must be based on all of the circumstances. These circumstances could include the frequency of the conduct, its severity and whether it is threatening or humiliating.

Retaliatory acts: It is a violation of this policy to engage in retaliatory acts against any employee or student who reports an incident of alleged sexual harassment or any employee or student who testifies, assists or participates in a proceeding, investigation or hearing relating to such allegation of sexual harassment.

Reporting Sexual Harassment

If you need to report sexual harassment, have any questions regarding sexual harassment, or the policy above please contact the Assistant Dean for Student Affairs and Admissions at 916-503-1850. If the situation is an emergency please call the Rancho Cordova police by dialing 911. If at all possible try to report the incident immediately. Students may also report non-emergency incidents using the College's official **Student Complaint /Grievance Form** located outside the office of the Student Affairs Assistant Registrar. Once the **Student Complaint /Grievance Form** is completed contact the Assistant Dean for Student Affairs to review the complaint. Additional resources and assistance will be given.

Contact the Rancho Cordova Police Department to report on-campus criminal conduct, including sexual assault or other serious allegations of sexual harassment in which the complainant believes that his or her safety is threatened. Allegations of serious sexual harassment should be reported to the Rancho Cordova Police Department if they occur after hours or on weekends.

SMOKING/SMOKELESS TOBACCO

Pharmacists advocate for health and wellness and therefore smoking or using smokeless tobacco is not permitted on the campus.

STUDENT RECORDS

The Family Education Rights and Privacy Act of 1974 (FERPA) is a federal law which allows students access to their educational records while maintaining a certain degree of confidentiality. The purpose of FERPA is to keep students records confidential, allow limited access of student records by third parties, and allow the student to challenge the accuracy of those records that are misleading or inaccurate.

In accordance with the Family Education Rights and Privacy Act of 1974 (FERPA), students who are currently enrolled or who have been previously enrolled at California Northstate College of Pharmacy are permitted to inspect certain aspects of their educational records, and/or withhold from release certain personally identifiable information.

This policy regarding student access to educational records does not include employment, medical or police records, confidential letters of recommendation if the student has waived the right to review them, professor's or administrator's personal records for their own use about students, parent's financial records, and other FERPA excluded records.

Additional information regarding FERPA can be viewed on-line at <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

Disclosure and Access

Upon placement at a clinical rotation site, the student's college email address and name will be given to the company in which they are placed.

Parents have no inherent rights to inspect their son's or daughter's educational records after age 18.

The College reserves the right to disclose certain directory information. The following personally identifiable information such as student directory information, student name, address, telephone number, email address, date and place of birth, field of study, dates of college attendance, degrees and awards received, photograph, is considered public information and may be disclosed by the college without prior written consent.

The student may request that directory information be withheld from sources outside the College, excluding law enforcement, or within the College to anyone who does not have a need to know status.

Students requesting that directory information not be disclosed should contact the Assistant Dean of Student Affairs and Admissions in writing two (2) weeks prior to the beginning of each academic year.

The College is not responsible for inadvertent release of directory information.

Students will not be permitted to inspect and review education records that are:

- Financial records of the students parents.
- Confidential letters, confidential statements of recommendation and other confidential documents related to admission to California Northstate College of Pharmacy if the student has waived his or her right to inspect and review those letters and statements.

Student Rights

To inspect and review personal educational records within forty-five (45) days from the time the request was received, the following must occur:

- The student must submit a written request to the Office of Student Affairs and Admissions, identifying the record(s) he/she wishes to inspect.
- The student will be informed of the time and place where their records can be inspected and reviewed.

To request amendments to educational records that the student believes are inaccurate or misleading, the following must occur:

- Students must submit a written statement clearly identifying the sections of the record that are being disputed and why it should be amended to the Dean of the College.
- If the College does not amend the record, the student will be notified in writing of the outcomes and the right of the student to a formal hearing regarding the proposed amendments.
- If the outcome is still not resolved the student may place a personal statement within the record outlining the contested information.

To provide written consent which would allow the school to disclose student record, or other information to another individual, party, or entity.

A complete listing can be found at
<http://www.deltabravo.net/custody/ferpa.php>.

To file a complaint with the US Department of Education concerning alleged non-compliance of the College to abide by FERPA requirements can be sent to the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

TRANSCRIPT REQUEST

Official transcripts can be requested in writing. The Request for Transcripts form is available in front of the Office of the Registrar. A \$5.00 fee is required for each transcript requested. Requests are processed within 2 business days. All delinquent financial obligations with the College must be cleared before transcripts are released.

The College will withhold official transcripts if the College has knowledge that the student has any default on loans or service obligations.

VISITORS

No visitors are permitted on campus without prior authorization from the Office of Student Affairs and Admissions. Students wishing to bring visitors on campus must complete a prior authorization from the Office of Student Affairs and Admissions.

No visitors will be allowed in the classroom or laboratory without prior authorization from the Office of Student Affairs and Admissions and the faculty member conducting the lecture/laboratory exercise.

Visitors are generally prohibited from visiting experiential sites.

Students are responsible for any misconduct of their guest.

WITHDRAWAL FROM THE COLLEGE

Students may voluntarily withdraw from California Northstate College of Pharmacy at anytime during the academic semester. The student will receive a “W” on their transcript for all classes after the third week of the semester. Informing California Northstate College of Pharmacy, your academic department or your instructor does not constitute official withdrawal from the program. All withdrawals must be processed by the Office of the Registrar.

Students must request, in person, an Official College Withdrawal Form from the Office of the Registrar. A student must meet with and receive signatures from , the Assistant Dean of Admissions and Student Affairs and the Financial Aide Coordinator before the form can be filed with the Office of the Registrar. A student that officially withdraws from the college is entitled to apply for readmission.

Withdrawal Tuition Refund

On approved applications, students who have completed 60 percent or less of the course of instruction, shall be given a refund on the following schedule:

Before the opening of class	100% of tuition and Fees
Before the end of the 3rd week of class	80% of tuition and Fees
Before the end of the 6 th week of class	60% of tuition and Fees
Before the end of the 8th week of class	40% of tuition and Fees
After the 8 th week of class	No Refund

If any student is suspended from the College for any cause, **no** refund of tuition or any part of the fees will be made.

Readmission

A student may apply for readmission if they have been on Leave of Absence (LOA) or have withdrawn from California Northstate College of Pharmacy for 1 year or less. Students that have been on LOA or withdraw from the College for more than 1 year are not eligible for readmission.

The Office of the Registrar will contact a student on LOA approximately 90 days before the LOA expires via certified US mail. The student will receive a request of intent, readmission form and readmission

procedures. The student will have 30 days to reply to the Office of Registrar with their intent to return to the College or officially withdraw. If a student does not return to within 1 year of approved LOA they are no longer eligible for readmission. The student may reapply to the College. If accepted the student may be required to return as a first year student.

If a student intends to return, they must complete and return the Application for Readmission within 30 days of receipt of notice. They must also meet with the Associate Dean of Academics at least 30 days prior to the first day of class to review and sign a Readmission Contract. This contract will outline the courses that will be required for the remainder of the student's educational career at CNCP.

Readmission after 1 Year

The applicant must apply through PharmCAS and adhere to the guidelines for all new applicants. Applicants for readmission will be evaluated by the admissions committee. The committee's decision is final.

Applicants will not be given special consideration over new applicants and will be evaluated equally on their overall academic record.

If readmitted, the student may be required to begin with the first professional year, regardless of their professional standing prior to dismissal or withdrawal.

LIBRARY/LEARNING RESOURCES

Library Facilities

The California Northstate College of Pharmacy Learning Resource Center is available for students, faculty, staff, preceptors, as well as local pharmacists. This program includes 8000 square feet of space devoted to the following resources:

- Library Facility and Collection
- Library Computer System
- CNCP Electronic Library
- Computer Lab
- Classroom Resources
- CNCP Academic Alert System
- Interlibrary Loan Program
- Career Resource Center

Facility

The library facility is a significant part of the CNCP Learning Resources Center. It houses the library collection and provides space for individual and group study. It is open five days a week. The hours of operation when the school is not in session, including holidays and spring break, will vary. The regular hours of operation when the school is in session are as follows:

Days	Hours
Monday to Thursday	9:00 am to 9:00 pm
Friday	9:00 am to 5:00 pm

Staff

The California Northstate College of Pharmacy’s 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 will provide training and consultation to students and faculty on how to access good information and efficiently use electronic resources. The pharmacy librarian holds an academic appointment on the faculty and participates in all faculty functions and meetings.

An Information technology specialist works with the pharmacy librarian to update, maintain, and operate electronic systems in the resource center.

Library Resource Center Programs

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

- **Students Resource Center Orientation Session:** At the beginning of each semester, a Resource Center Orientation session is scheduled to accommodate all interested students. The attendance is mandatory for all first semester students and optional for other students. During this orientation, the students will be introduced to the learning resources available as well as to policies and procedures relevant to their usage.
- **Tutoring Center:** Tutors are available to help students who are experiencing academic difficulty. Students requiring assistance may sign up for tutoring through the Office of Student Affairs.

CNCP Electronic Learning Resources

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

Library Computer System

A designated area of the learning resource center is dedicated as a computer lab. The computers in the lab are available to students, where they can access the CNCP electronic resources as well as CNCP electronic library materials. Additionally, the lab provides students with general PC software, access to the Internet, and the ability to print desired materials.

Library Collection

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

Interlibrary Loan Program

With the large number of colleges and universities in the Sacramento valley, CNCP is developing affiliation agreements with the libraries at other institutions in order to facilitate interlibrary loans. Please see the pharmacy librarian for details.

XVII. ADMINISTRATION

Alvin Cheung, PharmD, MPH	President
Norman Fong, BPharm	Vice President of Operations
David Hawkins, PharmD	Dean
John Martin, PhD	Associate Dean for Academic Affairs and Research
Cyndi Porter, MBA, MS	Assistant Dean for Student Affairs and Admissions
Dave Carroll, PharmD	Director of Experiential Education
Indiran Pather, DPharm	Chair - Department of Pharmaceutical & Biomedical Sciences
Bradley Brazill, PharmD	Chair -Department of Clinical & Administrative Sciences
Scott Minor, MLS	Director of Library Resources

XVIII. DEPARTMENTS

CLINICAL AND ADMINISTRATIVE SCIENCES

The faculty in the Department of Clinical and Administrative Sciences has expertise and research interest in a wide range of areas including internal medicine, cardiology, psychiatry, oncology, infectious disease, clinical pharmacokinetics, health care outcomes, public health, health care delivery systems, pharmacy management, and health policy.

<i>Faculty:</i>	Bradley Brazill, PharmD	Associate Professor/Chair
	John Battisti, PhD	Associate Professor
	Dave Carroll, PharmD	Associate Professor
	Grant Lackey, PharmD	Associate Professor
	Maureen Lloy, PharmD	Associate Professor
	John Inciardi, PharmD, DSc	Adjunct Associate Professor
	John Skhal, PharmD	Adjunct Associate Professor
	Nilesh Bhutada, PhD	Assistant Professor
	Sonya Frausto, PharmD, MA	Assistant Professor
	Paul Nguyen, PharmD	Assistant Professor
	William Ofstad, PharmD	Assistant Professor
	Deepti Vyas, PharmD	Assistant Professor

PHARMACEUTICAL AND BIOMEDICAL SCIENCES

The faculty in the Department of Pharmaceutical and Biomedical Sciences has expertise in pharmacology, medicinal chemistry, pharmaceuticals, cellular and molecular biology, immunology and microbiology. Primary areas of research include molecular pharmacology, angiogenesis, and drug delivery systems.

Faculty:	Indiran Pather, DPharm	Chair/Professor
	John Martin, PhD	Professor/Associate Dean
	Lane Brunner, PhD	Professor
	Xiaodong Feng, PharmD, PhD	Associate Professor
	Leanne Coyne, PhD	Assistant Professor
	Parto Khansari, PhD	Assistant Professor
	Chandra Kolli, PhD	Assistant Professor
	David Pearson, PhD	Assistant Professor
	Tibebe Woldemariam, BSPHarm, PhD	Assistant Professor

XIX. ADMINISTRATIVE STAFF

Staff:	Akelia Forsyth	Bookkeeper/Human Resource Specialist
	Aubrey Luhdorff	Administrative Assistant, Experiential Education
	Chrissy Hebel	Career Services and Event Coordinator
	David Fong	IT Support Technician
	Gail Kubat	Admissions Advisor
	Imani Grant	Student Affairs and Admissions Assistant
	Janette Kragen	Executive Assistant to the Dean
	Karen Sproates	Administrative Assistant to the Faculty
	Lisa Erck	Registrar
	Melania Sukiasyan	Library Assistant
	Patricia Erck	Executive Administrative Assistant - Operations
		Student Finance Coordinator
	Sara Fox	Administrative Assistant, Experiential Education
	Vinuthna Vattikonda	Computer System Analyst and IT Administrator
	William Wheelock	IT Support Technician