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I. HISTORY OF THE UNIVERSITY

The vision for California Northstate College of Pharmacy (CNUCOP) arose in 2006, when various pharmacists, physicians, and other health care professionals in Northern California shared their mutual concerns over the insufficient numbers of new pharmacists entering the profession. Founding President Alvin Cheung, with the assistance of Founding Vice-President Norman Fong, led a team of these individuals to explore founding a new pharmacy University/College with educational excellence and innovative methods of teaching and learning as guiding principles. Encouraged by their findings, they organized CNUCOP in early 2007, and proceeded to develop the University/College for its inaugural class in the fall of 2008.

Over the last five years California Northstate College of Pharmacy has become known for its highly qualified and renowned faculty, which have been recognized for their accomplishments in instructional, clinical, practice site, and assessment innovations, research aimed at stopping, reversing, and preventing the effects of disease, and outstanding community service. The students have received prestigious awards for their accomplishments in various professional and educational competitions. The College’s inaugural class of 2012 passed both national and state board examinations at a collective rate of over 98%.

Meanwhile, the California Northstate College of Pharmacy was renamed California Northstate University College of Pharmacy, as part of the institution’s expansion into other health care programs. The Western Association of Schools and Colleges (WASC), following a rigorous review process, granted the University accreditation through May 2017. Dean Shane Desselle, with his national reputation in pharmacy management scholarship and innovation, joined the University/College last summer, and under his leadership the College has streamlined and added to its educational, research, and community outreach programs as it increases its reputation for educational excellence.

II. ACCREDITATION INFORMATION

Accreditation Council for Pharmacy Education (ACPE)

California Northstate University’s Doctor of Pharmacy program is accredited by the Accreditation Council for Pharmacy Education, 135 South LaSalle Street, Suite 4100, Chicago, IL 60503, 312/664-3575; FAX 312/664-4652, web site www.acpe-accredit.org.

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.
III. NON-DISCRIMINATION

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

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

Our Vision: To utilize innovative active learning strategies in educating students and practitioners, advance the practice of pharmacy, and improve the health of Californians and beyond.

Our Values: Advancing our College, our goals, and our discipline. Caring about our students, our staff, our faculty, and our profession. Teamwork in teaching, learning, research, scholarship, and service.

Our Goals:

- An academic program that fosters critical thinking, problem-solving, clinical reasoning, and self-directed learning skills.
- An experiential program that progressively develops student skills, attitudes, values, judgment, professional behavior, and expertise in patient-centered care.
- Graduates who attain effective oral and written communication skills.
- Graduates who use technology to support life-long learning, research, and practice.
- A research infrastructure that promotes collaboration, innovation, and discovery.
- A faculty engaged in discipline-related research and other scholarly activities.
- A faculty development program that nurtures and supports a learning-centered curriculum and the scholarship of teaching.
- Faculty engaged in professional and community activities.
- A continuing education program responsive to the needs of alumni, pharmacy practitioners, and other health care professionals.
- Student participation in professional organizations and community projects to learn skills needed to be an advocate for the profession.
V. EDUCATIONAL PHILOSOPHY

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

TEAM-BASED LEARNING

Team-Based Learning (TBL) is a well-defined educational strategy that CNUCOP employs throughout the first three years of the curriculum. TBL promotes judgment, mastery of content, communication, teamwork skills, problem-solving, and critical thinking. TBL emphasizes the importance of individual accountability, group collaboration, and the application of basic concepts to work through team assignments. The role of the instructor is to clearly articulate the learning objectives, create challenging problems for students to solve, and probe their reasoning in reaching conclusions.

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

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

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

VII. ADMISSION REQUIREMENTS

The 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 must also submit a completed supplemental application and an application fee directly to the college admissions. Information regarding the PharmCAS application and the Supplemental Application for Admission are located on the University website at www.cnsu.edu.

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. 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 one 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. Foreign applicants who hold an F1 status are not eligible to apply. We are unable to provide any student visa service for foreign applicants at this time.

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

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

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

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

TRANSFER FROM OTHER INSTITUTIONS

Transfer requests for entry to the Doctor of Pharmacy program at California Northstate University College of Pharmacy (CNUCOP) will be reviewed and determined for acceptance on a case-by-case basis based on the provisions listed in section III and IV and contingent on space/seat availability.

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>
</tbody>
</table>
General Biology** | 2 | 3
Microbiology | 1 | 1
Anatomy | 1 | 1
Physiology | 1 | 1
Physics* | 1 | 1
Calculus | 1 | 1
Statistics | 1 | 1
Economics (Micro or Macro) | 1 | 1
Psychology | 1 | 1
Public Speaking | 1 | 1

* Course must have a laboratory component ** Course must have at least one lab

For an in-depth overview of admission requirements, how to apply, and key dates visit the Admissions web at [www.cnsu.edu](http://www.cnsu.edu) 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 August 2013 and are subject to change without notice by California Northstate University College of Pharmacy.

**TUITION AND FEES**

**Doctor of Pharmacy - Tuition & Fees per year for 2014-2015**

<table>
<thead>
<tr>
<th>Tuition &amp; Fees</th>
<th>Amount</th>
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<tr>
<td>Tuition¹</td>
<td>$44,668.00</td>
<td>P1, P2, P3, P4</td>
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<tr>
<td>Health Insurance premium²</td>
<td>$3,125.00</td>
<td>P1, P2, P3, P4</td>
</tr>
<tr>
<td>Student Activity Fee</td>
<td>$300.00</td>
<td>P1, P2, P3, P4</td>
</tr>
<tr>
<td>Orientation Fee</td>
<td>$35.00</td>
<td>P1</td>
</tr>
<tr>
<td>BCLS/CPR Certification fee</td>
<td>$40.00</td>
<td>P1, P3</td>
</tr>
<tr>
<td>Immunization Certification fee</td>
<td>$49.00</td>
<td>P1</td>
</tr>
<tr>
<td>Pharmacy Lab Fee</td>
<td>$50.00</td>
<td>P1, P2, P3</td>
</tr>
<tr>
<td>Urine Toxicology Screening fee</td>
<td>$39.00</td>
<td>P2, P3</td>
</tr>
<tr>
<td>Background Check fee</td>
<td>$48.00</td>
<td>P3</td>
</tr>
<tr>
<td>Graduation Fees³</td>
<td>$255.00</td>
<td>P4</td>
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</table>

P1 Total Estimated Tuition & Fees per Year | $48,267.00 |
P2 Total Estimated Tuition & Fees per Year | $48,182.00 |
P3 Total Estimated Tuition & Fees per Year | $48,270.00 |
P4 Total Estimated Tuition & Fees per Year | $48,348.00 |

Total Estimated cost for the 4-year Doctor of Pharmacy program ranges from $190,000 to $200,000.
### Other Educationally Related Costs

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
<th>Class</th>
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<tbody>
<tr>
<td>Pharmacy Intern License fee</td>
<td>$170.00</td>
<td>P1</td>
</tr>
<tr>
<td>Board Review Fee – HIGHLY RECOMMENDED</td>
<td>$250.00</td>
<td>P3</td>
</tr>
<tr>
<td>Magnus Immunization Tracker</td>
<td>$20.00</td>
<td>P1, P2, P3, P4</td>
</tr>
<tr>
<td>Books and Supplies</td>
<td>$2,000.00</td>
<td>P1, P2, P3, P4</td>
</tr>
<tr>
<td>Room and Board</td>
<td>$21,985.00</td>
<td>P1, P2, P3, P4</td>
</tr>
<tr>
<td>Transportation</td>
<td>$4,011.00</td>
<td>P1, P2, P3, P4</td>
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<table>
<thead>
<tr>
<th>Class</th>
<th>Total Estimated Cost per Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>P1</td>
<td>$76,453.00</td>
</tr>
<tr>
<td>P2</td>
<td>$76,198.00</td>
</tr>
<tr>
<td>P3</td>
<td>$76,536.00</td>
</tr>
<tr>
<td>P4</td>
<td>$76,364.00</td>
</tr>
</tbody>
</table>

1. Based on estimated annual tuition increases of 3% to 5%. This estimate is not binding on the University.
2. Optional, estimated, and will increase based on number of insured members.
3. Covers regalia, graduation dinner, diploma cover, transcripts, etc.
4. Costs a student may incur as part of participation in the applicable year of the PharmD program, whether or not paid directly to CNUCOP.
5. Paid to the Board of Pharmacy.
6. This is optional but highly recommended.
7. Estimated.
8. Includes tuition, fees, and other estimated educationally related costs.

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

In rare instances, a student may be enrolled in less than full-time credit hours as approved by the Academic Affairs department. On a case-by-case basis, such student may be eligible for a pro-rataion of tuition.

**PAYMENT DUE DATES AND OPTIONS**

All tuition and fees described in the *Tuition and Fees* section are due in full in accord with the respective notification as identified below:

- PharmD first year students: schedule identified on the last page of the Student Enrollment Agreement, or
- PharmD continuing students: schedule identified on the Tuition and Fee Notification from the Business Office.

As an alternative to payment in cash, the student may (1) provide satisfactory written creditor approved loan documentation to the University, or (2) apply for one of the installment payment plans offered by the University, either of which the University may within its complete discretion accept as an alternative to cash payment for the above tuition and fees, excluding the nonrefundable enrollment confirmation fee and the student health insurance premium. If either of these two alternative payment options is chosen by the student and approved by the University instead of payment in cash, the student must make the appropriate arrangements with the University for payment in accord with these options no later than thirty (30) days
before the applicable due date described on the respective notification identified above. Failure to make full payment, or alternative loan or installment payment arrangements, by the applicable due dates will subject the defaulting first year student to forfeiture of his/her seat, or the defaulting continuing student to dismissal or interest on the balance due at 12% per year until paid.

STUDENT’S RIGHT TO CANCEL AND REFUND
A student has the right to cancel his/her Student Enrollment Agreement until 12:01 AM on the first calendar day after the first classroom instruction session attended, or until 12:01 AM of the eighth calendar day after a student has signed the Student Enrollment Agreement, whichever is later.

If a student cancels the Student Enrollment Agreement, the University will refund the amount a student has paid less the $1,500.00 nonrefundable enrollment confirmation fee within forty five (45) days after a Notice of Cancellation is received by the Registrar. The student health insurance premium in the estimated amount of $3,125.00 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.

For cancellation procedures, refer to the section titled Form of Notice of Cancellation or Notice of Withdrawal.

STUDENT’S RIGHT TO WITHDRAW AND REFUND
After the cancellation period described above, a student has the right to withdraw from the University at any time. A student who has completed 60% or less of a semester shall be eligible for a pro rata refund for that semester as follows.

The refund calculation shall be the amount of tuition charged to a student’s account multiplied by a fraction, the numerator of which is the number of hours of instruction which a student has not received, and the denominator of which is the total number of hours of instruction for which a student has been charged. For purposes of determining the refund calculation, the $1,500.00 nonrefundable enrollment confirmation fee is subtracted from the amount of tuition charged, and the other fees and student health insurance premium charged in addition to tuition are not included. If the amount a student has paid is more than the amount that a student owes for the time attended, then a refund of the difference will be made within forty five (45) days after a Notice of Withdrawal is received by the Registrar. If the amount that a student owes for the time attended is more than the amount a student has paid, then the student will need to make arrangements for payment of the amount remaining owed.

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

For withdrawal procedures, refer to the section titled Form of Notice of Cancellation or Notice of Withdrawal.
HYPOTHETICAL REFUND EXAMPLE

If attended the first 57 hours of classroom instruction and paid the full semester tuition amount of $21,270.00, the fraction is 228 (285 total semester hours - 57 hours attended) divided by 285 total semester hours, or 0.8. Total refund is $15,816.00 ($21,270.00 - $1,500.00 nonrefundable enrollment confirmation fee x 0.8).

FORM OF NOTICE OF CANCELLATION OR NOTICE OF WITHDRAWAL

Cancellation or withdrawal shall occur when a student gives written notice of cancellation or withdrawal to the Registrar. A student 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 University, 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 need not take any particular form, and however expressed is effective if it shows that a student no longer wishes to be bound by the Student Enrollment Agreement. The written notice of withdrawal must be made in accord with procedures described in this catalog, section Withdrawal from the University/College.

FINANCIAL AID AND LOAN OBLIGATIONS

The University offers two installment financing options and three private educational loan financing options, available through the Student Financial Aid Office. For a detailed description of each of these financing options, please visit the University’s Web site, pharmacy.cnsu.edu, Prospective Students, Financial Aid.

The University is in the process of applying to the U.S. Department of Education for participation in Federal Student Aid programs. Until this process is complete and the U.S. Department of Education indicates the University to be eligible to participate in Federal Student Aid programs, Federal Student Aid is unavailable.

If a 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 CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at California Northstate University, 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 University, College of Pharmacy to determine if your credits, degree, or diploma will transfer.
SCHOLARSHIPS

In the past, several companies have helped University students finance their education through scholarships. Some of these companies include: Alberton’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 University 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 the University’s Web site, pharmacy.cnsu.edu, Prospective Students, Financial Aid, Grants and Scholarships.

IX. ACADEMIC CALENDAR

<table>
<thead>
<tr>
<th>Year: 2013</th>
<th>Semeste</th>
<th>Dates:</th>
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<tr>
<td><strong>Summe</strong></td>
<td>Summer IPPE Begins</td>
<td>May 9</td>
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<td></td>
<td>APPE Block A Begins</td>
<td>May 20</td>
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<td>APPE Block A Ends</td>
<td>June 28</td>
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<td></td>
<td>APPE B Block Begins</td>
<td>July 1</td>
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<td>Summer IPPE Ends</td>
<td>August 25</td>
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<td>APPE B Block Ends</td>
<td>August 9</td>
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<td></td>
<td>APPE Break</td>
<td>August 12 to 16</td>
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<tr>
<td><strong>Fall</strong></td>
<td>Fall Semester Registration</td>
<td>August 7 to 21</td>
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<td></td>
<td>C-2016 Orientation</td>
<td>August 20 to 23</td>
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<td></td>
<td>First Day of Class</td>
<td>August 26</td>
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<td></td>
<td>Fall IPPE Begins</td>
<td>August 26</td>
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<td></td>
<td>Late Registration</td>
<td>August 26 to 30</td>
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<td></td>
<td>APPE C Block Begins</td>
<td>August 19</td>
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<td></td>
<td>Last Day to Add/Drop Courses</td>
<td>August 30</td>
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<td></td>
<td>Holiday - Labor Day</td>
<td>September 2</td>
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<td></td>
<td>APPE C Block Ends</td>
<td>September 27</td>
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<td></td>
<td>APPE D Block Begins</td>
<td>September 30</td>
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<td></td>
<td>APPE D Block Ends</td>
<td>November 8</td>
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<td></td>
<td>APPE E Block Begins</td>
<td>November 11</td>
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<tr>
<td></td>
<td>Holiday - Thanksgiving</td>
<td>November 28 (Nov. 27 Travel Day)</td>
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<td></td>
<td>Fall IPPE Ends</td>
<td>December 10</td>
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<td></td>
<td>Last Day of Class</td>
<td>December 10</td>
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<td></td>
<td>Finals</td>
<td>December 12 to 18</td>
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<td></td>
<td>First Day Remediation</td>
<td>December 18</td>
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<td>Winter</td>
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<tr>
<td>Winter IPPE Begins</td>
<td>December 19</td>
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<tr>
<td>Spring Semester Registration</td>
<td>December 20 to January 3</td>
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<tr>
<td>APPE E Block Ends</td>
<td>December 20</td>
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<tr>
<td>Campus Closed</td>
<td>December 24, 2013 to January 2, 2014</td>
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<tr>
<td>Last Day Remediation</td>
<td>January 8, 2014</td>
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<tr>
<td>Winter IPPE Ends</td>
<td>January 7</td>
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<th>2014 Spring</th>
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<tr>
<td>First Day of Class</td>
<td>January 8</td>
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<tr>
<td>Late Registration</td>
<td>January 8 to 12</td>
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<td>Spring IPPE Begins</td>
<td>January 8</td>
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<tr>
<td>APPE F Block Begins</td>
<td>January 8</td>
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<tr>
<td>Last Day to Add/Drop Courses</td>
<td>January 12</td>
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<tr>
<td>Holiday - Martin Luther King, Jr.</td>
<td>January 20</td>
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<tr>
<td>APPE F Block Ends</td>
<td>February 14</td>
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<tr>
<td>Holiday – President’s Day</td>
<td>February 17</td>
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<tr>
<td>APPE G Block Begins</td>
<td>February 17</td>
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<tr>
<td>Spring Break</td>
<td>March 17 to March 21</td>
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<tr>
<td>APPE G Block Ends</td>
<td>March 28</td>
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<tr>
<td>APPE H Block Begins</td>
<td>March 31</td>
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<tr>
<td>Last Day of Class</td>
<td>April 29</td>
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<tr>
<td>Spring IPPE Ends</td>
<td>April 29</td>
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<tr>
<td>Finals</td>
<td>May 1, 2, 5, 6, 7</td>
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<tr>
<td>First Day Remediation</td>
<td>May 8</td>
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<tr>
<td>Capstone Exam C-2014</td>
<td>May 7</td>
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<tr>
<td>APPE Block H Ends</td>
<td>May 9</td>
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<tr>
<td>White Coat Ceremony</td>
<td>May 18</td>
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<tr>
<td>NAPLEX Board Review C-2013 &amp;</td>
<td>May 10/11 to May 16</td>
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<tr>
<td>Law Review C-2013</td>
<td>May 16</td>
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<tr>
<td>Graduation Dinner</td>
<td>May 17</td>
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<tr>
<td>Graduation Ceremony-2013</td>
<td>May 18</td>
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<th>Summe</th>
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<tr>
<td>APPE Block A Begins</td>
<td>May 19</td>
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<tr>
<td>Spring Remediation Grades Due</td>
<td>May 28</td>
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<tr>
<td>APPE Block A Ends</td>
<td>June 28</td>
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<tr>
<td>APPE B Block Begins</td>
<td>June 30</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 Office of Student Affairs and Admissions must be notified of the absence. The student will be required to provide
documentation for the absence and complete a make-up orientation within the first week of school.

Registration for classes requires that 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. Admission contingencies include 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 school’s 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 payment of 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, 622, 631, 633

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 targeted 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 discussed. Prerequisite Courses: 621, 631, 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, 622, 631, 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 into 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, and sets the stage for health care reform intervention. 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 prepare student pharmacists to evaluate through critical thinking and problem solving skills and techniques necessary to identify, analyze, and evaluate the legal and ethical issues pertaining to the practice of pharmacy. Upon completion, a student will have an understanding of requirements for preparing and dispensing medications in a manner compliant with pharmacy rules/regulations and laws, as well as preparing and maintaining records that respect a patient’s privacy interests and comply with the law, along with an appreciation for a pharmacist’s duty to avoid harm while practicing the profession within the allocation of health resources, patient autonomy, and interactions with other healthcare providers. Prerequisite Courses: PHAR 811
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 pharmacoconomics. 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 formulate and implement appropriate drug therapy decisions. This includes effective searching, retrieval, evaluation and dissemination of electronic and print resources. Students will utilize skills learned in this course to effectively communicate and tailor drug information at the appropriate level for providers, other health professionals, caregivers, patients and the public. Additionally, this course will provide introductory knowledge on the state-of-the-art in pharmacy informatics and decision support systems needed to implement patient-centered care. Students will be able to define basic terminology used in health informatics and describe the health benefits and current constraints in using information and communication technology in health care. 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, 633, 634, 642

**PHAR 752: Pharmacotherapy II: CV/Diabetes/Pulmonary**
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: 633, 724, 757

**PHAR 853: Pharmacotherapy III: Renal/Gastrointestinal/Hematology/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, 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. Electives

This course will teach students how to create visually appealing presentations as well as improving their ability to communicate with an audience. They will learn techniques to capture the attention of an audience and how to make persuasive slides. Students will practice presenting in teams and give a final individual oral presentation at the end of the course. Prerequisites: (None).

PHAR 781/881B: Introduction to Clinical Toxicology: Poisoning and Drug Overdose.
This course will focus on the pharmacotherapeutic and clinical interventions used in the management of Poisoning and Drug Overdose. Students will gain understanding of toxicologic 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 pharmacotherapeutic treatment plan recitation will be applied throughout the course. Prerequisites: (None),

PHAR 781/881C: Leadership and Advocacy Development.
This course will assist students with learning the basic concepts of leadership and advocacy and its importance in the development of current and future healthcare career pathways. Students will use various tools to evaluate their innate leadership capabilities to help develop individual leadership skills; examine various management styles, leadership responsibility concepts; understand the executive roles of health leadership; and examine and apply concepts of professionalism and ethics to personal, work, and other environments. Advocacy will be introduced and current legislative will be discussed in relation to their impact on the future of pharmacy. Students will engage in classroom and off-campus learning assignments. Multiple speakers will participate throughout the course. (Prerequisites: None).

PHAR 781/881F: Bioassay-Guided Isolation and Characterization of Natural Products.
This is a lab-based course. Students will be taught how to design and perform experiments and how to record, analyze and present data. Focus will be placed on the following; (1) Exploration. This course explores the theory and the application of NMR and ultraviolet/visible spectroscopy to the structure determination of organic molecules and the use of bioassays to assess cellular and molecular function; (2) Thesis. The thesis project provides students with the opportunity to integrate and synthesize knowledge gained throughout their program of study, to satisfy specific objectives and requirements. The project may
comprise an individual or group project, or an individual research project. Each student must write an individual thesis independently. Students will carry out independent or group work under the guidance of individual professors; (3) Pharmaceutical Discovery. This course explores topics in the drug discovery process from the discovery of lead molecular candidates to their optimization as drug candidates. Topics include natural products drug discovery; combinatorial chemistry; medicinal synthetic organic chemistry; bioassay, and; (4) Measurement. Drug assay and the application of biological, chemical and physico-chemical methods of analysis to pharmaceutical substances. Prerequisites: (None).

PHAR 781/881G: Clinical Epidemiology.
The course will teach the student how to apply epidemiologic methods to analyze and make clinical decisions that improve patient care. Clinical epidemiology deals specifically with clinical questions pertaining to abnormality, diagnosis, risk, prevention, prognosis, treatment, and cause of disease. Prerequisites: (634).

PHAR 781/881H: Compounding Lab.
This course provides a hands-on introduction to pharmaceutical compounding. Various compounded preparations will be made. The course emphasizes calculations and provides an overview of the value of compounded dosage forms, their limitations and relationship to FDA-approved drugs. Some insight will be given to the use of compounding pharmacies for the preparation of clinical trial materials. The course will not deal with the preparation of sterile dosage forms or sterility testing. Prerequisites: (632).

Students will obtain a fundamental understanding of HIV disease, including a review of its origin and history, biology, routes of infection, host defenses and viral evasion strategies, and its management. Overall content emphasis will be related to the clinical management and pharmacological treatment of HIV disease and its associated complications. Prerequisites: (621, 631, 632, 633, 634).

PHAR 771/881L: Teaching Pharmacokinetics.
The intent of this course is to introduce the student to the essentials of academic pharmacy. Students will focus on using team-based learning for the development, delivery, and assessment of the content of a core course in the doctor of pharmacy program. Students will create the content for and lead classes in basic and clinical pharmacokinetics under the guidance of a faculty member instructing in the course. Students will also create and assess learning instruments, such as tests, exercises and examinations. Prerequisites: (633 with an earned grade of “A”).

PHAR 781/881M: Topics in Critical Care
This course will cover the pathophysiology and management of critically ill patients. The course will focus on optimizing drug therapy in the critically ill patient by integrating students’ knowledge of pathophysiology, pharmacology, and pharmacotherapeutics with clinical assessment and critical thinking skills. Students will be expected to develop an evidence-based comprehensive care plan for each disease state covered, including identification of appropriate treatment goals and monitoring parameters, pharmacotherapeutic regimen design, patient reassessment and appropriate modification of the treatment plan. Prerequisites: (633, 724, 725, 743, 757, 752).

PHAR 781/881N: Geriatrics.
The course will teach the student the background considerations of the aging patient, how to optimally apply current pharmacology and treatment to the geriatric patient, and the socioeconomic and ethical considerations that must be accounted for when caring for an aging patient. Prerequisites: (P2 or P3 Academic Class Standing).
**PHAR 781/881O: Collaborative Research.**  
Health care providers at the doctoral level should be capable of conducting and disseminating professionally relevant research. This elective will bring a team of student pharmacists through the entire research process including: 1) the creation of a feasible and relevant research question 2) submission to the IRB and 3) data collection, analysis and presentation.

The course coordinator will assist in identifying faculty advisors and selecting research questions. Projects should be designed to require approximately 30 hours of research activity per semester. Student pharmacists with second or third year standing will be entered into research teams (generally two to four members per team).

Interested students will select and register for this elective in the customary manner. Students who successfully enroll will be allowed to rank the project offerings according to preference but may not necessarily be placed in the project of their choice. Students are encouraged to meet with faculty preceptors or the course coordinator before registration.

Each team of investigators is expected to complete both semesters. However, in the event of unforeseen circumstances that prevent or limit data collection, student investigators can receive two units for successful completion of the Spring Semester. In some cases, a meta-analysis of selected publications may satisfy the requirements for completing the second semester. Prerequisites: (P2 or P3 Academic Class Standing).

**PHAR 781/881P: Drug Discovery and Development.**  
To protect public health, the federal food and drug administration (FDA) agency requires a set of pre-clinical and clinical data to approve a new drug. This course will cover the procedures and the structure of drug discovery and development from preclinical candidate selection to the new drug application (NDA) approval and the post marketing surveillance. Prerequisites: (None).

**PHAR 781/881Q: Fun with Pharmaceutical Calculations.**  
This course helps with two major challenges with pharmaceutical math referred to as numeracy. One is a lack of understanding of the arithmetic processes and the second a lack of awareness of ‘number.’ A common cause linking these two is the widespread dependence on calculators. This dependency has impeded many students ability to think rationally about mathematical problems. They forget to ask “does the number make sense?” As a pharmacist one has to become fully conversant with numbers and how to work with them. This course will teach students basic numeracy and expose them to various methods of problem solving. Several examples related to various aspects of pharmaceutical care would be dealt with so as to increase confidence and minimize errors in solving pharmacy-related mathematical problems. Prerequisites: (632, 633).

**PHAR 881R: Diabetes Management and the Ambulatory Care Setting.**  
This course is designed to increase the P3 student’s knowledge base of diabetes mellitus and focus on therapeutic management in the outpatient setting. The course will concentrate on application of basic drug and disease state knowledge in specific patient case scenarios and teach the student how to create individualistic care plans utilizing evidence based pharmacotherapy. There will be numerous care plan presentations and simulation-based exercises challenging the student’s communication skills in a patient-care setting. There will also be student-based presentations on various DM topics to help improve oral presentation skills and student learning. The primary goal of the course is to prepare the student for ambulatory care rotations and prep the student for the rigorous responsibilities required of an ASHP-accredited residency program. A majority of the class grade will be based on participation and discussion.
in team-based settings, as well as group projects. High motivation to learn intricate details of clinical pharmacy case management is essential to success. Prerequisites: (P3 Academic Class Standing).

8. 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

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

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

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

**Patient Care Commitment**

To provide patients with unparalleled health care, pharmacists must focus on disease treatment and management as well as wellness and disease prevention. Pharmacists must practice on inter-professional teams that focus on patients, patient populations, and outcomes. Pharmacists, in collaboration with patients and other health care providers, can ensure proper medication use by focusing on evidence-based medicine, quality improvement, cultural competence, health care disparities, and advocacy. Students at CNUCOP should advocate for patient-centered pharmacist care to ensure safe and effective medication use.

**Knowledge of the Profession**

Revelation occurs when wisdom of the past is combined with current reality. Pharmacists must be aware of the evolutionary steps within the profession and continue to advocate for improved patient-centered care. Students at CNUCOP are required to attend didactic, laboratory, discussion, and experiential programs. They should understand how the practice of pharmacy has continually evolved to benefit the needs of society and develop visionary thinking capabilities to continue to advance the science and art of pharmacy.

**Technical Abilities**

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

General Abilities

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

XIV. ACADEMIC POLICIES AND PROCEDURES

Attendance Policy

Students are required to attend all courses including laboratory sessions on a regular basis as outlined in each course syllabus. 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 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 unexpected circumstances. In the event of unexpected circumstances, students are responsible for completing and submitting an *Excused Absence Request* form within three (3) days of the absence. In any case, the request for an excused absence must be accompanied by appropriate documentation.

**Student On Campus:** Students on campus should complete an *Excused Absence Request* form and submit the completed form to the Office of Registrar. If the excused absence is approved, the Office of
Registrar will notify course coordinators within twenty-four (24) hours. However, it will be the student’s responsibility to contact course coordinators within 24 hours of approval 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 (e.g., those involved in Experiential Education) must submit an **Excused Absence Request** form to their preceptor and the Office 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 Office 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 full 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 or the Office of Experiential Education as appropriate. These forms shall 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, such as participation in team work.

**Process**
The course coordinator activates the academic alert and requests to meet with the students within 5 business days. A plan for academic support will be determined by the course coordinator and the student.
The completed Academic Alert form will be submitted to the Office of 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 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 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

The course coordinator will respond to the student in writing using the Course Grade Appeal form within ten (10) business days. 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 of receipt of the formal appeal. If the course coordinator is the Department Chair, then the student shall appeal the decision to the Chair of another department. The decision of the Department Chair hearing the matter is final and no further action on the merit of the appeal may be or will be taken.

If the student asserts a failure of the course coordinator and/or department chair to adhere to college policies and procedures, the student may appeal to the Office of Academic Affairs for review. The review of the Office of Academic Affairs will be focused solely on the issue of due process adherence with policy and procedure. After the Office of Academic Affairs review, one of three (3) decisions are available: (1) the due process appeal is approved and the student’s grade will be changed; (2) the due process appeal is denied in whole; or, (3) the Office of Academic Affairs acknowledges a non-substantive departure from due process, but the appeal is denied.

If a grade appeal is approved, the course coordinator must complete a Grade Change form within 30-calendar days and the form submitted to the Associate Dean for Academic Affairs 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 terms (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 director or coordinator’s signature on the add/drop form. Students must also obtain approval from the Office of Academic Affairs. Approval from the Office of Academic Affairs will be indicated by the signature on the Add/Drop form.
Even though a student obtains approvals and signatures, the completed Add/Drop form must be still 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 from the Office of Experiential Education for approval. The student must then obtain the approval from and the signature of the Office of Academic Affairs. The Add/Drop form 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 policy applies to 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 the CNUCOP. Approval is awarded provided that the student:

- Has conducted oneself in an ethical, moral, professional, and lawful manner;
- Has satisfactorily completed all of the CNUCOP curricular requirements in a timely fashion, not to exceed five (5) years from the date of initial enrollment (including approved leave of absence);
- Has fulfilled all tuition and financial requirements and completed all necessary paperwork for CNUCOP;
- 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 letter grade equal to or greater than a C is considered satisfactory performance (passing) for completion of a course. In order to progress from one semester to the next, students must pass all courses with a letter grade of C or higher and maintain a minimum cumulative grade point average (GPA) of 2.0. The breakdown for assignment of letter grades and grade points for each letter grade are as follows:

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-a-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**

The following table designates the consequences if a student earns a letter grade lower than C in any course in the curriculum.

<table>
<thead>
<tr>
<th>Accumulated Letter Grades</th>
<th>Consequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 or 2 Ds</td>
<td>Remediation</td>
</tr>
<tr>
<td>3 Ds</td>
<td>Dismissal</td>
</tr>
<tr>
<td>1 F</td>
<td>Academic Probation</td>
</tr>
<tr>
<td>2 Fs</td>
<td>Dismissal</td>
</tr>
<tr>
<td>1D and 1F</td>
<td>Academic Probation. The grade of D may be remediated</td>
</tr>
<tr>
<td>2Ds and 1F</td>
<td>Dismissal</td>
</tr>
</tbody>
</table>

Remediation must be completed within 21 days (15 business days) after the end of the semester. The consequence of unsuccessful remediation is placement of the student on **Academic Probation**.

**Academic Probation**

A student on **Academic Probation** will not be allowed to progress to any course that requires the unsuccessfully completed course as a prerequisite. **Academic Probation** places 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.

**Appeal of Academic Probation**

There is no appeal process for students placed on **Academic Probation**.
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 remedial 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.

Incomplete
During a semester, a student may not complete all required assignments and/or examinations due to extenuating circumstances, such as, but not limited to, an illness or a family emergency. In such a case, the course coordinator may give a grade of Incomplete for the course. As determined by the course coordinator, all missed assignments and exams must be completed within 21 days (15 business 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 CNUCOP 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 of Dismissal
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.
TRANSFERABILITY OF CREDITS

The transferability of credits earned at 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 CNUCOP 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 CNUCOP meets your educational goals. Confirmation may include contacting an institution to which you may seek to transfer after attending CNUCOP 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 2014</td>
<td>2/1/2014-4/1/2014</td>
</tr>
<tr>
<td>Spring 2015</td>
<td>2/1/2015-4/1/2015</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 University colors of cabernet and gold, and is adorned with olive green denoting Doctorate of Pharmacy. Honor cords and/or medallions will distinguish honor graduates. Any additional ornamentation must signify recognized College organizations and must be approved in advance of commencement.

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 self-addressed and stamped envelope suitable for mailing the duplicate diploma without bending, folding or mutilating. 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. 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 CNUCOP 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 Board of Pharmacy (NABP) website at http://www.nabp.net.

XVI. STUDENT SERVICES

Alcohol & Drug Prevention & Dependency Referral Services

The Office of Student Affairs & Admissions (the “OSAA”) offers many resources and programs to promote alcohol and drug prevention awareness and dependency referral services, as well as individualized assistance and support for University/College students.

If you feel you may be experiencing an alcohol or drug problem, we encourage you to contact the OSAA located on the first floor of the campus. The OSAA staff are available for confidential referral assistance on a walk-in basis or by appointment. The OSAA office is open Monday through Friday from 7:30am – 5:00pm. Confidentiality will be maintained unless authorized by the student or a threat to life occurs. The OSAA will be able to provide you with information with regards to local agency, treatment facility, or clinical professional, or to assist in making an appointment to a local agency, treatment facility, or licensed clinical professional.

A list of the staff and Associate/Assistant Dean for the OSAA is listed in this handbook and the CNU website. Students may contact any of the staff in the OSAA at 916 503-1871 or 916 503-1850 for immediate assistance. For any emergency please call 911.

All below information is current as of August 2013 and will be updated annually

Kaiser Student Health Insurance Members

| Kaiser Permanente (Kaiser Student Health Insurance Members) | 916-482-1132  
Sacramento |
|------------------------------------------------------------|------------------|
| Kaiser Permanente (Kaiser Student Health Insurance Members) | 916-688-2106 Elk  
Grove |
<table>
<thead>
<tr>
<th>Local/Community Resources:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcoholics Anonymous (24 Hours)</td>
<td>916-454-1100</td>
</tr>
<tr>
<td>Alcoholics Anonymous (Office)</td>
<td>916-454-1771</td>
</tr>
<tr>
<td>Al-Anon</td>
<td>916-344-2971</td>
</tr>
<tr>
<td>Cocaine Anonymous Hotline</td>
<td>916-386-3545</td>
</tr>
<tr>
<td>Narcotics Anonymous</td>
<td>1-800-600-4673</td>
</tr>
<tr>
<td>Adolescent Chemical Dependency Program</td>
<td>916-482-1132</td>
</tr>
<tr>
<td>National Council on Alcoholism and Drug Dependence-NCADD</td>
<td></td>
</tr>
<tr>
<td>- Options for Recovery</td>
<td>916-922-5110</td>
</tr>
<tr>
<td>- Prevention</td>
<td>916-922-5118</td>
</tr>
<tr>
<td>- Hope Line</td>
<td>916-922-5122</td>
</tr>
<tr>
<td>Emergency Contact</td>
<td>911</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Primary Local Assessment and Treatment Centers:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Bi-Valley Medical Clinics</td>
<td></td>
</tr>
<tr>
<td>- Capitol Clinic</td>
<td>916-442-4985</td>
</tr>
<tr>
<td>- Carmichael Clinic</td>
<td>916-974-8090</td>
</tr>
<tr>
<td>- Norwood Clinic</td>
<td>916-649-6793</td>
</tr>
<tr>
<td>Sutter Health-Center for Psychiatry</td>
<td>916-386-3620</td>
</tr>
<tr>
<td>Midtown Mental Health Center</td>
<td>916-577-0200</td>
</tr>
<tr>
<td>Addiction Treatment Program</td>
<td>916-525-6100</td>
</tr>
<tr>
<td>Mental Health Center – Kaiser Patients</td>
<td>916-631-3034</td>
</tr>
<tr>
<td>Mental Health Center – Kaiser, after hours emergencies</td>
<td>916-973-5300</td>
</tr>
<tr>
<td>Alcohol and Drug System of Care</td>
<td>916-874-9754</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Toll-Free Numbers:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcohol Abuse 24-Hour Assistance and Treatment</td>
<td>1-800-234-1253</td>
</tr>
<tr>
<td>Alcohol Abuse and Crisis Intervention</td>
<td>1-800-234-0246</td>
</tr>
<tr>
<td>Cocaine Abuse 24-Hour Assistance &amp; Treatment</td>
<td>1-800-234-1253</td>
</tr>
<tr>
<td>Cocaine Abuse &amp; Crisis Intervention</td>
<td>1-800-234-0246</td>
</tr>
<tr>
<td>Drug and Alcohol 24-Hour Information, Assistance, &amp; Referrals</td>
<td>1.800-662-4357</td>
</tr>
<tr>
<td>Talk One 2 One – 24/7 Confidential Support for Students</td>
<td>1-800-756-3124</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Websites:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcohol and Your University/College Experience:</td>
<td><a href="http://www.factsontap.org">http://www.factsontap.org</a></td>
</tr>
<tr>
<td>Alcoholics Anonymous:</td>
<td><a href="http://www.aa.org">http://www.aa.org</a></td>
</tr>
<tr>
<td>Drug Help:</td>
<td><a href="http://www.drughelp.org">http://www.drughelp.org</a></td>
</tr>
</tbody>
</table>

For additional assistance, you are encouraged to enlist the help and support of family and friends who would be supportive of your sobriety. Also, look in the yellow pages of your telephone directory under mental health, community services, social and human services, alcoholism, or drug abuse. You may be surprised to learn how many organizations there are that can help.

**Alumni Services**

The primary goal of Alumni Services is to maintain our graduates’ on-going relationship with the faculty, staff, and student body at California Northstate University by building lifelong connections to their alma mater community. We are very proud to share the history of our Alumni’s major accomplishments as students and as Alumni. Our office recognizes that our alumni will be distributed throughout the United States and the challenge of keeping all alumni in touch with classmates, resources, and institution news. 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
- Fundraisers
- Career Services
- Connections through Facebook, LinkedIn, Twitter
- Alumni Directory
- Social/Networking Events
- Alumni Store
- Continuing Education Resources

**Career Services, Planning, and Counseling**

The Career Services Coordinator directs professional career planning and career counseling services. Information about career opportunities at various companies can be found in the Career Resource section of the library or on the University/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 University/College service offerings.

Disability Services

Any student requiring disability assistance may apply for services through the OSAA. 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 hidden or visible, who wish to seek special accommodations from the University/College must make a request to the Associate/Assistant Dean for the OSAA in writing. If the disability develops during the school year and accommodations are requested, the student must notify the Associate/Assistant Dean or designee in writing as soon as he/she becomes aware of the disability. The Associate/Assistant Dean serves as the advisor to CNUCOP students with disabilities and as a liaison between students with disabilities and the faculty.

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

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

Students Responsibility
Students enrolled at CNUCOP 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 Associate/Assistant Dean of the OSAA 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 letterhead and prepared by a qualified health care provider who has professional training and practice to diagnose and treat the impairment that led to the disability.

Recommendations for Accommodations
The student’s request for accommodations will be assessed by the Associate/Assistant Dean for Student Affairs and Admissions (OSAA) who will determine eligibility for available services and accommodations. Approval of the recommendations requested are based on the diagnostic report submitted by an appropriate health care provider rather that the student’s request alone. Prior history of accommodations does not guarantee provisions of a similar accommodation.

Once registered, the Associate/Assistant Dean for Student Affairs 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.

**Disability Services and Accommodations**

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

**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**

The University 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](http://www.bluecrossca.com)
- Blue Shield of California: [www.blueshieldcaplans.com](http://www.blueshieldcaplans.com)
- Health Net: [www.healthnet.com](http://www.healthnet.com)

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

**Healthy Lifestyle Services and Programming**

The OSAA provides programming, guest presentations from health practitioners, and referral information to assist students with healthy lifestyle practices throughout the year. Information regarding programming will be sent by campus email to all students at least two weeks in advance or posted to campus.
information boards. Examples of programming include time management skills, nutrition guidance, stress reduction strategies, and work/life balance practices. Brochures offering guidance and tips for managing and understanding student focused problems are available in the student lounge.

Housing

Information on off-campus housing can be obtained from the University/College’s web site and the OSAA. There is currently no on-campus housing available.

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 University/College uses for course information, grades, and assignments.

Library/Learning Resources

Library Facilities

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

Facility Hours

The library facility is a significant part of the Learning Resources Center. It houses the library collection and provides space for individual and group study. 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 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 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.

Electronic Learning Resources

The 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 electronic resources as well as electronic library materials. Additionally, the lab provides students with general PC software, access to the Internet, and the ability to print desired materials.

Library Collection

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

Interlibrary Loan Program

With the large number of University/Colleges and universities in the Sacramento valley, CNU is developing affiliation agreements with the libraries at other institutions in order to facilitate interlibrary loans. Please see the pharmacy librarian for details.
Mental Health Counseling Referral Services

Mental health counseling is available to students through the school’s student health insurance program, the county of Sacramento, and private counselors in the area (by referral only). A list of referrals is available in the OSAA. Students who have elected to use the Student Health Insurance offered by the school and administered by Kaiser Permanente, have access to mental health counseling as part of their policy.

Tutor Services

Students experiencing difficulty in any course are urged to seek the help and assistance of the course coordinator or their academic advisor before the problem becomes unmanageable. If academic problems arise, school funded tutoring services are available through the OSAA. Students requiring this assistance must be referred by the faculty of the course or by their academic advisor.

Additional tutoring is offered for a nominal fee by students who have successfully completed courses. These tutors typically post their contact information on campus bulletin boards. The OSAA keeps a list of recommended tutors and can provide insight into selecting a suitable student to hire.

Additional tutoring is offered free of charge and is provided by faculty volunteers in the form of review sessions.

XVI. ADDITIONAL COLLEGE POLICIES AND INFORMATION

CATALOG AVAILABILITY AND MODIFICATION POLICY

The General Catalog is available to members of the CNU community and prospective students on the College’s website at www.cnsu.edu. The Catalog is updated annually during the summer break and more often if necessary due to a significant change in law or University/College policy.

Alcohol -Chemical Dependence/ Impairment Policy

CNU is a drug-free academic environment consistent with federal and state laws. Any person within the CNU community may be disciplined for violation of these policies and tested for suspected use of an illegal drug. The possession, use, consumption, manufacturing or distribution of any form of alcohol or any illegal substance, is prohibited on the CNU campus as well as any off-site location while the student is involved in academic learning experiences.

Any student who is under the influence of alcohol or drugs during class or experiential or clinical rotations is subject to immediate removal from the setting and dismissal. Any student convicted of a drug or alcohol related crime during the time they are enrolled at CNU is subject to dismissal.

Students are also reminded to adhere to the Honor Code and E-Professionalism policy outlined in the
Student Handbook indicating students must not present themselves on social media as a person who does not adhere to these polices.

Students dependent on alcohol or other chemical substances should *voluntarily* seek assistance from a treatment and recovery program identified in the previous section or a similar drug treatment program.

Students with alcohol or substance abuse, or addiction problems may have impaired judgment compromising educational experiences and may be unable to competently function in patient care settings, and may be dangerous to self or others. Therefore, the OSAA may refer the student to his or her physician or to a treatment and recovery program. If the student does not consent to participate or does not comply with a recommended treatment plan/contract, then the student may be suspended, be subject to other disciplinary actions up to dismissal from CNU.

Any violation of this policy may result in disciplinary action. In addition appropriate legal action against the offending individual(s) or organization(s) may also be pursued.

Students experiencing difficulties with alcohol or drug use should take action to improve the situation by seeking substance abuse referral assistance from the OSAA as soon as possible.

**Animal Policy**

Service animals which include guide dogs, signal dogs or other animals individually trained to do work or perform tasks for the benefit of an individual with a disability are permitted on campus but must be on a leash.

**Awards: Non- Academic**

The University/College bestows certain honors to faculty, staff and students and for non-academic achievement, community service, student organization activity, and other noted involvement in promoting the University/College and the community. Notification of criteria, dates, nomination information, and deadlines will be made throughout the year. The Scholarship and Awards Committee coordinates selection of recipients for all honors and awards, as well as a limited number of diversity and financial needs-based scholarships. Recipients, friends, family, and sponsors are invited by formal invitation to attend the event to receive official recognition of the award. The Annual Scholarship & Award Ceremony is a joint collaboration of the University/College’s Scholarship & Award Committee and the Northern California Pharmacy Education Foundation (NCPEF). The Foundation awards a majority of the scholarships received by students which is based on specific criteria determined by the Foundation’s Board. For more information about the Foundation visit their web site at [www.rxgrants.org](http://www.rxgrants.org). A list of previous awards can be found on our web site.

**Bicycles**

Bicycles may not be brought into the classroom or buildings. It is recommended that bicycles be locked securely to prevent theft. Bicycles should be secured in designated areas or in bike lockers provided in designated areas. Bicycles should not be secured in areas that would interfere with pedestrian or vehicular traffic. It is also recommended that students keep information about the bicycle with their records in the event of theft which would include: Make, model, color and serial number.
Building Access

Student identification cards are programmed with an electronic key access code. The card provides access to the building as well as some of the interior classroom and other spaces designated for student use. The campus building hours will be posted prior to each semester and the hours may be extended prior to exam dates. Student card entry is logged and entry information is monitored by University/College administrators. Professional behavior dictates respect of equipment, furnishings, and building access by all pharmacy students. Any student not exhibiting professional behavior in regards to building access, including destroying property, allowing unauthorized guest in the building, or compromising building security, will be addressed through the judicial procedures.

Cell Phones

Out of courtesy for others, all cell phones must be turned off before entering any classroom, laboratory, and discussion session or on-campus academic/professional event unless instructed by the course coordinator or University/College Official.

Violation procedures for unauthorized use of cell phones include but are not limited to the following: The student will receive a verbal warning for the first offense. The student may be removed from the setting for any subsequent occurrences. Substantial academic disruption may result in dismissal from the course and the possible loss of a full academic year.

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 University/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 Associate/Assistant Dean for Student Affairs, or if academic related the Associate/Assistant Dean for Academics. The University/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 University/College property has been returned.
Complaint/Grievance Policy

Non-Academic

While at University/College students may encounter situations that adversely affect relationships with others within the University/College community. General complaints or concerns should be directed to the Associate/Assistant Dean of OSAA who will advise students about the appropriate procedures to follow in resolving a general complaint or concern. An informal process of resolution will be sought unless the incidence is severe enough to warrant a formal hearing.

This policy shall also apply to all discrimination, harassment, and sexual harassment reports and complaints that may arise in matters involving rights protected under legislation relating to equal opportunity in Employment and Education or any policy of the University/College relating to sexual harassment.

General grievances may also be made anonymously by sending a letter to the Associate/Assistant Dean, or by dropping a letter or note in the Suggestion/Complaint Box located in the library.

Academic

All academic related complaints regarding a course, courses or a faculty member should be filed with the appropriate academic department or the Associate/Assistant Dean of Academics. Students should use the following guideline:

<table>
<thead>
<tr>
<th>Complaint/Grievance</th>
<th>Discuss or file complaint with:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course related</td>
<td>Faculty Coordinator. If unresolved, the Department</td>
</tr>
<tr>
<td>Chair* Faculty related</td>
<td>Speak to the faculty coordinator first. If unresolved,</td>
</tr>
<tr>
<td></td>
<td>the Department Chair*</td>
</tr>
</tbody>
</table>

* A Department Chair list is located this handbook and the University web site.

Informal Procedure

Students are encouraged to discuss and resolve non-academic conflicts, including complaints of harassment, and/ or discrimination, with the individual involved before filing a formal complaint. The suggested time frame to discuss and resolve informal complaints is 10 days from the date of the incident. If the student is not satisfied with the outcome a formal complaint may be filed with the Associate/Assistant Dean.

Formal Procedure

The complaint must be in writing and should describe: the specific action(s) necessitating the complaint, a statement of facts supporting the complaint, actions sought in an informal resolution, and information about why the action did not lead to a satisfactory resolution prior to filing a formal complaint, if an informal process was utilized. The complainant must be willing to be identified as the accuser.

The complaint must be signed and dated by the complainant and filed with the Associate/Assistant Dean for the OSAA within thirty (15) days of the occurrence. A completed Complaint/Grievance form should be included with the letter. The form can be found on the school’s web site. All complaints will
be investigated by a committee appointed by the Associate/Assistant Dean and handled in a confidential manner. Investigations will usually be completed within fifteen (15) business days from the receipt of the complaint. At the conclusion of the investigation, a report shall be provided to the individuals in the situation stating the findings and recommendations. The report will typically be provided within seven (7) business days from the conclusion of the investigation. In unforeseen circumstances, or due to the complexity of the investigation, time limits may need to be modified. If the outcome was not satisfactory, the complainant may appeal the decision of the committee to the Dean of the College. The written appeal request must be received in the Office of the Dean within five (5) business days from the written recommendation provided by the Associate/Assistant Dean for OSAA. The Dean shall provide a written final decision to the complainant within fifteen (15) business days from the receipt of the request. The decision of the Dean will be final.

A confidential record or log of all complaints filed is kept by the Associate/Assistant Dean for the OSAA.

Complaints Related to Accreditation Standards

Accreditation Council for Pharmacy Education (ACPE)

The Accreditation Council for Pharmacy Education (ACPE) is required by the U.S. Secretary of Education to require its pharmacy programs to record and handle student complaints regarding a school's adherence to the ACPE Standards. ACPE must demonstrate a link between its review of complaints and its evaluation of a program in the accreditation process. Therefore, in order to demonstrate compliance with the U.S. Department of Education Criteria for Recognition, and with the prior review and advice of Department of Education personnel, ACPE requires pharmacy schools to provide an opportunity for pharmacy students to provide comments and/or complaints about the school’s adherence to ACPE's Standards.

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

Any student who wishes to file a complaint may visit the ACPE website (http://www.acpe-accredit.org/complaints/default.asp) to access the standards and the procedures for filing a complaint directly to ACPE. Complaints may also be made directly to the Associate/Assistant/Assistant Dean for Student Affairs. The written complaints will be kept on file and made available for inspection at onsite evaluations. California Northstate University College of Pharmacy encourages students to seek internal resolution to any conflict.

Western Accrediting Commission for Senior University/Colleges and Universities (WASC)

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

The Commission values information provided by students, employees, and others in determining whether an institution's performance is consistent with the Standards of Accreditation and Commission policies and procedures. The Commission has two established means for receiving comments from students, employees
and members of the public about its member institutions:

1. Complaints  2. Third-party comments

As a general rule, complaints are written by employees and students who have grievances that draw into question the member institution's adherence to one or more Commission Accreditation Standards or Policies. Third-party comments are usually more general comments of a substantive nature about a member institution. Individuals should review the Policy on Complaints and Third-Party Comments in the WASC Policies Manual at http://www.wascsenior.org/findit/files/forms/Policy_Manual_current.pdf to ascertain the appropriate means to communicate comments and complaints.

Computer/Technical Support

Every student must have a personal laptop and external access to computer resources to complete academic requirements. The University/College provides computing and communications access to faculty, students and staff to support the mission of the University/College in teaching, research, learning and service. Students will be notified of compatible computer software prior to enrollment at the University/College. Students having difficulty accessing the student Learning Management System, ASAP, have access to Technical Support on campus during regular school hours.

Disability Policy

The University/College does not discriminate on the basis of a disability and is committed to self-directed learning by offering qualified students an equal opportunity to attain a Doctor of Pharmacy degree. The University/College will make every effort toward meeting reasonable requests for accommodations to students with disabilities according to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA). Information regarding disability services and is located in the Student Services section of this Catalog.

Disorderly Assembly/Conduct Policy

No person shall participate in or organize any activity for the purpose of creating a disturbance that interferes with the operations of the University/College. No person shall use any University/College owned or controlled building or property without authorization. Any conduct on the University/College campus or affiliated sites that are disruptive or offensive is prohibited and may be grounds for dismissal from the University/College. Disorderly conduct includes but is not limited to:

- Disrupting a class in progress
- Physically or verbally assaulting another being
- Discriminating, threatening, demeaning another being
- Dishonest behavior

Any violation of this policy will result in disciplinary action. In addition appropriate legal action against the offending individual(s) or organization(s) may also be pursued.
Dress Code/Professional Appearance/Attire

**PURPOSE**
The dress code is part of CNU-COP’s standard of professional behavior and doctoral candidates are
Expected to meet this standard in all academic and professional settings.

**VIOLATION OF THE DRESS CODE**
The dress code will be enforced during the scheduled academic class time from 8am–4pm (MON-FRI) as
well as during any academic and profession events hosted by the University/College or the student
organizations.
Students who violate the dress code will be asked to leave class until dressed appropriately. Missed
coursework and/or exams are not eligible for make-up work or an excused absence.

**PROFESSIONAL APPEARANCE**
A vital component of professionalism is appearance. As the doctoral candidates are preparing to
practice in a health care environment, appropriate dress and proper attention to personal hygiene is of
utmost importance. Specific activities and settings require particular attire and the student must be
aware of and adhere to these requirements.

Classroom attire can be causal but clean and appropriate as to not distract from the learning
environment of others.

**Name Badges**
A name badge with photo **ID MUST BE CARRIED** in all academic and professional environments.

**Required attire for doctoral candidates:**

- Polo style shirt, dress shirt, or sweater, blouses, collared shirts
- CNU-COP logo wear unless listed below
- Slacks, dress style pants, khaki pants
- Conservative skirt or dress
- Dress Jeans – professional shades of black, blue, brown or gray jeans with no rips, holes, or tears

**Doctoral candidates must NOT wear:**

- Tee shirts (non-CNUCOP logo wear), mid-riffs, tank tops or sweatshirts with sports logos, sweatpants
- Shorts, short skirts or short dresses, revealing clothing of any description
- Flip flops
- Hats of any kind (with the exception of religious headwear)

**Additionally:**

- No visible tattoos or body piercings (other than conservative earrings or nose piercings)
- No clothing that shows excessive wear, fading, rips, holes or tears
Duplicate Diploma Request

The Office of the Registrar oversees the release of University/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 University/College honors (cum laude, magna cum laude, and summa cum laude) and other honors such as Rho Chi 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 self-addressed and stamped envelope suitable for mailing the duplicate diploma without bending, folding or mutilating. 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. The University/College is not responsible for lost or returned diplomas.

E-Professionalism and Social Media Policy

California Northstate University requires all students to uphold the core principles of the Honor Code which includes E-Professionalism in the use of social media in addition to respect, honesty and integrity, legal and ethical behavior, and professionalism in all aspects of their lives. This policy establishes internet usage guidelines for University/College students to ensure that they are representing themselves and the University professionally on and off campus. Social Media includes social networking sites (e.g., Facebook, MySpace, Twitter, LinkedIn, etc.); blogs; video sharing sites (e.g., YouTube, Vine, etc.); and photo sharing sites (e.g., Flickr, Instagram, etc.).

Social Media

Students are to maintain a professional demeanor at all times over social media. Students must avoid posting or being tagged in text, photos, or videos that may be professionally compromising. Students should monitor their sites to seek removal of unprofessional public posts by others. Using social media to insult, threaten, defame, harass, disparage or bully another person or entity or to engage in copyright or trademark infringement, misappropriation of trade secrets, discrimination, or related actions, or for any other purpose that is illegal, against University policy, or not in the best interest of the University is prohibited. The use of social media during class time is unacceptable.

Confidential Information

Students are required to abide by HIPAA (Health Insurance and Portability and Accountability law) and related jurisprudence in treating patient information as confidential. Students are prohibited from:

- Discussing specific patients’ online, unless on secure healthcare-related networks, even if all identifying information is excluded.
- Posting pictures of patients online without the specific prior written permission of the patient (or legal guardian, in the case of a minor).
Disclosing confidential University information including, but not limited to, student records, personal information of students or employees, and non-public strategies.

**Representation of University Entities**

Representing one’s personal opinions as institutionally endorsed by the University or any of its entities is prohibited. Students should maintain the privacy of fellow student colleagues and University/College employees unless they have been given prior written permission to use the person’s likeness or name. Students are not allowed to use the University/College logos unless they have received prior written permission from authorized University personnel. While students are encouraged to share information about their experiences at the University online, they should be transparent in regard to their relationship with the University/College and be truthful, accurate and complete in describing the University programs and services.

**Violation of the Social Media and E-Professionalism Policy**

Any violation of this policy may result in disciplinary action suspension and other actions up to or dismissal from the University. In addition appropriate legal action against the offending individual(s) or organization(s) may also be pursued.

**Food in Class/Laboratory**

Eating food during class or laboratory is not allowed unless permitted by the course coordinator, staff, or other University/College personnel.

**Free Speech**

The University/College supports the right of students to free speech, to engage in discourse and to listen to others to express views whether expressing approval or disapproval of ideas or issues.

**Fundraising**

Detailed information regarding fundraising for student organizations can be found in the *Student Organization Handbook*. The University/College recognizes that fundraising is a vital component of a successful professional organization. Therefore, the University/College encourages students to seek entrepreneurial ideas for fundraising.

Pharmacy students/organizations must first obtain permission from the Associate/Assistant Dean of OSAA to sell any items on campus.

Use of the University/College insignia or logo is prohibited unless prior authorization for use is granted. Pharmacy students/organizations soliciting funds from an outside company (such as pharmaceutical companies, pharmacy employers, alumni) is prohibited. A request may be made through the Associate/Assistant Dean for the OSAA. A formal proposal, with the organization’s advisors signature, must be submitted with the request to a Student Affairs Coordinator. Once the proposal is deemed complete it is sent to the Associate/Assistant Dean for the OSAA for review and approval. The approved request will be forwarded to the potential sponsor(s) by the Student Affairs Coordinator.
Forms and paperwork for organization use can be located on the University/College’s web site under Student Affairs.

Gambling
The University/College prohibits any form of gambling for money or stakes representing money on University/College property unless exempted by California state law.

Hazing Policy
Hazing in any form for any reason will not be tolerated at California Northstate University and is grounds for dismissal from the University/College. Hazing is defined as any act that is likely to cause physical, emotional or social harm, fright or embarrassment to another person. Hazing includes any means of initiation or pre-initiation into a student organization, which causes mental or physical hardship to the person seeking membership. Hazing includes but is not limited to: encouraging or requiring participation in drinking games, creation of excessive fatigue, wearing inappropriate public attire, morally degrading or humiliating activities.

Any student who believes they have been hazed or believe that they may be accused of the same should contact the Associate/Assistant Dean for Student Affairs.

Intern License
Enrolled students in the University/College must have a valid, current California Pharmacy Intern License. Incoming students are required to apply for a Pharmacy Intern License at the start of the Professional Year 1 (P1). Accepted students are instructed on how to download the application and complete the requirements prior to the orientation program. During orientation week these applications are submitted to the Office of Experiential Education. After processing, the Office of Experiential Education submits the applications for the entire class to the Board of Pharmacy. Once the applications are received and processed, the Board of Pharmacy mails the Intern License to the Office of Experiential Education where a copy will be made for the permanent student file.

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

Leave of Absence
A leave of absence is approved for a specific period of time, not to exceed more than a year, and the institution agrees to permit the student to return to the University/College without formally reapplying for admission to the University/College. The student will be required to return to the University/College at the beginning of the semester in which the leave was granted. Leave of absence forms can be found on the University/College’s web site.

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

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

Medical Emergencies

For life threatening emergencies, call 911. For all other emergencies contact a University/College employee for assistance.

Name Badges

Name badges will be provided to all students during orientation and must be worn on campus, at Experiential Education sites, and during patient-care activities. Students must report any missing, lost, or stolen cards immediately to the IT Department. Additional names tags will be provided at a replacement cost of $25.00 for the first loss and $60.00 for any second or subsequent loss. The replacement cost will be waived if the badge is stolen and a copy of the police report is submitted.

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.

Outside Work

Students are encouraged to obtain outside employment preferably in a pharmacy practice environment to enhance their overall academic experience. However, outside employment should not interfere with didactic success and students must arrange their work schedules to accommodate academic schedules.
Parking

The University/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 University/College. A Vehicle Registration Form must be completed by all students and submitted to the Vice President of Operations, Mr. Norman Fong, or to the Director of Educational Resources, Mr. Scott Minor.

Illegal Parking

Students are allowed to park in spaces marked “Car or Van Pool”. Students must not park in spaces Marked Visitor or Employee. Vehicles that are illegally parked will be towed at the driver or 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 University/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 5 business days. The Registrar will complete a letter/form on official University/College letterhead indicating the enrollment status of the student and imprint the University/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.

Safety and 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 University/Colleges and universities across the United States to disclose information about crime on and around their campuses since 1990. All Title IV funding recipient University/Colleges and universities are subject to its requirements.
**Annual Security Report**

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 four 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>0</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                       |


**Annual Security Report – Tables and Additional Information**

The CNU Annual Security Report data for crime information for the immediate area surrounding the campus can be found on our web site at [http://pharmacy.cnsu.edu/home/index.php?option=com_content&view=article&id=392](http://pharmacy.cnsu.edu/home/index.php?option=com_content&view=article&id=392)

An overview of campus security, emergency alert, and response procedures will be provided at orientation. Additional safety and security information, tips, and alerts will be delivered to students through campus email throughout the year.

**Campus Access Cards**

All students who have authorized access to the California Northstate University College of Pharmacy campus will be issued an electronic entry access card that permits entry to the campus main entrances. This type of access to campus facilities helps provide students with a more secure campus environment by restricting campus entry and the possibility of unauthorized visitors. Campus access is tracked and monitored through an electronic security camera system. Access will be tracked and monitored.
Meagan’s Law

For a listing of registered sex offenders in the adjacent community and other pertinent information, please review the law enforcement database at http://meganslaw.ca.gov.

Anti-Sexual Harassment/Harassment Policy

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

The University 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/Assistant Dean of 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/Assistant Dean of 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.

**Conduct Disruptive to the University Community Policy**

*(SaVE Act)*

Students should immediately report any acts of violence, threatening behaviors or violations of the Honor Code to the Office of Student Affairs, Office of Academic Affairs, campus security or another school official.

This policy defines disruptive conduct as:

**Violent Behavior**

Violent behavior encompasses a broad range of behaviors that may affect the campus or the workplace, may generate reasonable concerns for personal safety, or may result in physical injury. Violent behavior includes, but is not limited to, aggressive or frightening acts, intimidation, threats, harassing behavior, stalking/unwanted pursuit, physical attacks, domestic violence or property damage.

**Intimidation**

Intimidation is engaging in actions intended to frighten, coerce, or induce duress. These actions include, but are not limited to, stalking/unwanted pursuit.

**Threats**

A threat is an expression of intent to cause physical or mental harm. A threat may be direct, indirect, conditional or veiled. Any threat is presumed to constitute a statement of intent to complete the behavior consistent with the threat.

**Physical Attack**

Physical attack is unwanted physical contact such as hitting, kicking, pushing, shoving, biting, fighting or throwing objects or use of unauthorized weapon against another person.

Domestic violence is the use of abusive or violent behavior, including threats and intimidation, between people who have ongoing or prior intimate or familial relationship, including individuals who are or have been married, living together, or dating.
Reporting Sexual Harassment or Disruptive Conduct

If you need to report sexual harassment or conduct that is disruptive or have questions please contact the OSAA, the Office of Academic Affairs, or other campus administrator. 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 University/College’s official Student Complaint/Grievance Form located in the lobby area on the first floor or on the University/College’s web site. Once the Student Complaint/Grievance Form is completed contact the OSAA 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: MS. Cyndi Porter-Fraser –Associate/Assistant Dean for Student Affairs & Admissions
Office: Student Affairs & Admissions
Telephone: 916-503-1850, 916-503-1843, or 916-503-1910

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.

Stalking

This is behavior in which a student engages in conduct directed at another individual and makes a creditable threat to place that person in reasonable fear for his or her personal safety, or the safety of his or her family. The University/College forbids any form of stalking. Please refer to the Conduct Disruptive to the University Community Policy in this handbook for additional information.
Student Records

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

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

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


Student Records: Disclosure and Access

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

Parents have no inherent rights to inspect their child’s educational records after age 18.

The University/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 University/College attendance, degrees and awards received, photograph, is considered public information and may be disclosed by the University/College without prior written consent. The student may request that directory information be withheld from sources outside the University/College, excluding law enforcement, or within the University/College to anyone who does not have a need to know status.

Students requesting that directory information not be disclosed should contact the Registrar in writing two (2) Weeks prior to the beginning of each academic year.

The University/College is not responsible for inadvertent release of directory information. Students will not be permitted to inspect and review education records that are:

- Financial records of the students’ parents.
- Confidential letters, confidential statements of recommendation and other confidential documents related to admission to the University/College if the student has waived his or her right to inspect and review those letters and statements.
**FERPA and Student Rights**

Students have a right 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 **Request to Inspect and Review Education Records Form**, identifying the record(s) he/she wishes to inspect, to the Registrar.
- 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 Registrar.
- If the University/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 to, before disclosure of, personally identifiable information expect to the extent that FERPA authorizes disclosure without consent, exceptions include, but are not limited to University/College employees or contracted employees with legitimate educational interests, Board of Trustees or a student serving on an official committee, or upon request from another school in which the student is seeking enrollment.

A complete listing, section 99.31 can be found at [http://www.delabraivo.net/custody/ferpa.php](http://www.delabraivo.net/custody/ferpa.php).

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

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

**Student Travel**

Student representation at local/state/and national meetings, activities, and events is encouraged by the University/College. Students must be financially responsible for part of the cost of travel. Current funding availability does not provide for the full travel funding of any student.

A limited amount of funding is available through the school to help assist students who plan to represent their organization or club at approved meetings. Approved meetings are generally considered to be professional conferences. Other types of meetings, or travel request, must be approved by the
organization’s advisor, faculty mentor, or other administrative official assisting the student to represent the University/University/College.

Student organizations and students competing, representing a poster, or participating in other activities defined in the Student Organization Policy and Procedure Manual (Posted on the to represent the university) will be required to submit a proposed travel budget on a Funding request form prior to making any travel arrangements. The request must be approved for reimbursement of expenses. The proposal will be considered and either approved, returned to the organization/student with available travel funding allowance, or returned for revision. All approved travel will be reimbursed to students by the accounting office 7-14 days after the receipt of an approved Student Travel Reimbursement form and all actual receipts showing payment for the expense. Information regarding this process can be discussed with the staff in the OSAA. All student travel forms can be obtained on the CNUCOP web site at http://pharmacy.cnsu.edu/home/shareddocs/studorganization/StudentOrganizationManual.pdf.

Request for travel funding assistance to attend off-campus professional meetings and conferences must include:

- A STUDENT ORGANIZATION UniFORM FORM (1 form filled out by president for all students attending)
- A RELEASE, WAIVER AND PARTICIPATION AGREEMENT FORM (1 form filled out for each student attending)
- A FUNDING REQUEST FORM
- AN EXCUSED ABSENCE REQUEST FORM (1 form filled out for each student who will miss any class)
- A STUDENT TRAVEL REIMBURSEMENT FORM
- ALL ACTUAL RECEIPTS SHOWING PAYMENT

The forms must be filled out completely and include all required signatures.

Student members requesting travel funds must meet the following criteria:

- Be in good academic standing. **Students on academic probation or otherwise not in good academic standing will not be approved to travel on behalf of the University/College**
- A full time student
- Prior approval from faculty to miss class(s), if applicable
- Ability to attend all student functions at the conference/meeting or other assignments as specified by the organizations officers’ and advisor

Students who receive any travel funding from the school in advance and do not attend the meeting, for any reason, must notify their advisor or the OSAA. Any funding received must be returned to the school immediately.
Theft

Any attempted or actual theft of property of the University/College, of a member of the campus community or campus visitor, violates the campus honor code and state law.

Transcript Request

Official and unofficial transcripts may be requested in writing. The Request for Transcripts Form is available on the University/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 University/College must be cleared before transcripts are released. The University/College will withhold official transcripts if the University/College has knowledge that the student has any default on loans or service obligations.

Vandalism

Any physical abuse, destruction or defacing of University/College property or to another’s property or the diminishing of its material or aesthetic value is prohibited.

Visitors

Visitors are not permitted on campus without prior authorization. Students wishing to bring visitors on campus must receive prior authorization from the OSAA, a faculty member, or other campus administrator.

Visitors will not be allowed in the classroom or laboratory without prior authorization from the faculty member conducting the lecture/laboratory exercise.

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

Weapons Policy

The University/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 University/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 University/College.

WITHDRAWAL FROM THE COLLEGE

Students may voluntarily withdraw from CNUCOP at any time during the academic semester. The student will receive a “W” on their transcript for all classes after the third week of the semester. Informing CNUCOP, 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 the Student Right to Withdraw and Refund Section of this catalog.

Readmission

A student may apply for readmission if they have been on Leave of Absence (LOA) or have withdrawn from CNUCOP 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
Doug Ried, PharmD.  Associate Dean for Academic Affairs
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
David Pearson, Ph.D.  Assistant Dean for Research
Indiran Pather, DPharm  Director of Research
Parto Khansari, PhD  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  Executive Administrative Assistant to the President
Janette Kragen  Executive Assistant to the Dean
Melania Sukiasyan  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, BCNSP  Chair/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
Ana Hincapie, PhD  Assistant Professor
Becky Jayakumar, PharmD  Assistant Professor
Rachel Lowe, PharmD, BCPS  Assistant Professor
Michael Nowak, PharmD  Assistant Professor
William Ofstad, PharmD  Assistant Professor
VisweshVeliyur, PharmD, BCPS  Assistant Professor

Staff:  Karen Sproates  Administrative Assistant

Experiential Education

Faculty:

Dave Carroll, PharmD  Associate Dean for Experiential Education
Joe Hubbard, RPh, PharmD, BCPS  Associate/Assistant
Justin Bouw, PharmD  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
Dinorah Feliciano  Student Coordinator
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:  Parto Khansari, Ph.D.  Chair/Professor
          Indiran Pather, DPharm, Ph.D.  Professor
          Leanne Coyne, PhD  Assistant Professor
          David Pearson, PhD  Assistant Professor
          Tibebe Woldemariam,,PharmBS, PhD  Assistant Professor
          Ruth Vinall, PhD  Assistant Professor
          Leo Fitzpatrick, PhD  Assistant Professor
          Andy Nauli, PhD  Assistant Professor

Staff:  Shannon Haslinger, MA  Administrative Assistant

Resident Program

Jennifer Graham, PharmD  Resident
Marcus Wong, PharmD  Resident

Business Operations

Norman Fong, BS, RPh  Vice President for Operations
Shoua Xiong, MBA  Financial Controller
Kimberley Reed, BS  Director of Student Financial Aid/Scholarship
Jason Stovall  IT Director
David Fong, BS  IT Support Specialist
Mario Villanueva  IT Support Specialist
Jim Bunse, BS, RPh  Facility Manager
Akelia Forsyth  Bookkeeper
Michelle Padgett  Bursar/Bookkeeper
Tiffanie Ho, MBA  Administrative Specialist
Aubrey Gonzalez, BA  Interim Registrar/Assistant Registrar
### Student Affairs & Admissions

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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<tbody>
<tr>
<td>Cyndi Porter-Fraser, MBA</td>
<td>Associate Dean of Student Affairs and Admissions</td>
</tr>
<tr>
<td>Imani Grant, BA</td>
<td>Student Affairs Coordinator</td>
</tr>
<tr>
<td>Polly Robertson, MPA</td>
<td>Career Services Coordinator</td>
</tr>
<tr>
<td>Erica Shima-Ribardiere</td>
<td>Alumni, Development and External Relations Specialist</td>
</tr>
<tr>
<td>Gail Kubat</td>
<td>Admissions Advisor</td>
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<tr>
<td>Jason McDowell, BS</td>
<td>Outreach and Admissions Advisor</td>
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