General Catalog

ACADEMIC YEAR 2012 - 2013
California Northstate College of Pharmacy
10811 International Drive, Rancho Cordova, California 95670
Main Campus (916) 631-8108
www.californiacollegeofpharmacy.org

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

Revised August 2012 CPF
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I. HISTORY OF THE COLLEGE

California Northstate University 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 University 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 University 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, faculty and staff. Dean Hawkins vision for the College was to develop a College with a strong teaching and research program that focused on team-based learning. In June 2012, after many years of successfully leading the school Dr. Hawkins retired from the deanship and academia.

Dr. Shane Desselle joined the College in July 2012 as the new Chief Academic Officer and Dean.

The Charter Class of California Northstate University College of Pharmacy began their doctoral program of study on September 2, 2008. The class completed the program with an inaugural graduation in May of 2012. Three additional classes have matriculated: the Class of 2013, Class of 2014, and the Class of 2015. A fifth class will begin their program of study at the beginning of the 2012-2013 academic year.

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 eligibility for licensure by examination or reciprocity reside with the respective state boards of pharmacy in accordance with their state statutes and administrative rules.

California Northstate University’s Doctor of Pharmacy program has been granted Candidate status by the Accreditation Council for Pharmacy Education, 135 South LaSalle Street, Chicago, IL 60503, and 312-644-3575; FAX 312/664-4652, web site www.acpe-accredit.org

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

The Doctor of Pharmacy program of the California Northstate was awarded continued Candidate accreditation status during the June 20-24, 2012, meeting of the ACPE Board of Directors based upon an on-site evaluation March 27-29, 2012, and discussion with University and College officials. If the program continues to develop as planned, full accreditation of the Doctor of Pharmacy program will be considered by the Board at the June 2013 Board of Directors meeting.

Western Association of Schools and Colleges (WASC)

California Northstate University is accredited by the Accrediting Commission for Senior Colleges and Universities of the Western Association of Schools and Colleges (WASC), 985 Atlantic Avenue, #100, Alameda, CA 94501, 510.748.9001.
IV. THE MISSION, VISION AND VALUES

**UNIVERSITY MISSION:** To Advance the Science and Art of Healthcare

**COLLEGE OF PHARMACY 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.

---

**Diagram**

**Phase 1**
- Preparation
  - Pre-class
  - Individual

**Phase 2**
- Readiness Assurance
  - Individual Test
    - Team Test
  - Written Appeals

**Phase 3**
- Application of Course Concepts
  - Group
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 University College of Pharmacy (CNUCOP) participates in the national Pharmacy College Application System (PharmCAS). Applicants for admission to the entry-level Doctor of Pharmacy program at CNUCOP 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 only 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).
FOREIGN GRADUATES/COURSEWORK

California Northstate University 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.

The College of Pharmacy requires that 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. 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

At this time, the College of Pharmacy has not articulated or entered into any specific transfer agreement with any other accredited institution of higher learning, including graduate-based programs. Consequently, the College of Pharmacy will not accept transfer students from other pharmacy institutions, irrespective of their year of matriculation. The student may apply for admission, but no credit will be awarded for previous courses taken at another school. In addition, the COP administration does not issue challenge exams for credits earned or advanced placement during any stage of the program. This policy will remain in effect until 2013, after the first class enrolled at CNUCOP graduates.

EXPERIENTIAL LEARNING CREDIT

Because of the specific legal requirements for licensure as a pharmacist, the only experiential learning credits available are required in and must be earned through the program itself. There is no credit for prior experiential learning and therefore no appeal available for the denial of such credit.

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 suggested overall GPA of 2.80 on a 4.00 grade scale. The specific pre-pharmacy course requirements are:
Pre-Pharmacy Course Requirements

<table>
<thead>
<tr>
<th>COURSE</th>
<th>Semesters</th>
<th>Quarters</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Chemistry*</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Organic Chemistry*</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Biochemistry</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>General Biology*</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Microbiology</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Anatomy</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Physiology</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Physics*</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Calculus</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Statistics</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Economics (Micro or Macro)</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Psychology</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Public Speaking</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

* 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](http://www.californiacollegeofpharmacy.org) and the PharmCAS School Pages at [www.pharmcas.org](http://www.pharmcas.org)

VIII. TUITION, FEES, AND RELATED FINANCIAL DISCLOSURES

All tuition, fees, expenses, and policies listed in this publication are effective July 2012 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.
FEES, CHARGES & EXPENSES

(PER YEAR)  

Tuition: $41,300.00  
$250.00 is non-refundable; remainder may be prorated upon withdrawal

Student Activities Fee: 150.00  
Non-refundable

Orientation Fee (first year only): 35.00  
Non-refundable

Miscellaneous Fees: 2,000.00  
Non-refundable cost of Books/supplies/equipment (estimated)

Pharmacy Intern Licensing (paid to Board of Pharmacy, fingerprinting, first year only): 170.00  
Non-refundable (estimated)

Health Insurance Premium (optional): 2,389.00  
Non-refundable (estimated)

TOTAL FEES, CHARGES & EXPENSES (Per Year): $46,044.00  

"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 150 semester credit hours while attending the College on a full-time basis. All fees are therefore charged on an annual basis, and tuition is $20,650.00 per semester, with no proration available for part-time study based on the number of units taken or based on any other method of calculation. Tuition and fees for remediating or repeating a course or courses as the result of a D or F grade in the course, including when an additional year is required for this purpose, are described in the College Catalog and Student Handbook."

PAYMENT DUE DATES AND OPTIONS

All tuition and fees described on the first page of this Student Enrollment Agreement are due in full in accord with the schedule “Total Charges You Are Obligated to Pay Upon Enrollment and Required Scheduled Payment Dates” set forth on the last page of this Enrollment Agreement. As an alternative to payment in cash, the student may (1) provide satisfactory written creditor approved loan documentation to the College, or (2) apply for one of the installment payment plans offered by the College, either of which the College may within its complete discretion accept as an alternative to cash payment for the above tuition and fees, excluding the registration fee and the student health insurance fee. If either of these options is chosen by the student, the student must make the appropriate arrangements with the College for payment in accord with these options no later than thirty (30) days before the applicable due date described on the last page of this Enrollment Agreement. Failure to make full payment, or alternative loan or installment payment arrangements, by the due dates described in this Enrollment Agreement will subject the defaulting incoming student to forfeiture of the student’s seat and the defaulting returning student to dismissal or interest at the then current rate under the College’s direct pay installment program, which is presently 12% per year.

STUDENT’S RIGHT TO CANCEL AND REFUND

You have the right to cancel the Student Enrollment Agreement until midnight of the first calendar day after the first class session you attend, or midnight of the eighth calendar day after you sign the Student Enrollment Agreement, whichever is later.

If you cancel the Enrollment Agreement, the College will refund the amount of tuition that you paid less the $250 non-refundable portion of the deposited amount within forty five (45) days after your Notice of Cancellation is received by the Registrar. The student health insurance premium in the estimated amount

10
of $2,389.00 is set by the health plan, which is an outside provider, and will not be refunded unless the health plan provides a refund and, if so, according to the plan’s terms.

STUDENT’S RIGHT TO WITHDRAW AND REFUND

After the cancellation period described above, you have the right to withdraw from the College at any time. Students that have completed 60% or less of a semester shall be eligible for a pro rata refund for that semester as follows.

The refund shall be the amount of tuition that you paid less the $250 non-refundable portion of the deposited amount (the refund shall not include the non-refundable fees/pharmacy intern licensing/STRF/health insurance premium described on the first page of the Student Enrollment Agreement), multiplied by a fraction, the numerator of which is the number of hours of instruction which you have not received but for which you have paid, and the denominator of which is the total number of hours of instruction for which you have paid. If the amount you have paid is more than the amount that you owe for the time attended, then a refund of the difference will be made within forty five (45) days after your Notice of Withdrawal is received by the Registrar. If the amount that you owe for the time attended is more than the amount you have paid, then you will need to make arrangements for payment of the amount remaining owed. The form of notice of withdrawal is described below.

HYPOTHETICAL REFUND EXAMPLE:

If attended 3 weeks (57 hours) and paid the full semester tuition amount of $20,650.00, the fraction is 228 (285 total semester hours - 57 hours attended) divided by 285 total semester hours, or 0.8. Total refund is $16,270.00 ($20,650.00 X 0.8 - $250.00 non-refundable portion of deposited amount).

FORM OF NOTICE OF CANCELLATION OR NOTICE OF WITHDRAWAL

Cancellation or withdrawal shall occur when you give written notice of cancellation or withdrawal to the Registrar at the College’s address shown at the top of the first page of the Enrollment Agreement. You can do this by hand delivery, e-mail, facsimile, or mail. Written notice of cancellation or withdrawal sent by hand delivery, e-mail, or facsimile is effective when received by the College, provided that such receipt can be verified. Written notice of cancellation or withdrawal sent by mail is effective when deposited in the mail properly addressed with postage prepaid. The written notice of cancellation or withdrawal need not take any particular form, and however expressed is effective if it shows that you no longer wish to be bound by the Enrollment Agreement in the case of a cancellation, or that you wish to withdraw from the College in the case of a withdrawal.

FINANCIAL AID AND LOAN OBLIGATIONS

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

If a student obtains a loan to pay for an educational program, then the refund will be sent to the lender or to the loan guarantee agency, up to the amount of the loan plus interest. The student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund paid to the lender. If there is a refund amount remaining after payment to the lender, it shall be paid to the student as described above. If you owe money after the refund, then you will need to make arrangements for payment of the amount remaining owed.
If the student has obtained a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur: (1) the federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan; (2) the student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

NOTICE TO ENROLLED STUDENTS

YOU MAY ASSERT AGAINST THE HOLDER OF THE PROMISSORY NOTE YOU SIGNED IN ORDER TO FINANCE THE COST OF THE EDUCATIONAL PROGRAM ALL OF THE CLAIMS AND DEFENSES THAT YOU COULD ASSERT AGAINST THIS INSTITUTION, UP TO THE AMOUNT YOU HAVE ALREADY PAID UNDER THE PROMISSORY NOTE.

TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

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

SCHOLARSHIPS

In the past, several companies have helped CNUCOP students finance their education through scholarships. Some of these companies include: Albertson’s, CVS, Pharmacist Mutual Insurance Company, Safeway, SuperValu Drug Stores, and Walgreen’s. These scholarships range from $500 to $2,000. Criteria for scholarships vary by the specific donor and are usually awarded in the late fall and early spring.

The Northern California Pharmacy Education Foundation and the College award various scholarships to students during the academic year. The scholarships are awarded on the basis of financial need, academic performance, leadership, and promoting diversity in the profession.

Current information regarding various scholarships can be found on our web site.
## IX. ACADEMIC CALENDAR

<table>
<thead>
<tr>
<th>Year:</th>
<th>Semester:</th>
<th>Dates:</th>
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<tbody>
<tr>
<td>2012</td>
<td>Summer</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Summer IPPE Begins</td>
<td>May 5</td>
</tr>
<tr>
<td></td>
<td>APPE Block A Begins</td>
<td>May 21</td>
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<tr>
<td></td>
<td>APPE Block A Ends</td>
<td>June 29</td>
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<tr>
<td></td>
<td>APPE B Block Begins</td>
<td>July 2</td>
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<tr>
<td></td>
<td>Summer IPPE Ends</td>
<td>August 19</td>
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<tr>
<td></td>
<td>APPE B Block Ends</td>
<td>August 10</td>
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<tr>
<td></td>
<td>APPE Break</td>
<td>August 11 to 19</td>
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<tr>
<td></td>
<td>Fall</td>
<td></td>
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<tr>
<td></td>
<td>Fall Semester Registration</td>
<td>August 6 to 15</td>
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<tr>
<td></td>
<td>C-2016 Orientation</td>
<td>August 15 to 17</td>
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<tr>
<td></td>
<td>First Day of Class</td>
<td>August 20</td>
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<td></td>
<td>Fall IPPE Begins</td>
<td>August 20</td>
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<tr>
<td></td>
<td>Late Registration</td>
<td>August 20 to 24</td>
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<tr>
<td></td>
<td>APPE C Block Begins</td>
<td>August 24</td>
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<tr>
<td></td>
<td>Last Day to Add/Drop Courses</td>
<td>August 24</td>
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<tr>
<td></td>
<td>Holiday - Labor Day</td>
<td>September 3</td>
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<td></td>
<td>APPE C Block Ends</td>
<td>September 28</td>
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<td></td>
<td>APPE D Block Begins</td>
<td>October 1</td>
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<td></td>
<td>APPE D Block Ends</td>
<td>November 9</td>
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<td></td>
<td>APPE E Block Begins</td>
<td>November 12</td>
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<tr>
<td></td>
<td>Holiday - Thanksgiving</td>
<td>November 22 (Nov. 21 Travel Day)</td>
</tr>
<tr>
<td></td>
<td>Fall IPPE Ends</td>
<td>November 30</td>
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<td></td>
<td>Last Day of Class</td>
<td>November 30</td>
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<td></td>
<td>Finals</td>
<td>December 3 to 7</td>
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<td></td>
<td>First Day Remediation</td>
<td>December 10</td>
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<tr>
<td></td>
<td>Winter</td>
<td></td>
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<td></td>
<td>Winter IPPE Begins</td>
<td>December 8</td>
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<td>Spring Semester Registration</td>
<td>December 17 to 31</td>
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<td>APPE E Block Ends</td>
<td>December 21</td>
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<td>Last Day Remediation</td>
<td>December 28, 2012</td>
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<td>Winter IPPE Ends</td>
<td>January 6</td>
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<td>2013</td>
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<td>First Day of Class</td>
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<td>Late Registration</td>
<td>January 7 to 11</td>
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<td>Spring IPPE Begins</td>
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<td>APPE F Block Begins</td>
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<td>Last Day to Add/Drop Courses</td>
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<td>Holiday - Martin Luther King, Jr.</td>
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<td>APPE F Block Ends</td>
<td>February 15</td>
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<td>Holiday – President’s Day</td>
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<td>Event</td>
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<td>APPE G Block Begins</td>
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<td>Spring Break</td>
<td>March 11 to March 15</td>
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<td>APPE G Block Ends</td>
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<td>APPE H Block Begins</td>
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<td>Last Day of Class</td>
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<td>Spring IPPE Ends</td>
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<tr>
<td>Finals</td>
<td>May 2, 3, 6, 7, 8</td>
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<td>First Day Remediation</td>
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<td>Summer IPPE Begins</td>
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<td>Capstone Exam C-2014</td>
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<td>APPE Block H Ends</td>
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<td>White Coat Ceremony</td>
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<td>NAPLEX Board Review C-2013 &amp;</td>
<td>May 11/12 to May 16</td>
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<td>Law Review C-2013</td>
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<td>Graduation Dinner</td>
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<td>Graduation Ceremony-2013</td>
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<td>Summer</td>
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<td>Summer IPPE Begins</td>
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<td>APPE Block A Begins</td>
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<td>Last Day Remediation</td>
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<td>APPE Block A Ends</td>
<td>June 28</td>
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<td>APPE B Block Begins</td>
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### X. REGISTRATION AND ORIENTATION

First year professional orientation is mandatory for all new students. If a student is not able to attend the scheduled orientation, due to illness or emergency, the Student Affairs Assistant or Admissions Advisor must be notified of the absence immediately. The student will be required to provide documentation for the absence and complete a make-up orientation within the first week of school.

In order to register for classes all admission contingencies must be fulfilled, a financial aid clearance from the Financial Aid Officer must be received, and all “New Student” paperwork must be submitted. This includes all required immunizations, a cleared background check, proof of medical insurance coverage, and any other institutional requirements.

Block registration will be conducted by the Registrar prior to the beginning of each semester for new and continuing students. Registration for elective courses may be done online through the schools Learning Management System, ASAP. Students who are noncompliant with the institutional requirements at the time of registration will be required to complete late registration. Late registration requires a signed and approved Add/Drop Form along with the late registration fee.
XI. COURSE DESCRIPTIONS

1. BIOMEDICAL SCIENCES

PHAR 621: Cellular and Molecular Biology and Biochemistry
The Cellular and Molecular Biology and Biochemistry course is designed to provide the pharmacy students with a fundamental understanding of current concepts of cellular and molecular biology, and human biochemistry. Students are provided an overview of eukaryotic carbohydrate, lipid and protein metabolism, cellular signal transduction, biomedical aspects of human nutrition, genetic regulation, the molecular basis of inherited genetic diseases and acquired diseases like cancer, principles of commonly used biotechnologies, drug targets screening, and biopharmaceutical products generation.
Prerequisites Courses: None

PHAR 622: Pathophysiology and Pharmacology I: Neurological/Neuro-Endocrine/Psych
In this course, students will learn to identify drug targets based upon an understanding of the pathophysiological mechanism of major neurological, neuroendocrine and psychological diseases. They will learn to recognize the symptoms of neurological, neuroendocrine & psychological disorders, which will improve their ability to make pharmaceutical recommendations to patients. Students will learn the mechanism of action and adverse effects of pharmacological classes of drugs used to treat major neurological, neuroendocrine and psychological diseases. They will utilize this knowledge & their ability to recognize potential adverse effects of drugs to identify and select appropriate alternative pharmacological agents for patients who exhibit significant adverse effects to existing pharmacological therapy. Prerequisites Courses: PHAR 621, 631

PHAR 724: Pathophysiology and Pharmacology II: Cardiovascular, Diabetes, Thyroid
This course describes and evaluates underlying pathogenesis of major cardiovascular disorders and the cardiovascular pharmacology. Upon completion of this course, students gain an understanding of major cardiovascular disease states, drug targets based on understanding the pathophysiology, the mechanism of action and adverse effects of drugs used to treat cardiovascular disorders. Selected topics include hypertension, dyslipidemia, thrombosis, arrhythmia, ischemic heart diseases, heart failure, venous thromboembolism, peripheral arterial diseases, valvular disease and cardiovascular shocks. In addition, this course describes the pathophysiology of two of the endocrine glands, thyroid and pancreas. Students gain an understanding of underlying pathogenesis of hypothyroidism, hyperthyroidism and Diabetes Mellitus, and mechanism of action and adverse effects of pharmacological classes and agents to treat these endocrine disorders. Prerequisites Courses: PHAR 621, 631, 633, 622

PHAR 725: Pathophysiology and Pharmacology III: Pulmonary/ Renal/ GI/GU
This course will cover the functional anatomy, physiology and pathophysiology of the reproductive endocrine systems, adrenal cortex, regulation of calcium, 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. Prerequisite Courses: 621, 622, 623, 641, 642, 724

PHAR 826: Biotechnology and Pharmacogenomics
This course will introduce students to the scientific principles in biotechnology and pharmacogenomics. The focus will be the potential application of biotechnology and pharmacogenomics in drug discovery, disease diagnosis and pharmacotherapy. Core technology, such as recombinant biopharmaceutics, monoclonal antibody biopharmaceutics, biomedical technologies for disease diagnosis and screening,
bioinformatics, medical imagining technology, human genome project, nanotechnology, gene therapy, stem cell therapy and target therapy, will be discussed in this course. Furthermore, the genetic factors underlying drug efficacy and drug toxicity, and the value of phenotyping /genotyping in guiding drug therapy of individual patients will be assessed. Prerequisite Courses: 621, 631, 733, 751, 752, 853

**PHAR 827: Immunology**
The course will focus on cellular immunology integrating pathophysiology and pharmacological mechanisms with the pharmacotherapeutic interventions used in the management of allergy, anaphylaxis, cancer, autoimmune disease, vaccination for disease, AIDS, etc. Students are provided with an overview of immunity, cells and proteins of the immune system, along with their specific roles and interactions in human immunity and disease. Students will gain understanding of disease state management through the interpretation of case reports, laboratory findings, application of pharmacologic principles and evidence based guidelines. These principles will be emphasized in reading assignments, assigned applications, and in class discussion. Relevant updates in clinical research and practice recommendations will also be discussed. Team based and evidence based patient case discussion and patient pharmacotherapeutical treatment plan recitation will be applied throughout the course. Prerequisite Courses: 621,631, 622, 724, 725.

2. **PHARMACEUTICAL SCIENCES**

**PHAR 631: Medicinal Chemistry & Physical Pharmacy**
The course consists of four components: 1) Fundamentals of Medicinal Chemistry – which introduces the concepts required to understand the principles of Medicinal Chemistry, including drug structure-relationships, prediction of the physico-chemical properties of a drug, basic knowledge of the major pathways of drug metabolism and factors that can contribute to drug-drug interactions. 2) The students will be able to predict the solubility, metabolism and pharmacological activity/potency of drugs classes based on the contribution of their functional groups to their structures. 3) The course is designed to provide students with a fundamental understanding of drug assay and the application of chemical and physico-chemical methods of analysis to pharmaceutical substances. 4) The course provides students with a fundamental knowledge of the active constituents of natural medicines with emphasis on the top selling medicinal herbs. Prerequisite Courses: None

**PHAR 632: Biopharmaceutics, Drug Delivery and Calculations**
This course is designed to give students an appreciation of the formulation, manufacture, and testing of dosage forms as well as an understanding of the interactions between complex drug delivery systems and biological systems. The course covers all the basic dosage forms and drug delivery systems as well as the routes of administration, absorption, and bioavailability. The course will also cover pharmaceutical calculations and gives an overview of drug quality control and regulation. Prerequisite Courses: None

**PHAR 633: Basic and Clinical Pharmacokinetics**
This course focuses on understanding and applying pharmacokinetic principles for optimizing drug dosage. It is divided in to three modules; descriptive, quantitative, and clinical pharmacokinetics. Descriptive pharmacokinetics provides a basic introduction to the key pharmacokinetic principles. This module enables the student to conceptualize principles such as drug bioavailability, distribution, clearance, and excretion. Concepts of drug absorption, metabolism, protein binding, and pharmacokinetic drug interactions will be discussed as well. Quantitative pharmacokinetics covers the mathematical aspects, including the calculation of pharmacokinetic parameters following drug administration and compartment modeling. The third module, clinical pharmacokinetics, covers the process of using pharmacokinetic principles to optimize individual drug therapy in individuals and in patients with altered physiology. Prerequisite Courses: PHAR 632
3. SOCIAL/BEHAVIORAL/ADMINISTRATIVE SCIENCES

PHAR 634: Biostatistics and Pharmacoepidemiology
Understanding and applying the basic principles of biostatistics and pharmacoepidemiology will be emphasized throughout the course. The section on pharmacoepidemiology will focus on methods for discovering, reporting and appraising adverse drug events. The biostatistics section is designed to prepare the student to understand and critically assess statistical output reported in the medical literature. Prerequisite Courses: None

PHAR 712: Professional Communications
The course is designed to teach student pharmacists the skills and techniques necessary to have productive communication encounters with patients and healthcare professionals using verbal and non-verbal abilities. Utilizing techniques that evolve around oral and written communication, the students will begin to develop the skills necessary to conduct effective patient interviewing/counseling encounters, initiate problem solving & conflict management techniques, and expand their awareness regarding cultural competence and health literacy. Prerequisites Course: None

PHAR 811: Pharmacy and the Health Care System
This course will introduce the major healthcare stakeholder groups (patients, providers, payers, and policymakers), and elucidate the manner by which their interests and interactions over the last 100 years have shaped the current US healthcare financing and delivery system. Students will learn how to use this information as a framework to identify existing and future healthcare needs, and develop potential pharmacist-driven solutions and implementation strategies. Prerequisites Course: PHAR 634, 661, 712, 743

PHAR 813: Pharmacy Law and Ethics
This course is designed to teach future pharmacists critical thinking and problem solving skills and techniques necessary to identify, analyze, and evaluate legal and ethical issues for application to the various circumstances that present in pharmacy practice.
Prerequisite Courses: PHAR 611

PHAR 815: Pharmacy Management and Economic Principles
The objective of this course is to provide an opportunity to the pharmacy students to learn important management, organizational, accounting, entrepreneurial, and marketing skills that are useful for pharmacy practice. To provide optimum care and services as a healthcare professional, pharmacists should understand the basic principles of managerial, organizational, and financial management. On a day-to-day basis pharmacists have to deal with people, change, structural demands, and organizational behavior. Therefore, more emphasis will be given to planning, organization, motivation, control, and marketing as they relate to community and health-system pharmacy management. This course will also provide a basic introduction of pharmacoeconomic principles and its application to improve patient outcomes. Course material will provide the students with an understanding of the methods to choose a cost-effective drug therapy for patient populations in order to achieve quality clinical, economic and humanistic outcomes. A combination of classroom mini-lectures, class discussion, required readings, and in-class learning assignments will be used to facilitate the student's understanding of important concepts related to pharmacy management and pharmacoeconomics. Prerequisite Courses: PHAR 811

4. CLINICAL SCIENCES

PHAR 641: Self Care I
Self-Care I is the first 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. Students will be expected to understand how and why obtaining a comprehensive patient history and potentially conducting a physical exam are necessary to objectively recommend appropriate over-the-counter medications that are safe and effective. Students will begin to appreciate the role of a pharmacist and how educating and empowering patients is a cornerstone in community pharmacy practice. Prerequisite Courses: None

**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. Students will continue utilizing their skills to take a comprehensive patient history and conduct a proper physical exam, if necessary, for appropriately recommending over-the-counter medications that are safe and effective. Prerequisite Courses: PHAR 641

**PHAR 743: Drug Literature Evaluation & Drug Information**
This course will provide a systematic approach to drug information and literature evaluation to optimize patient outcomes. This includes effective searching, retrieval, evaluation and dissemination of electronic and print resources. Students will utilize skills learned in this course to effectively communicate and tailor drug information at the appropriate level for providers, other health professionals, caregivers, patients and the public. In addition students will achieve an understanding of academic publishing and the lifecycle of scientific information. This course will expose students to the principles of study design, data collection and evaluation. Students will be required to do independent evaluations of primary literature and submit written and verbal evaluations of their reviews and work collaboratively as a member of a drug information team. Prerequisite Courses: None

**5. INTEGRATED SCIENCES**

**PHAR 757: Pharmacotherapy I: Clinical Foundations & Clinical Neuroscience (Neurologic, Neuroendocrinologic, and Psychiatric Disorders)**
The course will focus on clinical foundations and integration of the pathophysiological and pharmacological mechanisms and the pharmacotherapeutic interventions used in the management of disorders that are specific to or have a high prevalence in neurology, neuroendocrinology, and psychiatry. Prerequisite Courses: 622, 634, 633, 642

**PHAR 752: Pharmacotherapy II: CV/Diabetes/Pulm**
This course focuses on the development of highly skilled clinical pharmacists. Students are taught to integrate knowledge of therapeutic interventions with the pathophysiological and pharmacological mechanisms and patient specific data to optimally manage cardiovascular, pulmonary, and endocrine disorders. Students will gain understanding of disease state management through the interpretation of case reports, laboratory findings, application of pharmacologic principles and evidence based guidelines. These principles will be emphasized in reading assignments, through individual and team in-class applications, and classroom discussion utilizing the Team-Based Learning pedagogy. This learning pedagogy will be supplemented by additional active learning utilizing tools including the Objective Structured Clinical Exams (OSCE), Journal Club, Simulation, SOAP Notes and Care Plans. Updates in the primary literature and practice recommendations will also be examined. Students will learn to
demonstrate clinical skills relevant to providing patient care in simulated learning activities. Evidence-based patient case discussion and patient therapeutic treatment plan recitation will be applied throughout the course. Prerequisite Courses: 724, 633, 757

**PHAR 853: Pharmacotherapy III: Renal/GI/Hem/Oncology**
This course has four distinct blocks of pharmacotherapy: renal, gastrointestinal, hematologic, and oncologic. For each block the student will need to integrate physiologic, pathophysiologic, pharmacologic, pharmacodynamic, pharmacokinetic, laboratory monitoring, and pharmacotherapeutic principles to assess and/or formulate disease specific pharmacotherapy care plans. The course will focus on optimizing drug therapy through the design, recommendation, implementation, monitoring, and modification of individualized pharmacotherapeutic plans using updated pharmacologic principles, clinical recommendations, and evidence based guidelines. The topics covered include but are not limited to the following: acute and chronic renal diseases, liver disease, cirrhosis and portal hypertension, pancreatitis, peptic ulcer disease, GERD, thromboembolism, hematopoiesis and anemias, updates on cancer biology, clinical pharmacology of chemotherapy and target therapy, symptom management and supportive care for cancer patients, pathophysiology, pharmacotherapy, and management of specific major malignancies, such as breast, colorectal, prostate, lung, lymphomas, leukemia and skin cancers.
Prerequisite Courses: 622, 623, 725, 724, 725, 734, 752, 757

**PHAR 856: Pharmacotherapy IV: Microbiology and Infectious Diseases**
This course will cover the pathophysiology and treatment of bacterial, viral, and fungal infections, as well as the principles of antimicrobial regimen selection and antimicrobial prophylaxis. At the end of this course the student should be able to: identify likely pathogens responsible for a particular infectious disease process; select the appropriate antibiotic(s) to provide antimicrobial coverage for these possible pathogens; select alternative antibiotics should they become necessary; and identify appropriate actions to monitor for efficacy and toxicity. To accomplish these goals, the student will be required to comprehend common microbiologic laboratory tests used to identify microorganisms. The student will be expected to know the mechanisms of action, antimicrobial spectrum, mechanisms of bacterial resistance, common adverse reactions, pharmacokinetics, and appropriate dosing of the various antibiotics discussed during classroom sessions. Additional topics related to men’s and women’s health will also be covered in this course. At the end of those respective sessions, students should be able to select appropriate treatment of patients with erectile dysfunction, benign prostatic hyperplasia, urinary incontinence, and hormonal imbalances specific to each gender. Students should also be able to identify medications that are considered safe or unsafe during pregnancy and/or lactation.
Prerequisite Courses: 631, 633, 743, 827

**6. INTRODUCTORY COURSE**

**PHAR 661: Introduction to Pharmacy Practice**
This course is designed to enhance the students’ critical thinking and problem-solving skills as well as prepare them for contemporary pharmacy practice. This course will introduce the students to the practical aspects of pharmacy including basic pharmacy dispensing, introductory pharmacy calculations, hospital and community practice, top 200 medications and contemporary pharmacy issues as well as allow them to complete many certificate programs as required by their experiential practice experiences. Laboratory sections will allow the student to simulate and apply the concepts gained from the discussion portion of the course. Prerequisites: None

**7. INTRODUCTORY PHARMACY PRACTICE EXPERIENCES (PHAR 761, 762, 861, & 862)** The Introductory Pharmacy Practice Experiences (IPPE I-IV) will be based in community,
hospital and a variety of specialty sites. Each IPPE will consist of a minimum of 75 hours per semester and may 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
- providing point-of-care and patient-centered services
- conducting physical assessments
- preparing and compounding extemporaneous preparations
- communicating with patients and health care providers
- interacting with pharmacy technicians in the delivery of pharmacy services
- documenting interventions in patient records
- 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, long-term care pharmacy, and other specialized pharmacy care settings. Each APPE is 240 hours (40 hours/week X 6 weeks) in duration and may 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. LEARNING OUTCOMES

PROGRAM LEARNING OUTCOMES
Each student graduating from CNUCOP will be expected to have mastered the following ten learning outcomes. Students will not be allowed to graduate until they have demonstrated mastery of these ten learning outcomes. Mastery of the programmatic outcomes ensures that each CNUCOP graduate is ready to enter the pharmacy profession as a competent and compassionate professional ready to participate as a team member in patient-centered care.

1. Demonstrate the ability to practice contemporary pharmacy in accordance with professional, legal and ethical standards.
2. Formulate sound evidence-based, individualized pharmacotherapy plans.
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.

INSTITUTIONAL LEARNING OUTCOMES
In addition to mastering the Programmatic Outcomes, it is expected that each graduate will have mastered the following three Institutional Outcomes. Students will not be allowed to graduate until they have demonstrated mastery of these three outcomes:

1. Highly developed critical thinking skills;
2. Effective oral and written communication skills;
3. Exemplary professional behavior, attitude, and values.

CO-CURRICULAR LEARNING OUTCOMES
CNUCOP students are also required to master the following three co-curricular outcomes:

1. Participation in professional organizations;
2. Engagement in community service;
3. Well-developed ethical reasoning skills.

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 where developed by a collaborative group representing seven of the California Colleges and Schools of Pharmacy.

1. **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.

2. **The Practice of Pharmacy**

   **A. Organize and evaluate information.**

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

   **B. Prepare and dispense medications.**

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

   **C. Provide patient counseling.**

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

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

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

F. **Contribute to and monitor the optimal use of medications.**
   1. Articulate the pharmacist’s role in medication use oversight (e.g. formulary management, practice guidelines).
   2. Participate in established medication safety and quality improvement activities (e.g., adverse drug reaction reporting, medication reconciliation).
   3. Access, select, utilize, and cite appropriate references for health information and patient education materials.
   4. Demonstrate proficiency with the technology used at assigned experiential sites.
   5. Formulate evidence-based pharmaceutical care plans based upon sound pharmacotherapeutic principles that take into account individual patient health beliefs, attitudes, and behaviors.

3. **Public Health**

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

   B. **Demonstrate public health-related practice skills.**
      1. Administer subcutaneous, intramuscular or intradermal injections, including immunizations.
      2. Screen for common medical conditions and make appropriate referrals.
      3. Conduct smoking-cessation interventions when appropriate.
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.
XIV. ACADEMIC POLICIES AND PROCEDURES

Attendance Policy

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. Students should refer to the Excused Absence Policy and Leave of Absence Policy for illness, family death, emergency or other serious personal issues.

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

Excused Absence Policy

A student may request an excused absence from class/pharmacy practice experiences for personal, emergency, compassionate, professional, or health-related reasons. To protect the confidentiality of students, all excused absence requests are initiated in writing through the Office of Registrar. Generally, absences are for a short duration of a day or two, and not longer than five (5) academic days. Absences greater than five (5) academic days may require a student to request a leave of absence or a personal withdrawal.

The Office of Registrar will periodically submit a report of the Excused Absence approvals to the Office of Associate Dean of Academic Affairs.

Process

Students should complete an Excused Absence Request form available on the College’s web site. Requests for an excused absence should be submitted at least 10 business days (two full weeks) in advance except in cases of emergency. Students involved in off-campus programs should submit written requests to the Director of Experiential Education at least 10 business days (two full weeks) in advance except in cases of emergency. In the event of unexpected circumstances, students are responsible for completing and submitting an Excused Absence Request form to the Office of Registrar within three (3) days of the absence.

On Campus Students: Students on campus should complete an Excused Absence Request form and submit the completed form to the Office of Registrar. The request for an excused absence must be accompanied by appropriate documentation. If the excused absence is approved, the Office of Registrar will notify course coordinators of a student’s absence within twenty-four (24) hours. However, it will be the student’s responsibility to contact course coordinators within 24 hours of approval of the excused absence to make arrangements for making up missed assignments and/or examinations. If the assignment and/or examination cannot be made-up, then the missed activity should not count against the student’s final grade. However, this is at the discretion of the course coordinator.

Off-Campus Students: Off-campus students (those involved in Experiential Education) must submit an Excused Absence Request form to their preceptor, Hub Coordinator, and the Director of Experiential
Education. If the request for an excused absence is approved, the student must meet with their preceptor to make arrangements to make-up missed work with approval of the Hub Coordinator and/or Director of Experiential Education within 24 hours of approval.

**Professional Meetings and Conferences**

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 an approval at least two weeks prior to the meeting from the course coordinator(s) whose class(s) will be missed. *After the course coordinator approves* the excused absence, students shall submit the approved **Excused Absence** form to the Office of Registrar for record keeping. Any student on academic alert or academic probation will not receive approval for an excused absence. 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.

**Conditions and Requirements**

An excused absence will not be granted after the fact except in emergencies.

**Medical or Personal Reasons:** To obtain an excused absence for medical purposes, students must submit an **Excused Absence Request** form and a **Medical Excuse** form signed by an appropriate health care provider. The complete and signed forms must be submitted to the Office of Registrar, the Director of Experiential Education or the Hub Coordinator as appropriate. These forms need to be completed within 24 hours of return to the campus or practice site.

**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. Scheduled dates for Final Exams will be noted in course syllabus and on the academic calendar. Make-up examinations are administered at the discretion and convenience of the course coordinator.

**Academic Alert Policy**

An Academic Alert is designed to allow a course coordinator to refer a student for academic support at any point during the semester. Such a step may be taken based on a quantifiable assessment such as an exam grade or a cumulative iRAT score. It could also be based on observation of behavior e.g. participation in team work.

**Process**

The course coordinator activates the academic alert and requests to meet with the students within 5 business days. A plan for academic support will be determined by the course-coordinator and the student. The completed Academic Alert form will be submitted to the Office of Registrar who then notifies the student’s academic advisor. The Office of Registrar will periodically submit a report of the Academic Alerts to the Office of Associate Dean of Academic Affairs.

**Course Grade Appeal Policy**

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 (14 days or two full weeks) of online posting of final course grades. The student must initiate a formal grade appeal process by completing the **Course Grade Appeal**
form and submitting this form to the course coordinator. The **Course Grade Appeal** form is located on the school’s web site under Registrar at: [http://www.californiacollegeofpharmacy.org/home/shareddocs/registration/CourseGradeAppeal.pdf](http://www.californiacollegeofpharmacy.org/home/shareddocs/registration/CourseGradeAppeal.pdf)

The course coordinator will respond to the student in writing using the **Course Grade Appeal** form within ten (10) business days (14 days or two full weeks). If the appeal cannot be resolved, the student has two (2) business days to appeal the decision of the course coordinator in writing using the **Course Grade Appeal** form submitted to the appropriate Department Chair who shall render a decision in writing within ten (10) business days (14 days or two full weeks) of receipt of the formal appeal. The decision of the Department Chair is final and no further action on the appeal may be or will be taken.

If the course Coordinator is the Department Chair, then the student may appeal the decision directly to the Professional and Academic Standards Committee (PASC). The student has two (2) business days to submit an appeal in writing to the PASC. The PASC will render a decision in writing within ten (10) business days (14 days or two full weeks) of receipt of the formal appeal. The decision of the PASC is final and no further action on the appeal may be or will be taken.

If a grade appeal is approved, the course coordinator must complete a **Grade Change** form and submit the form to the Associate Dean for Academic Affairs and Research for final approval. The form will then be submitted to the Registrar so that the grade can be changed on the transcript.

**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). These deadlines can be found in the IPPE/APPE Handbook, but will generally be five (5) days from the deadline for registration.

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 coordinator’s signature on the add/drop form. Students must also obtain approval from the Associate Dean for Academic Affairs and Research. Approval from the Associate Dean for Academic Affairs and Research will be indicated by his/her signature on the Add/Drop form.

Once a student obtains 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 signature of the Director of Experiential Education for approval. The student must then obtain the approval from and the signature of the Associate Dean for Academic Affairs and Research. **Add/Drop** will then be submitted to the Registrar for changes to be entered into the student record.

**Academic Honors and Awards**

The Registrar compiles a list of students who have demonstrated academic excellence each semester. Students earning a 3.50-4.00 GPA during a semester are given a Dean’s List standing while those students earning a 3.75-4.00 GPA during a semester are given a President’s List standing. Honors are listed on the student’s transcript for each qualifying semester.
Recording or Reproduction of Lectures

Recording of Class Periods

This policy applies to all forms of recording on the college campus or affiliate locations and includes all lectures. Class time may be recorded if the student receives written permission from the course coordinator. This includes the taking of photographs of material placed on white boards or overhead projections.

Because of the interactive nature of Team-Based Learning, class periods may not be recorded in lieu of attending class.

Reproduction of Class Periods

Reproduction and/or distribution via any means of any class period presentations or material created for the purpose of class preparation or for class review are forbidden unless written authorization from the creator is obtained.

Milestone and Capstone Exams

An examination on course material presented during the previous program years will be administered yearly. The exam for the P1 and P2 classes is referred to as the Milestone Exam while the exam for the P3 class is referred to as the Capstone Exam. Each exam is made of multiple choice questions developed and validated by faculty and practitioners. Faculty will write exam questions using a standardized NAPLEX format based on all course content offered up to the students’ present status in the program. The P1 Milestone Exam will cover the content of the first year courses including the top 200 drugs and pharmacy calculations. The P2 Milestone Exam will cover primarily material presented in courses offered during the immediate previous year with some general concept questions from year one, including calculations. The P3 Capstone Exam will cover primarily pharmacotherapeutic content that was presented in all three didactic years at CNUCOP, including calculations. This format will introduce and help develop the skills necessary for taking the NAPLEX and CJPE.

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 (including approved leave of absence).
- Is not on academic probation.
- Has fulfilled all tuition and 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 of the preceding sentence.

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

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:

- 90.0 to 100% = A = 4.0;
- 80.0 to 89.9% = B = 3.0;
- 70.0 to 79.9% = C = 2.0;
- 60.0 to 69.9% = D = 1.0;
- Below 60% = F = 0.0.

(Individual course coordinators reserve the right to change the grading scale for a specific course and/or round percentages as they see fit for their specific course.)

Assignment of Credits

For each 15-week semester, one (1) unit of credit is assigned per hour each week of classroom or direct faculty didactic instruction (that is, per hour of lecture or student in class time) and a minimum of two (2) hours of out-of-class student work (homework). For courses that include workshop and/or laboratory time, one (1) unit of credit is assigned per three (3) hours each week of student time spent in this activity. For experiential education, one (1) unit of credit is assigned per two-and-half (2 ½) hours each week of experiences, for a total of two (2) units for 75 hours per semester for IPPE, and six (6) units for each 240-hour, six-week APPE block.

Academic Progression

The following revised progression policy applies to the students who begin the Doctor of Pharmacy program in the 2012-2013 academic year. Students who began the program in the
2009 – 2011 academic years should refer to the appropriate progression policy stated in the previous student handbooks.

**Policy**

Up to two (2) Ds accumulated during the first three (3) didactic years can be remediated within 21 days after the end of the semester. Unsuccessful remediation will place the student on Academic Probation. A student who receives a final grade of one (1) F will be placed on Academic Probation. A student who receives 3Ds, 2Fs or 2Ds and 1F accumulated during all academic years will be dismissed from the program.

- **1 or 2 Ds** accumulated may be remediated.
- **3 Ds** accumulated results in dismissal from the program.
- **1 F** earned results in academic probation.
- **2 Fs** accumulated results in dismissal from the program.
- **1D and 1F** accumulated results in academic probation. The grade of D may be remediated.
- **2Ds and 1 F** accumulated results in dismissal from the program

**Academic Probation**

A student on Academic Probation 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.

**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. Remediation will consist of taking a comprehensive remedial examination that covers the material presented during the duration of the course. The format of the remediation examination is at the discretion of the course coordinator. 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 course is not successfully remediated the initial D recorded for the course will remain on the transcript and be used in the calculation of the student’s GPA. In addition, the student will be placed on Academic Probation. The initial D, even if successfully remediated to a C, counts as a D when determining the academic progression of a student.
A grade of F in an IPPE or an APPE Block cannot be remediated except by retaking the course. If the IPPE or APPE is not successfully remediated, the student will be dismissed from the program. Be aware that having to retake an IPPE may delay entry into the fourth year of APPEs, while having to retake an APPE Block may delay graduation from the program.

**Incomplete**

When a student has not completed all assignments and/or examinations required for completion of a course due to extenuating circumstances, such as, but not limited to, an illness or a family emergency, the course coordinator may give a grade of Incomplete for the course. As determined by the course coordinator, all missed assignments and exams must be completed within twenty-one (21) days after the end of the semester in which the Incomplete was received. Failure to successfully complete the course within 21 days will result in Academic Probation.

**Dismissal**

A student will be dismissed from California Northstate University 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 any terms of Remediation or Academic Probation;
- 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.

**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.

**TRANSFERABILTY OF CREDITS**

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

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:

<table>
<thead>
<tr>
<th>Graduation Application Deadline</th>
<th>Filing Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 2013</td>
<td>2/1/2013-4/1/2013</td>
</tr>
<tr>
<td>Spring 2014</td>
<td>2/1/2014-4/1/2014</td>
</tr>
</tbody>
</table>

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.

EXIT INTERVIEWS

Exit interviews will be conducted with all students who leave the program prior to graduation and with graduating students as part of the graduation requirements. The Exit Interview Form and initial interview will begin with the Assistant Dean or the Associate Dean. The College will not issue grades, grant degrees or furnish academic transcripts until the Exit Interview has been completed, 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 student must provide a stamped envelope. 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

The College of Pharmacy’s educational program is designed to lead to a professional position requiring licensure in the State of California; however, it should be noted that acceptance to the California Northstate College of Pharmacy or the completion of the educational program leading to the Doctorate in Pharmacy does not guarantee licensure in this, or any other U.S. state.

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](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](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](http://www.nabp.net).

**XVI. STUDENT SERVICES**

Alumni Services

The primary goal of the Office of Alumni Services is to maintain our graduates’ on-going relationship with the faculty, staff, and student body at California Northstate by building lifelong connections to their alma mater community. We are very proud to share the history of our Alumni’s major accomplishments as students and as Alumni. Our office recognizes that our alumni will be distributed throughout the United States and the challenge of keeping all alumni in touch with classmates, resources, and institution news. CNUCOP Alumni Services is committed to updating graduates with alumni social events, continuing education course information, career resources and services, fundraisers, speaking engagements, e-newsletters, news about what fellow classmates are doing, and the buzz on faculty, and support services to help Alumni continue to grow as professionals. Alumni services include: E-newsletters Social/Networking Events Fundraisers Alumni Store Career Service Resources Continuing Education Resources Connections through Facebook, LinkedIn, Twitter Discount Benefits (TBD) Alumni Directory.

Career Planning and Counseling

The Career Services Coordinator directs professional career planning and career counseling services. Information about career opportunities at various companies can be found in the Career Resource section of the library or on the College web site. In class and extracurricular workshops are conducted throughout the program to assist students in analyzing their strengths and weaknesses, and documenting their educational and practical experiences in the E*Value portfolio. An internship and job expo is hosted on campus during the fall semester to provide students with direct contacts for obtaining part-time employment and internships at local pharmacies. Students will have the opportunity to attend seminars and workshops in writing resumes, developing interview skills, and preparing for career placement. During the final year of the program, students will have the opportunity to talk with employers and share their portfolios during at the graduating student Career Fair. The Career Services Coordinator in collaboration with the Alumni Coordinator will follow-up with graduates for the first five (5) years after graduation through phone interviews and surveys to monitor how graduates’ careers are progressing and to solicit suggestions for improvement in the Doctor of Pharmacy program or the college service offerings.

Disability Services and Accommodations

All students with disabilities may apply for services through the Office of Student Affairs & Admission. The Office is committed to promoting equal access to programs and facilities, thereby insuring that students with disabilities experience the opportunity to participate fully in all academic experiences. Specialized services and academic accommodations are provided to meet the individual needs of students.
with disabilities to help them achieve successful completion of their professional degree. Students with disabilities, whether a hidden or visible disability, who wish to seek special accommodations from the College must notify the Assistant Dean of Student Affairs and Admissions 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 or designee in writing as soon as he/she becomes aware of the disability. The Assistant Dean serves as the advisor to CNUCOP students with disabilities and as a liaison between students with disabilities and the faculty.

**Eligibility for Disability Services**

The federal definition of “disability” encompasses a physical or mental impairment which substantially limits one or more major life activities such as walking, breathing, seeing, hearing, learning, working, and performing manual tasks. Types of Disabilities Some common types of disabilities include, but are not limited to, physical disabilities, learning disabilities, psychiatric disabilities, and attention deficit hyperactivity disorders (ADHD).

**Students Responsibility**

Students enrolled at 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.

**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 that 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.

**Services Available for Qualified Students**

1. Academic Accommodations
   - Large print materials
   - Extended exam times
• Exams in distraction-free environment
• Modified exams (in certain circumstances)

2. Services

• Note-takers
• Readers
• Help with ordering taped texts
• Help with ordering text to speech texts for Kindle

Email Accounts & Service

All students are assigned a unique campus email address for use during enrollment in the program. The IT department offers assistance to students who experience problems with their account during normal business hours.

Health Insurance

California Northstate College of Pharmacy has obtained an excellent Student Health Insurance Policy through Kaiser Permanente for a low group rate. The fee for this policy is paid directly to the school and is billed on a bi-annual basis. The policy allows students to have continuous health coverage throughout the year including break periods. Information on other individual health plans in California can be found at:

Blue Cross of California: www.bluecrossca.com
Blue Shield of California: www.blueshieldcaplans.com
Health Net: www.healthnet.com

This list is neither complete nor in any way an endorsement or recommendation by California Northstate College of Pharmacy.

Housing

Currently, California Northstate College of Pharmacy does not provide on campus housing. Conveniently, there are several apartment units operated by other persons or entities and not by the College available within a five mile radius, some within walking distance, and a large number of vacant, rental homes well within 25 miles of the college. Estimated costs are currently at $500-$800 for a single unit apartment, $800-$1300 for a double/triple unit apartment, and $1000-$1700 a month (or more) for a small, 3 bedroom home, depending on the region of choice.

It is important for prospective students to be aware that the College is not responsible for finding student housing or directing resources towards helping students find residential opportunities, and all incoming students are required to make appropriate housing arrangements independently on their own. The College’s administration recommends that doctoral candidates secure the appropriate housing at
least one month prior to the first day of class so that students have an opportunity to settle in, familiarize themselves with the region, and to prepare themselves mentally for the challenge ahead

**Information Technology Services**

The information technology department provides computer, ASAP, email, and system assistance to all faculty, staff and students. A brief introductory session to the ASAP student learning system will be provided to new students during orientation. The ASAP education platform is the system the college uses for course information, grades, and assignments.

**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
- CNUCOP Electronic Library
- Computer Lab
- Classroom Resources
- CNUCOP Academic Alert System
- Interlibrary Loan Program
- Career Resource Center

**Library Facility**

The library facility is a significant part of the CNUCOP 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:

<table>
<thead>
<tr>
<th>Days</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday to Thursday</td>
<td>9:00 am to 9:00 pm</td>
</tr>
<tr>
<td>Friday</td>
<td>9:00 am to 5:00 pm</td>
</tr>
</tbody>
</table>

**Library 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.

CNUCOP Electronic Learning Resources

CNUCOP 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 CNUCOP electronic resources as well as CNUCOP 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, CNUCOP is developing affiliation agreements with the libraries at other institutions in order to facilitate interlibrary loans. Please see the pharmacy librarian for details.

XVI. ADDITIONAL COLLEGE POLICIES AND INFORMATION

CATALOG AVAILABILITY AND MODIFICATION POLICY

The College Catalog is available to members of the College community and prospective students on the College’s website at [www.californiacollegeofpharmacy.org](http://www.californiacollegeofpharmacy.org). The Catalog is updated annually during the summer break and more often if necessary due to a significant change in law or College policy.
NAME CHANGE REQUEST

A student may request an official name change for school documents and records by submitting the following information to the Office of the Registrar:

1. A Completed Request for **Official Name Change** Form (on the College’s web site)
2. Photo ID showing new legal name
3. Acceptable proof of name change (marriage certificate or court order)
4. Current student identification card

Once the information has been verified and approved all official school documentation will be updated. The registrar will then forward the name change to the following departments:

1. IT Department - The ASAP system, new student identification badge, new email address
2. Library - All library resources
3. Student Records - Official Academic file, Student roster, academic advisor
4. Admissions - Admission file
5. Financial Aid Office

The official name change will become effective within 2-7 days after approval.

PARKING

The College currently charges no fee for parking on campus. Off campus parking for students at experiential education sites must be paid by the student. No refunds or reimbursements will be made by the College.

*Illegal Parking*

Students must not park in spaces marked *Visitor* or *Faculty*. Parking designated as *Carpool* are reserved for vehicles that carpool with two or more persons. Vehicles that are illegally parked will be towed at the owner’s expense.

PROOF OF FULL TIME ENROLLMENT

The Office of the Registrar provides confirmation of full time student enrollment status to financial institutions, organizations, or agencies in writing at the student’s request.

Students may request proof of full time enrollment by completing a Proof of Full Time Enrollment Form located in forms holder in the lobby, outside the Office of the Registrar or on the College’s web site.

The student must complete the form and submit it to the Registrar. The Office of the Registrar will complete the request within 1-5 business days. The Registrar will complete a letter/form on official college letterhead indicating the enrollment status of the student and imprint the college seal on the form.

A student may pick up the Proof of Full Time Enrollment or have it mailed to a person or organization as designated on the form.
SECURITY

Cleary Act
The Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC §1092(f)) is a federal law, originally known as the Campus Security Act, that requires colleges and universities across the United States to disclose information about crime on and around their campuses since 1990. All Title IV funding recipient colleges and universities are subject to its requirements.

Disclosure of Campus & Local Area Crime Statistics
The following categories of crime statistics for the campus, certain non-campus properties, and certain public property areas which have been reported to local police and campus security authorities must be disclosed for the most recent three calendar years:

<table>
<thead>
<tr>
<th>Type of Crime</th>
<th>CNUCOP Campus Incidents</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Homicide -- Murder &amp; Non-negligent manslaughter</td>
<td>0</td>
</tr>
<tr>
<td>2. Homicide -- Negligent manslaughter</td>
<td>0</td>
</tr>
<tr>
<td>3. Sex Offenses -- Forcible</td>
<td>0</td>
</tr>
<tr>
<td>4. Sex Offenses -- Non-Forcible</td>
<td>0</td>
</tr>
<tr>
<td>5. Robbery</td>
<td>0</td>
</tr>
<tr>
<td>6. Aggravated Assault</td>
<td>0</td>
</tr>
<tr>
<td>7. Burglary</td>
<td>2</td>
</tr>
<tr>
<td>8. Motor Vehicle Theft</td>
<td>0</td>
</tr>
<tr>
<td>9. Arson</td>
<td>0</td>
</tr>
</tbody>
</table>

Additional categories of arrests or referrals for campus disciplinary action (if an arrest was not Made)
10. Arrests for Liquor Law Violations | 0                       |
11. Arrests for Drug Law Violations   | 0                       |
12. Arrests for Illegal Weapons Possession | 0           |
13. Referrals for Liquor Law Violations | 0           |

Information regarding crime statistics for the City of Rancho Cordova can be obtained online at: http://www.ranchocordovapd.com/news/ranchocordovaucr2011.cfm

The Vice President of Operations and CNUCOP Safety Manager in consultation with Rancho Cordova Police Department provides an overview of campus security, emergency alert, and response procedures to all incoming students.
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.

ANTI-SEXUAL HARASSMENT POLICY

The California Northstate University 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.

**Lesbian, Gay, Bisexual & Transsexual (LGBT) Non-Discrimination Policy**

CNUCOP has a no tolerance policy for any type of sexual harassment including harassment or discrimination of LGBT students. The policies and protection acts that focus on this non-discrimination stance include:

**Equal Protection Clause of the 14th Amendment** All students has a federal constitutional right to equal protection under the law. This means that schools have a duty to protect lesbian, gay, bisexual, and transgender (LGBT) students from harassment on an equal basis with all other students.

**Title IX** of the Education Amendment Acts of 1972 prohibits discrimination based on sex in education programs and activities receiving federal financial assistance. Although Title IX does not prohibit discrimination on the basis of sexual orientation, sexual harassment directed at an LGBT student is prohibited by Title IX if it is sufficiently severe and pervasive. Title IX also prohibits gender-based harassment, including harassment on the basis of a student’s failure to conform to stereotyped notions of masculinity and femininity. CNUCOP does not currently receive federal financial assistance but takes a proactive stance in the protection of all students. The Associate Dean for Student Affairs and Admissions is the Title IX Coordinator for the University. Any violations of the Title IX Education Amendment Act should be reported to the Associate Dean for Student Affairs in a timely manner.

**1st Amendment, Equal Protection & Due Process Clauses**

A transgender student’s right to dress in accordance with his or her gender identity may be protected under the First Amendment and the Equal Protection and Due Process Clauses of the U.S. Constitution. The First Amendment limits the right of school officials to censor a student’s speech or expression. Students also have a protected liberty interest (under the Due Process
Clause) in their personal appearance. In addition, a transgender student also has a right under the Equal Protection Clause to be treated similarly to other students of the same gender identity.

**Reporting Harassment**

If you need to report sexual or other types of harassment, have any questions regarding sexual harassment, or the policy above please contact the Associate Dean for Student Affairs and Admissions. 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 in the lobby area on the first floor or on the College’s web site. Once the **Student Complaint /Grievance Form** is completed contact the Associate Dean for Student Affairs to review the complaint. Additional resources and assistance will be given.

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

**Who to Call When You Need Help**

**OSAA or any Administrative Office on Campus**
- **Contact:** Cyndi Porter-Fraser –Associate Dean for Student Affairs and Admissions
- **Office:** Student Affairs & Admissions
- **Telephone:** 916-503-1850, 916-503-1843, or 916-5031910

**Rancho Cordova Police Department**
- **Office:** 10361 Rockingham Drive, Sacramento, CA 95827
- **Telephone:** 916-875-9600
- **Emergency:** 911

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**

California Northstate College of Pharmacy adheres to the requirements relating to student and institutional records set forth in the California Education Code (CEC) and Title 5 of the California Code of Regulations (CCR).

CEC § 94900, “Required Student Records,” provides:

“(a) An institution shall maintain records of the name, address, e-mail address, and telephone number
of each student who is enrolled in an educational program in that institution.

(b) An institution shall maintain, for each student granted a degree or certificate by that institution, permanent records of all of the following:

(1) The degree or certificate granted and the date on which that degree or certificate was granted.

(2) The courses and units on which the certificate or degree was based.

(3) The grades earned by the student in each of those courses.”

California Northstate College of Pharmacy maintains all of the information described in CEC 94900 in the Office of the Registrar of the College of Pharmacy. The records described in CEC 94900(b) are maintained permanently. For additional information regarding access, storage, and back up, please see “Maintenance of Records” below.

CEC § 94900.5, “Required Institutional Records,” provides:

“An institution shall maintain, for a period of not less than five years, at its principal place of business in this state, complete and accurate records of all of the following information:

(a) The educational programs offered by the institution and the curriculum for each.

(b) The names and addresses of the members of the institution’s faculty and records of the educational qualifications of each member of the faculty.

(c) Any other records required to be maintained by this chapter, including, but not limited to, records maintained pursuant to Article 16 (commencing with Section 94928).”

The records required pursuant to Article 16 include: records covered by Section 94929, which are the Performance Fact Sheet and completion rate for each program; records covered by Section 94929.5 pertaining to job placement rates as set forth in Section 94929.5(a), license exam passage rates as set forth in Section 94929.5(b), and salary and wage information in increments of five thousand dollars ($5,000) as set forth in Section 94929.5(c); records required pursuant to Section 94929.7(b) pertaining to employment positions used to determine the number of graduates employed in the field for purposes of calculating job placement rates. The records required by Section 94929 will be maintained in the Office of the Registrar of the College of Pharmacy; the records described in Sections 94929.5 and 94929.7 will be maintained in the Office of Career Services of the College of Pharmacy. For additional information regarding access, storage, and back up, please see “Maintenance of Records” below.

California Northstate College of Pharmacy maintains all of the information described in CEC 94900.5(a) and (b) in the Office of the Dean of the College of Pharmacy. For additional information regarding access, storage, and back up, please see “Maintenance of Records” below.

5 CCR § 71930, “Maintenance of Records,” provides:

(a) An institution shall maintain all records required by the Act and this chapter. The records shall be maintained in this state.

(b)(1) In addition to permanently retaining a transcript as required by section 94900(b) of the Code, the institution shall maintain for a period of 5 years the pertinent student records described in Section
(2) Notwithstanding (b)(1), the institution shall maintain records relating to federal financial aid programs as provided by federal law.

(c) A record is considered current for three years following a student's completion or withdrawal. A record may be stored on microfilm, microfiche, computer disk, or any other method of record storage only if all of the following apply:

(1) The record may be stored without loss of information or legibility for the period within which the record is required to be maintained by the Act;

(2) For a record that is current, the institution maintains functioning devices that can immediately reproduce exact, legible printed copies of stored records. The devices shall be maintained in reasonably close proximity to the stored records at the institution's primary administrative location in California. For a record that is no longer current, the institution shall be able to reproduce exact, legible printed copies within two (2) business days.

(3) The institution has personnel scheduled to be present at all times during normal business hours who know how to operate the devices and can explain the operation of the devices to any person authorized by the Act to inspect and copy records; and

(4) Any person authorized by the Act or this chapter to inspect and copy records shall be given immediate access to the document reproduction devices for the purpose of inspecting and copying stored records and shall, upon request, reimburse the institution for the reasonable cost of using the institution's equipment and material to make copies at a rate not to exceed ten cents ($0.10) per page.

(d) The institution shall maintain a second set of all academic and financial records required by the Act and this chapter at a different location unless the original records, including records stored pursuant to subdivision (b) of this section, are maintained in a manner secure from damage or loss. An acceptable manner of storage under this subsection would include fire resistant cabinets.

(e) All records that the institution is required to maintain by the Act or this chapter shall be made immediately available by the institution for inspection and copying during normal business hours by the Bureau and any entity authorized to conduct investigations.

(f) If an institution closes, the institution and its owners are jointly and severally responsible to arrange at their expense for the storage and safekeeping in California of all records required to be maintained by the Act and this chapter for as long as those records must be maintained. The repository of the records shall make these records immediately available for inspection and copying, without charge except as allowed under subdivision (c)(4) of this section, during normal business hours by any entity authorized by law to inspect and copy records.”

The records described in CRC 71920, including transcripts, previous program completion verifications, accepted transfer credits, grades, prior experiential exposure documentation, personal information, contracts, loans, liens, financial aid related documents, attendance records, and other similar documents as described in Section 71920(b) are maintained for at least 5 years after the student’s completion in the Office of the Registrar of the College of Pharmacy. Included among these records are the degree, transcript, course, unit, and grade information, which are permanently maintained as required by Section 94900(b) above. The records relating to federal financial aid programs are maintained as provided by federal law in the Office of Financial Aid. The depositories for student records described above in the sections on “Required Student Records,” Required Institutional Records,” and “Maintenance of Records” all adhere to the requirements of CRC 71930(c) and (e). Access to those
records should be directed to the office described as the depository of the particular records being sought. The second set of records required by CCR 71930(d) are maintained in electronic form on digital computer disks that are stored and maintained in the Office of General Counsel’s Protected Archives of the College of Pharmacy.

The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, grants all eligible students the right of access to their own educational records as defined in the law. The law prohibits access to or release of personally identifiable information without the prior written consent of the student except under certain limited circumstances. California Northstate College of Pharmacy policy does not permit access to or release of student records to any party except as authorized by this law. It should be noted, however, that this legislation concerning privacy is affected by Section 510 of the Veterans Education and Employment Act of 1976, which provides that, P.L. 93-568 notwithstanding, records and accounts pertaining to veterans, as well as those of other students, shall be available for examination by government representatives. It is also affected by Sections 507 and 508 of the Patriot Act of 2001, which provides that officials designated by the U.S. Attorney General may petition the court to examine records deemed relevant to certain authorized investigations or prosecutions. If a student wishes to inspect or review his or her records, he or she may contact the office concerned. Complete information concerning this policy is available in the Office of the Registrar.

The Family Educational Rights and Privacy Act of 1974 as amended (FERPA), was designed to protect the privacy of education records. Education records include records, files, documents, or other materials in hard copy or in electronic format, maintained by CNCM, which contain information directly related to a student.

FERPA affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student’s education records within a reasonable period of time, but not more than 45 days after the College receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the students of the correct official to whom the request should be addressed.

2. The right to request an amendment to the student’s education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Students may ask the College to amend a record that they believe is inaccurate. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it should be changed. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to privacy of personally identifiable information in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person or company with whom the College has outsourced services or functions it
would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant or therapist); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee; or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. A second exception that permits disclosure without consent is disclosure of Directory Information. Directory information is information that is generally not considered harmful or an invasion of privacy if released.

The following is considered “Directory Information” at CNUCOP and may be made available to the general public unless the student notifies the Office of the Registrar in writing before the last day to add classes in a semester:

- Name
- E-mail address
- Photo
- Classification (Class of)
- Club and/or Organization memberships

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by California Northstate College of Pharmacy to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

   Family Policy Compliance Office  
   U.S. Department of Education  
   400 Maryland Avenue SW,  
   Washington, DC 20202-8520

**Disclosure and Access**

**Please Note: 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 student’s 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 this would allow the College 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 and unofficial transcripts may be requested in writing. The Request for Transcripts Form is available on the College’s web site and on campus. A $5.00 fee is required for each transcript requested. Requests are processed within 5 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.

VANDALISM

Any physical abuse, destruction or defacing of College property or to another’s property or the diminishing of its material or aesthetic value is prohibited.
VISITORS
No visitors are permitted on campus without prior authorization. Students wishing to bring visitors on campus must receive prior authorization from the Office of Student Affairs and Admissions, a faculty member, or other campus administrator.

No visitors will be allowed in the classroom or laboratory without prior authorization from the faculty member conducting the lecture/laboratory exercise.

Visitors are generally prohibited from visiting experiential sites. Students are responsible for any misconduct of their guest.

WEAPONS POLICY
The College prohibits the possession, display or use of any weapons of any description including air-powered weapons on campus. California Penal Code 626.9 and 626.10 specifically prohibit the possession of firearms, including pellet and BB guns, on College property, without specific written permission. Violators of this policy are considered a threat to the academic community and are subject to immediate dismissal from the College.

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.

For further information and policies relating to withdrawal, including but not limited to possible eligibility for a refund, see Page 12 above.

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. 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 CNUCOP.

**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 will begin with the first professional year, regardless of their professional standing prior to dismissal or withdrawal.

**XVII. ADMINISTRATION**

Alvin Cheung, PharmD, MHSA  President
Norman Fong, BPharm  Vice President of Operations
Shane Desselle, RPh, PhD, FAPhA  Dean
Parto Khansari, PhD  Interim Assistant Dean for Academic Affairs and Research
Gregory Matzen, PharmMS, JD  Associate Dean for External Affairs and Relationship Development
Cyndi Porter, MBA  Associate Dean for Student Affairs & Admissions
Dave Carroll, PharmD  Associate Dean for Experiential Education
Indiran Pather, DPharm  Director of Institutional Research
Lane Brunner, PhD, RPh  Chair – Department of Pharmaceutical and Biomedical Sciences
James Palmieri, PharmD  Chair – Department of Clinical and Administrative Sciences
Scott Minor, MLS  Director of Library Resources
Karen McClendon  Director of Institutional Effectiveness & Assessment
Lawrence Dunn  Operation Resource Officer
Paul Wagstaffe, JD  General Counsel
Yasmin Vera, JD  Compliance Officer and Director of Human Resources

**Staff:**  Christine So
Janette Kragen  Executive Administrative Assistant to the President
Melania Sukiasyan  Executive Assistant to the Dean

Library Assistant
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.

Faculty:
- James Palmieri, PharmD Chair/Associate Professor
- John Battisti, RPh, PhD, BCPP Associate Professor
- Xiaodong Feng, PharmD, PhD Associate Professor
- Heather Schumann, PharmD Associate Professor
- John Inciardi, PharmD, DSc Adjunct Associate Professor
- Nilesh Bhutada, PhD Assistant Professor
- Sonya Frausto, PharmD, MA Assistant Professor
- Becky Keel, PharmD Assistant Professor
- Rachel Lowe, PharmD, BCPS Assistant Professor
- Michael Nowak, PharmD Assistant Professor
- William Ofstad, PharmD Assistant Professor
- Jennifer West, PharmD Assistant Professor

Staff:
- Karen Sproates Administrative Assistant

Experiential Education

Faculty:
- Dave Carroll, PharmD Associate Dean for Experiential Education
- Pratima Patel, PharmD Associate Director
- Joe Hubbard, RPh, PharmD, BCPS Associate Professor
- Paul Nguyen, PharmD, MBA Assistant Professor
- Justin Bouw, PharmD Assistant Professor
- Vasudha Gupta, PharmD Assistant Professor
- Welly Mente, PharmD Assistant Professor
- Martha Pauli, PharmD, Med, BCPP Assistant Professor

Staff:
- Shannon Presidio Experiential Education Program Coordinator
Resident Program

**Faculty:** Grant Lackey, PharmD, CSPI, FASCP  
Chair/Associate Professor

**Residents:** Simon Pence, PharmD  
Resident
Tan Spoon, PharmD  
Resident

Pharmaceutical and Biomedical Sciences

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

**Faculty:** Lane Brunner, Ph.D., RPh  
Chair/Professor
Indiran Pather, PhD, DPharm  
Professor/Director of Research
Maria Hernandez, PhD  
Associate Professor
Parto Khansari, PhD  
Assistant Professor
Chandra Kolli, PhD  
Assistant Professor
Leanne Coyne, PhD  
Assistant Professor
David Pearson, PhD  
Assistant Professor
Ruth Vinall, PhD  
Assistant Professor
Tibebe Woldemariam, PharmBS, PhD  
Assistant Professor

**Staff:** Dinorah Feliciano  
Administrative Assistant

Business Operations

Norman Fong, BS, RPh  
Vice President for Operations
Lisa Erck  
Registrar
Kimberley Reed, BS  
Director of Student Financial Aid/Scholarship
Jim Bunse, BS, RPh  
Facility Manager
Akelia Forsyth  
Bookkeeper
Tiffanie Ho  
Administrative Specialist
### Technical Support (IT)

- Vinuthna Vattikonda, MSE  
  IT Director
- David Fong, BS  
  IT Support Technician
- Yuri Randak  
  IT Support Technician

### Student Affairs & Admissions

- Cyndi Porter-Fraser, MBA  
  Associate Dean for Student Affairs and Admissions

#### Student Affairs

- Imani Grant, BA  
  Student Affairs Coordinator
- Aubrey Luhdorff, BA  
  Student Affairs and Records Coordinator
- Mona Patel, MS  
  Career Services Coordinator

#### Admissions

- Erica Shima-Ribardiere  
  Alumni, Development and External Relations Specialist
- Gail Kubat  
  Admissions Advisor
- Jason McDowell, BS  
  Outreach and Admissions Advisor