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

The vision for California Northstate College of Pharmacy 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 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 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, who 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%.

California Northstate College of Pharmacy was renamed California Northstate University College of Pharmacy as part of the institution’s expansion into additional 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 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.

Bureau for Private Postsecondary Education (BPPE)

Approval to operate as a degree-granting college of pharmacy in California was obtained from the Bureau for Private Postsecondary Education (BPPE) on April 15, 2007. Approval to operate means compliance with state standards as set forth in the California Education Code.
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 California Northstate University College of Pharmacy (CNUCOP) participates in the national Pharmacy College Application System (PharmCAS). Applicants for admission to the entry-level Doctor of Pharmacy program at CNUCOP are required to complete and submit an official online application at www.PharmCAS.org. Applicants must also electronically submit a completed supplemental application (Supplemental Application) and supplemental application processing fee.

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

The interview will be conducted on campus by a team comprised of one faculty and one student ambassador. 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 as we are unable to provide 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.

**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>Semester Hours</th>
<th>Quarter Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Chemistry*</td>
<td>8</td>
<td>12</td>
</tr>
<tr>
<td>Organic Chemistry*</td>
<td>8</td>
<td>12</td>
</tr>
<tr>
<td>Biochemistry, or Cell &amp; Molecular Biology</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>General Biology*</td>
<td>8</td>
<td>12</td>
</tr>
<tr>
<td>Microbiology</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Anatomy***</td>
<td>4</td>
<td>6</td>
</tr>
<tr>
<td>Physiology***</td>
<td>4</td>
<td>6</td>
</tr>
<tr>
<td>Physics**</td>
<td>4</td>
<td>6</td>
</tr>
</tbody>
</table>
Calculus** | 3 | 4  
Statistics | 3 | 4  
Economics (Micro or Macro) | 3 | 4  
Psychology | 3 | 4  
Public Speaking | 3 | 4  

*Course must have a laboratory component or lab equivalent. **A 4+ AP score is acceptable. ***1-yr of Anatomy and Physiology is acceptable.

For an in-depth overview of admission requirements, how to apply, and key dates visit the Admissions web site 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 as of 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>
<th>Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition¹</td>
<td>$44,668.00</td>
<td>P1, P2, P3, P4</td>
</tr>
<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>
</tr>
<tr>
<td>P1 Total Estimated Tuition &amp; Fees per Year</td>
<td>$48,267.00</td>
<td></td>
</tr>
<tr>
<td>P2 Total Estimated Tuition &amp; Fees per Year</td>
<td>$48,182.00</td>
<td></td>
</tr>
<tr>
<td>P3 Total Estimated Tuition &amp; Fees per Year</td>
<td>$48,270.00</td>
<td></td>
</tr>
<tr>
<td>P4 Total Estimated Tuition &amp; Fees per Year</td>
<td>$48,348.00</td>
<td></td>
</tr>
</tbody>
</table>

Other Educationally Related Costs⁴

<table>
<thead>
<tr>
<th>Other Educationally Related Costs</th>
<th>Amount</th>
<th>Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pharmacy Intern License fee⁵</td>
<td>$170.00</td>
<td>P1</td>
</tr>
<tr>
<td>Board Review Fee – HIGHLY RECOMMENDED⁶</td>
<td>$250.00</td>
<td>P3</td>
</tr>
<tr>
<td>Certified Background Immunization Tracker⁷</td>
<td>$20.00</td>
<td>P1, P2, P3, P4</td>
</tr>
<tr>
<td>Books and Supplies⁷</td>
<td>$2,000.00</td>
<td>P1, P2, P3, P4</td>
</tr>
<tr>
<td>Room and Board⁷</td>
<td>$21,985.00</td>
<td>P1, P2, P3, P4</td>
</tr>
<tr>
<td>Transportation⁷</td>
<td>$4,011.00</td>
<td>P1, P2, P3, P4</td>
</tr>
<tr>
<td>P1 Total Estimated Cost per Year⁸</td>
<td>$76,453.00</td>
<td></td>
</tr>
</tbody>
</table>

Total Estimated cost for the 4-year Doctor of Pharmacy program ranges from $190,000 to $200,000.
| P2 Total Estimated Cost per Year | $76,198.00 |
| P3 Total Estimated Cost per Year | $76,536.00 |
| P4 Total Estimated Cost per Year | $76,364.00 |

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-ration 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 or 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: Albertson’s, CVS, Pharmacist Mutual Insurance Company, Safeway, SuperValu Drug Stores, and Walgreen’s. These scholarships range from $500 to $2,000. Criteria for scholarships vary by the specific donor and are usually awarded in the late fall and early spring.

The Northern California Pharmacy Education Foundation and the 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 the University’s Web site, pharmacy.cnsu.edu, *Prospective Students, Financial Aid, Grants and Scholarships.*

**IX. ACADEMIC CALENDAR**

<table>
<thead>
<tr>
<th>Description</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUMMER 2014</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IPPE</td>
<td>Monday, May 19, 2014</td>
<td>Friday, August 22, 2014</td>
</tr>
<tr>
<td>APPE A Block</td>
<td>Monday, May 19, 2014</td>
<td>Friday, June 27, 2014</td>
</tr>
<tr>
<td>APPE B Block</td>
<td>Monday, June 30, 2014</td>
<td>Friday, August 8, 2014</td>
</tr>
<tr>
<td>APPE Summer Break</td>
<td>Monday, August 11, 2014</td>
<td>Friday, August 15, 2014</td>
</tr>
<tr>
<td><strong>FALL 2014</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Orientation and CAT-1</td>
<td>Tuesday, August 19, 2014</td>
<td>Friday, August 22, 2014</td>
</tr>
<tr>
<td>APPE C Block</td>
<td>Monday, August 18, 2014</td>
<td>Friday, September 26, 2014</td>
</tr>
<tr>
<td>Milestone</td>
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<td>Friday, August 22, 2014</td>
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<tr>
<td>Fall Semester/IPPE</td>
<td>Monday, August 25, 2014</td>
<td>Tuesday, December 9, 2014</td>
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<tr>
<td>Fall Late Registration Period</td>
<td>Monday, August 25, 2014</td>
<td>Friday, August 29, 2014</td>
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<tr>
<td>Last Day to Add/Drop Fall Courses</td>
<td>Friday, August 29, 2014</td>
<td>Friday, August 29, 2014</td>
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<tr>
<td>Welcome Back BBQ</td>
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<td>Friday, August 29, 2014</td>
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<tr>
<td>Holiday—Labor Day</td>
<td>Monday, September 1, 2014</td>
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<tr>
<td>APPE D Block</td>
<td>Monday, September 29, 2014</td>
<td>Friday, November 7, 2014</td>
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<tr>
<td>Winter/Spring 2015 Registration</td>
<td>Monday, October 27, 2014</td>
<td>Friday, October 31, 2014</td>
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<td>APPE E Block</td>
<td>Monday, November 10, 2014</td>
<td>Friday, December 19, 2014</td>
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<tr>
<td>Holiday—Thanksgiving</td>
<td>Wednesday, November 26, 2014</td>
<td>Friday, November 28, 2014</td>
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<tr>
<td>Fall Semester Finals</td>
<td>Thursday, December 11, 2014</td>
<td>Wednesday, December 17, 2014</td>
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<tr>
<td>Holiday—Campus Closed</td>
<td>Thursday, December 25, 2014</td>
<td>Thursday, January 1, 2015</td>
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<td>Fall Remediation Grades Due</td>
<td>Tuesday, January 6, 2015</td>
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<td><strong>WINTER 2014</strong></td>
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<td>IPPE</td>
<td>Thursday, December 18, 2014</td>
<td>Tuesday, January 6, 2015</td>
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<td>APPE Winter Break</td>
<td>Monday, December 22, 2014</td>
<td>Friday, January 2, 2015</td>
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<td><strong>SPRING 2015</strong></td>
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<td>APPE F Block</td>
<td>Monday January 5, 2015</td>
<td>Friday, February 13, 2015</td>
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<td>Spring Semester/IPPE</td>
<td>Wednesday, January 7, 2015</td>
<td>Tuesday, April 28, 2015</td>
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<tr>
<td>Spring Late Registration Period</td>
<td>Wednesday, January 7, 2015</td>
<td>Friday, January 11, 2015</td>
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<tr>
<td>Last Day to Add/Drop Spring Courses</td>
<td>Tuesday, January 13, 2015</td>
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Holiday—Martin Luther King, Jr. Monday, January 19, 2015

Holiday—President's Day Monday, February 16, 2015

APPE G Block Monday, February 16, 2015 Friday, March 27, 2015

Spring Break Monday, March 16, 2015 Friday, March 20, 2015

Summer/Fall 2016 Registration Monday, March 16, 2015 Friday, March 20, 2015

APPE H Block Monday, March 30, 2015 Friday, May 8, 2015

Spring Semester Finals Thursday, April 30, 2015 Wednesday, May 6, 2015

P3 Capstone Exam and CAT-II Wednesday, May 6, 2015

NAPLEX Board Review Saturday, May 9, 2015 Thursday, May 14, 2015

Law Review Friday, May 15, 2015

Graduation Dinner Saturday, May 16, 2015

White Coat & Graduation Ceremonies Sunday, May 17, 2015

Spring Remediation Grades Due Friday, May 27, 2015

X. REGISTRATION AND ORIENTATION

First year professional orientation is mandatory for all new students. The Office of Student Affairs and Admissions must be notified of any absence due to illness or emergency if a student is not able to attend the scheduled orientation. The student will be required to provide documentation for the absence and complete a 4 day make-up orientation within the first week of school in addition to attending scheduled classes and maintaining course requirements.

Registration for classes requires all admission contingencies be fulfilled, a financial aid clearance from the Financial Aid Officer, and completion of all “New Student” paperwork. 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

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 thrombosis, 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.
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. Prerequisites Course: 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. Prerequisites Course: None

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

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 pharmacoeconomics. Prerequisite Courses: PHAR 811

**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

**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 management cardiovascular, pulmonary, and endocrine disorders. Students will gain understanding of disease state management through the interpretation of case reports, laboratory findings, application of pharmacologic principles and evidence based guidelines. 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

**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 Course: None

**ELECTIVES**

**PHAR 781/881A: Oral and Poster Presentation Skills.**  
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: (P2 or P3 Academic Class Standing).

**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: (P2 or P3 Academic Class Standing).
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: (P2 or P3 Academic Class Standing).

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: (P2 or P3 Academic Class Standing).

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). Prerequisites: (P2 or P3 Academic Class Standing).

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). Prerequisites: (P2 or P3 Academic Class Standing).

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). Prerequisites: (P2 or P3 Academic Class Standing).

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”). Prerequisites: (P2 or P3 Academic Class Standing).

**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). Prerequisites: (P2 or P3 Academic Class Standing).

**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 preclinical 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: (P2 or P3 Academic Class Standing).

**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). Prerequisites: (P2 or P3 Academic Class Standing).

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).

PHAR 781/881S: Hot Topics in Health Sciences.
This course introduces the students to emerging and cutting-edge topics in biomedical and pharmaceutical sciences. This course provides an opportunity for students to explore these topics in-depth as well as becoming familiar and participating in a seminar series. Some of the topics discussed in this course include emerging therapies in stroke, Alzheimer and cancer treatment, developments in nanotechnology and bioavailability of lipophilic drugs. Prerequisites: (P2 or P3 Academic Class Standing).

This course is a professional-level seminar that examines emerging and contemporary issues in public health. Most contemporary issues in the public health are inherently interdisciplinary. This seminar introduces students to contemporary cutting-edge research and social and health care-related issues. But, given the often controversial nature of these issues, it also gives students insight into the process of critically evaluating clinical and pharmaceutical issues. This seminar gives students (1) a fundamental understanding of many of the most critical scientific, policy, clinical, and political issues today and (2) experience with the most important, yet often overlooked, skills one should attain as a clinician or scientist: reading, writing, speaking, and critical thinking. Prerequisites: (P2 or P3 Academic Class Standing).

This elective is designed to expand students’ understanding of quality improvement and patient safety concepts. It acquaints students with the nature of quality in health care, and explores new topics of the patient safety discipline such as human factors, systems thinking, effective teamwork, safety culture and managing errors. Finally, this elective examines approaches to pharmacy practice that students can use to assure quality and safety in drug therapy. Prerequisites: (P2 or P3 Academic Class Standing).

PHAR 781/881V: Advanced Neuropharmacology.
In this course, students will explore the latest findings in neuropharmacology and how they relate to pharmacy. Students will identify and discuss, in online discussion forums, journal articles with new findings in neuroscience that could impact pharmacy in the future. Prerequisites: (P2 or P3 Academic Class Standing).
**PHAR 881W: Advanced Ambulatory Care.**  
This elective is designed to expand students’ knowledge base of ambulatory care therapeutic topics. The topics will focus on the pathophysiology and management for a variety of chronic disease states, either expanding what has already been reviewed in previous courses or introducing new disease states not covered in current therapeutics courses. Throughout the semester, students will work on developing comprehensive care plans for different disease states, including optimizing drug therapy management, identifying therapeutic goals, appropriate monitoring and follow up for specific patient scenarios using evidence based medicine. Prerequisites: (P3 Academic Class Standing).

**PHAR 781/881X: PowerPoint for Pharmacy Presentations & Posters.**  
In this course, students will learn how to make visually appealing posters and captivating slides in PowerPoint. They will learn how to create simple slides, add images and sounds and create simple animations. Students will have the opportunity to demonstrate what they have learned in their final project, which will be a short voice-over presentation on a pharmacy based topic. Prerequisites: (P2 or P3 Academic Class Standing).

**PHAR 781/881Y: PowerPoint for Pharmacy Presentations & Posters.**  
In this course, students will learn how to make visually appealing posters and captivating slides in PowerPoint. They will learn how to create simple slides, add images and sounds and create simple animations. Students will have the opportunity to demonstrate what they have learned in their final project, which will be a short voice-over presentation on a pharmacy based topic. Prerequisites: (P2 or P3 Academic Class Standing).

**PHAR 781/881Z: Independent Study.**  
The purpose of independent study is to provide interested students with an opportunity to collaborate with faculty on research or specialty projects. The interested student meets with the appropriate faculty member, and the student and the faculty determine the nature and scope of the project to be completed. In collaboration the student and the faculty member design the course, the scope of the project, project specific assignments, methods of evaluation, timeline, and expectations. Prior to starting the project/course, the student and the faculty member complete the independent study form and submit the completed form to the appropriate Department Chair for approval. Once approved by the appropriate Department Chair, the completed form is subsequently submitted to the Office of Academic Affairs for final approval. Once final approval has been granted, the form will be sent to the Office of the Registrar to officially enroll the student in the course. Prerequisites: (P2 or P3 Academic Class Standing).

**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

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. ACADEMIC PROGRAM

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>COURSE TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SEMESTER I</strong></td>
<td></td>
<td></td>
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<tr>
<td>PHAR 621</td>
<td>Cellular &amp; Molecular Biology/Biochemistry</td>
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<tr>
<td>PHAR 631</td>
<td>Medicinal Chemistry &amp; Physical Pharmacy</td>
<td>5</td>
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<tr>
<td>PHAR 632</td>
<td>Biopharmaceutics, Drug Delivery/Calculations</td>
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<td>PHAR 641</td>
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<tr>
<td><strong>SEMESTER II</strong></td>
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<tr>
<td>PHAR 622</td>
<td>Pathophys &amp; Pharm I (Neuro/Neuro-Endo/Psych)</td>
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<td>PHAR 633</td>
<td>Pharmacokinetics</td>
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<td>PHAR 634</td>
<td>Biostatistics &amp; Pharmacoepidemiology</td>
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<td>PHAR 642</td>
<td>Self Care II</td>
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<td>PHAR 724</td>
<td>Pathophys &amp; Pharm II (CVS/Diabetes/Thyroid)</td>
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<td>PHAR 743</td>
<td>Drug Literature Evaluation &amp; Drug Information</td>
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<td>PHAR 757</td>
<td>Integrated Sciences I (Neuro/Psych/NeuroEndo)</td>
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<td>Communications</td>
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<td>PHAR 725</td>
<td>Pathophys &amp; Pharm III (Pulm/Renal/GI/GU)</td>
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<td>PHAR 752</td>
<td>Integrated Sciences II (CVS/Diabetes/Thyroid/Pulm)</td>
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<td><strong>SEMESTER V</strong></td>
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<td>PHAR 811</td>
<td>Pharmacy &amp; the Health Care System</td>
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<td>PHAR 827</td>
<td>Immunology &amp; Rheumatology</td>
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<td>PHAR 853</td>
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<td>Pharmacy Law &amp; Ethics</td>
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<td>PHAR 815</td>
<td>Management &amp; Economic Principles</td>
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<td>PHAR 826</td>
<td>Biotechnology &amp; Pharmacogenomics</td>
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<td>PHAR 856</td>
<td>Integrated Sciences IV (Infectious Diseases/Microbiology)</td>
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<td>PHAR 862</td>
<td>IPPE IV</td>
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<td>PHAR 971</td>
<td>APPE Community Practice</td>
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<tr>
<td>PHAR 972</td>
<td>APPE Hospital Pharmacy Practice</td>
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<td>PHAR 973</td>
<td>APPE General Medicine</td>
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<tr>
<td>PHAR 974</td>
<td>APPE Ambulatory Care</td>
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<td>PHAR 975</td>
<td>APPE Specialty Practice I</td>
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</table>
XIII. LEARNING OUTCOMES

PROGRAM LEARNING OUTCOMES

Graduates of CNU’s College of Pharmacy are expected to demonstrate five Program Learning Outcomes:

1. Demonstrate the ability to practice contemporary pharmacy in accordance with professional, legal and ethical standards.
2. Formulate sound, optimized, evidence-based, individualized pharmacotherapy plans that evaluate a patient’s disease and response to drug therapy.
3. Collaborate and contribute significantly as a member of an inter-professional healthcare team to provide pharmacotherapy counseling, consultation, and advocacy.
4. Incorporate new scientific developments into pharmacy practice to improve patient care.
5. Address public health and population specific problems by formulating strategies for promoting health, wellness, and disease prevention.

INSTITUTIONAL LEARNING OUTCOMES

Graduates of CNU are expected to demonstrate three Institutional Learning Outcomes:

1. Critical thinking skills
2. Oral and written communication skills
3. Professional behavior, attitude, and values

CO-CURRICULAR LEARNING OUTCOMES

CNUCOP students are also required to master the following three co-curricular outcomes:

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

EXPERIENTIAL OUTCOMES

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

Pharmacy practice experience is designed to develop a foundation of competencies 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 where developed by a collaborative group representing seven of the California Colleges and Schools of Pharmacy.
1. **Communication and Professional Behavior**

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

   **B. Interact with patients & the health care team.**
   
   1. Articulate the pharmacist’s role as a member of the health care team.
   2. Establish professional rapport with patients and healthcare professionals.
   3. Demonstrate sensitivity to and respect for each individual’s needs, values, and beliefs, including cultural factors, religious beliefs, language barriers, and cognitive abilities.
   4. Demonstrate empathy and caring in interactions with others.
   5. Maintain patient confidentiality and respect patients’ privacy.
   6. Demonstrate ability to resolve conflict in the pharmacy practice setting.

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

A. **Organize and evaluate information.**

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

B. **Prepare and dispense medications.**

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

C. **Provide patient counseling.**

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

D. **Maintain accurate records.**

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

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

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

3. Public Health

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

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

XV. ACADEMIC POLICES 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.

Students should complete a Request for an Excused Absence form available from the California Northstate University College of Pharmacy website or from the Office of Academic Affairs. Completed forms should be submitted to the Office of Academic Affairs. Requests should be submitted at least fourteen calendar days in advance except in cases of emergency. In cases of emergency, students must submit the Request for an Excused Absence form to the Office of Academic Affairs within twenty-four hours of their return. Students involved in off-campus programs should refer to the Experiential Education Program Handbook.

Professional Conferences

California Northstate University College of Pharmacy supports the learning and professional development opportunities professional conferences can provide students; thus the college has a policy to allow student participation and attendance. A student in good academic standing, and not on Academic Alert, may submit an excused absence request to attend a professional conference. Such request must be submitted at least 10 business days in advance of the professional conference attendance.

Approved Absences

A student may request an excused absence for the following circumstances:
Medical (self or immediate family)
Military duty
Immigration & Naturalization
Emergency
Jury Duty
Legal
Bereavement (Immediate Family)
Professional Conference (requires verification of academic standing)
Involvement in traffic accident documented by law enforcement report

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. The OSAA will also be notified to provide tutoring assistance if requested by the student. The student is encouraged to work with the course coordinator, academic advisor, and OSAA to assure all resources are being utilized to improve academic performance.

COMPLAINT/GRIEVANCE POLICY

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 College web site.
COURSE GRADE APPEAL POLICY

Students may file an appeal if there is a disagreement with a final course grade. Students wishing to appeal a grade received in a College of Pharmacy course must follow the steps.

First Step - Student Statement
A student can initiate the formal grade appeal process in writing using this Course Grade Appeal Form. The student must complete sections I and II and submit the form to the Course Coordinator within 10 business days of online grade posting.

Second Step - Course Coordinator Statement
The Course Coordinator will respond to the student request in writing within 10 business days of receiving the request. The Course Coordinator will return a copy of this form to the Associate Dean for Academic Affairs and one to the Registrar while returning the original copy to the student in case they wish to pursue the matter further. If the appeal is approved by the Course Coordinator, the Course Coordinator returns this form to the Office of the Registrar with a completed Grade Change Form. If the appeal is denied, the student has 2 business days from the date the Course Coordinator returns the form to appeal in writing to the appropriate Department Chair. For unresolved appeals - Complete sections IV or VI (whichever is appropriate) within 2 business days of receipt of the form from the Course Coordinator.

Third Step - Appeal to Department Chair
The student will sign and submit this form to the appropriate Department Chair if he or she wishes to pursue the appeal process. If the student decides not to pursue the appeal, they are to sign and return this form to the Office of the Registrar. If the appeal is approved by the Department Chair, the Department Chair returns the form to the Office of the Registrar with a completed Grade Change Form. In the event the Course Coordinator is the Department Chair or the Department Chair denies the appeal, the student may appeal the decision directly to the Professional and Academic Standards Committee (PASC). If the appeal is not approved by the Department Chair, the student has 2 business days from receipt of the form from the Department Chair to appeal in writing to the PASC. For unresolved appeals - Complete section VI of the form within 2 business days of receipt of the form from the Department Chair.

Fourth Step - Professional and Academic Standards Committee (PASC)
The student has 2 business days from receipt of the form from the Department Chair to submit an appeal in writing to the Professional and Academic Standards Committee. The Committee will render a decision in writing within 10 business days of receipt of the formal appeal. If the appeal is approved by the Professional and Academic Standards Committee, a PASC representative returns the form to the Office of the Registrar with a completed Grade Change Form. If the appeal is denied, the student has 2 business days from receipt of the form from the PASC to appeal in writing to the Associate Dean for Academic Affairs. For unresolved appeals - Complete section VIII of the form within 2 business days of receipt of the form from the PASC.

Fifth Step - Associate Dean for Academic Affairs
If the Professional and Academic Standards Committee denies the appeal the student has 2 business days from receipt of the form from the PASC to submit an appeal in writing to the Associate Dean for Academic Affairs. The Associate Dean for Academic Affairs will render the final decision in writing within 10 business days of receipt of the formal appeal. The final Course Grade Appeal form must be submitted to the Office of the Registrar for processing.
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 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.

Rho Chi Honor Society – Cumulative grade point average of 3.50 and top twenty percent of the class determined at the end of the second year.

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.

**Rho Chi Honor Society** – Cumulative grade point average of 3.50 and top twenty percent of the class determined at the end of the second year.

**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 a grade of C or higher and maintain a minimum cumulative grade point average (GPA) of 2.0. The breakdown for assignment of letter grades and grade points for each letter grade are as follows:
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 2014-2015 academic year. Students who began the program in the 2009 – 2013 academic years should refer to the appropriate progression policy stated in the previous general catalogs.

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

A grade of D in a course during a single academic semester indicates a lack of understanding of the fundamental concepts of the course material necessary for progression. Remediation will consist of taking a comprehensive remedial examination that covers the material presented during the duration of the course. The format of the remediation examination is at the discretion of the course coordinator. Preparation for remedial examinations is the sole responsibility of the student, and may consist of, but is not limited to, self-study, tutoring, and/or meetings with the course instructor(s) as the student and
instructor(s) feel necessary for the student to gain fundamental understanding of the course material. Satisfactory mastery of the material will be decided by the course coordinator/director/instructor(s), but generally will be a score of at least 70 percent on the comprehensive remedial examination. A grade of C will be reported to the Registrar for the course for which the remedial comprehensive examination was satisfactorily completed. The grade of C earned as a result of passing the remedial examination will be used in the calculation of the student’s cumulative GPA although the C will be identified as being remediated. If the course is not successfully remediated the initial D recorded for the course will remain on the transcript and be used in the calculation of the student’s GPA. In addition, the student will be placed on Academic Probation. The initial D, even if successfully remediated to a C, counts as a D when determining the academic progression of a student.

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.

**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.
DUPPLICATE 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.

XVI. LICENSURE

CALIFORNIA INTERN PHARMACIST

Registration Requirements

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

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

CALIFORNIA PHARMACIST

The Office of Student Affairs and Admissions batch processes the graduating student applications during the month of May and hand delivers the reviewed applications to the Board of Pharmacy. An agreement currently exist between schools and colleges of pharmacy in California that if the school processes and reviews the application prior to delivery of the graduating students application the board will expedite processing of the application in approximately 10 business days.

Eligibility Requirements

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

- Be at least 18 years of age.
- Have obtained a B.S. in Pharmacy or a Doctor in Pharmacy degree from a college of pharmacy recognized by the board.
- Have completed 1,500 intern experience hours or verified licensure as a pharmacist in another state for at least one year.
- Have taken and passed the North American Pharmacist Licensure Examination (NAPLEX) and the California Pharmacist Jurisprudence Examination (CPJE).
- Have fingerprint and background clearances.
The registration instructions, requirements, and application form for licensure as a pharmacist in California application may be obtained and downloaded at California State Board of Pharmacy website at http://www.pharmacy.ca.gov/forms/rph_app_pkt2.pdf.

NAPLEX/MPJE

Eligibility Requirements

To take the NAPLEX and/or MPJE, candidates must meet the eligibility requirements of the board of pharmacy from which they are seeking licensure. The board will determine your eligibility to take the examinations in accordance with the jurisdiction’s requirements. If the board determines that you are eligible to take the examinations, it will notify NABP of your eligibility. If you have questions concerning eligibility requirements, contact the board of pharmacy in the jurisdiction from which you are seeking licensure.

Registration instructions, requirements, and application form can be obtained and downloaded from the National Association of Board of Pharmacy (NABP) website at http://www.nabp.net.

XVII. 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 2014 and will be updated annually.
**Kaiser Student Health Insurance Members**

<table>
<thead>
<tr>
<th>Organization</th>
<th>Phone Number</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kaiser Permanente (Kaiser Student Health Insurance Members)</td>
<td>916-482-1132</td>
<td>Sacramento</td>
</tr>
<tr>
<td>Kaiser Permanente (Kaiser Student Health Insurance Members)</td>
<td>916-688-2106</td>
<td>Elk Grove</td>
</tr>
<tr>
<td>Kaiser Permanente (Kaiser Student Health Insurance Members)</td>
<td>916-817-5646</td>
<td>Folsom</td>
</tr>
</tbody>
</table>

**Emergency Contact**
911

**Local/Community Resources**

<table>
<thead>
<tr>
<th>Organization</th>
<th>Phone Number</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>
</tbody>
</table>

**Primary Local Assessment and Treatment Centers**

<table>
<thead>
<tr>
<th>Organization</th>
<th>Phone Number</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>

**Toll-Free Numbers**

<table>
<thead>
<tr>
<th>Organization</th>
<th>Phone Number</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>
WEBSITES

<table>
<thead>
<tr>
<th>Website</th>
<th>URL</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>
<tr>
<td>The National Council on Alcoholism and Drug Dependence</td>
<td><a href="http://www.ncadd.org">http://www.ncadd.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 College website.

In class and extracurricular workshops are conducted throughout the program to assist students in analyzing their strengths and weaknesses, and documenting their educational and practical experiences in the E*Value portfolio.

An internship and job expo is hosted on campus during the fall semester to provide students with direct contacts for obtaining part-time employment and internships at local pharmacies.

Students 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.

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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 and 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.

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

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

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

Students applying for services and accommodations on the basis of a learning disability should submit a comprehensive report of a psycho-educational assessment performed by a licensed psychologist.

The assessment, usually performed in the junior or senior level of high school, should contain the following:

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

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

The assessment should include the following:

• DSM-IV diagnosis
• Psychological test(s) and all scores used to support the diagnosis
• Medications needed, side effects affecting academic performance, and compliance with the therapeutic plan
Any accommodation(s) that may jeopardize therapeutic interventions

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

The assessment should include the following:

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

Recommendations for Accommodations

The student’s request for accommodations will be assessed by 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 Dean for Student Affairs and Admissions will work collaboratively with the student, and faculty to provide the best reasonable accommodations for the student to achieve academic success.

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

Disability services and accommodations

1. Academic Accommodations
   a. Large print materials
   b. Extended exam times
   c. Exams in distraction-free environment
   d. Modified exams (in certain circumstances)
2. Disability Services
   a. Note takers
   b. Readers
   c. Help with ordering taped texts
   d. Help with ordering text to speech texts for Kindle
EMAIL ACCOUNTS & SERVICE

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

HEALTH INSURANCE

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.blueshieldcapplans.com](http://www.blueshieldcapplans.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 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
- CNUCOP Electronic Library
- Computer Lab
- Classroom Resources
- CNUCOP 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
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.

MATERNITY/CHILDBIRTH/ADOPTION ACCOMMODATIONS
This policy is intended to provide an accommodation for the temporary academic disruption that pregnancy, childbirth, adoption, and the care of a newborn may place on the student. It is designed to make it possible for the student to maintain the “enrolled student status”, and to facilitate return to full participation in classwork, and, where applicable, research, and clinical/experiential training in a seamless manner.

All matriculated/registered students anticipating or experiencing a birth or adoption, are eligible to receive the following:

- An excused absence per College policy;
- A leave of absence* for an academic accommodation around the time of the birth, during which the student may postpone course assignments, examinations, and other academic requirements. Students requesting this accommodation may be placed into an extended program. Students considering this alternative must discuss the maximum allowable completion time with their academic advisor, the Office of Academic Affairs, and the Office of Student Affairs and Admissions;
- Access to CNU facilities, student services, and the CNU student health insurance plan;
- Parking accommodations.

*Students may opt to use a leave of absence in lieu of the benefits provided by the accommodation policy. Depending on the stage in their academic career, the timing of the birth or adoption and the level of assistance the student will receive from others in caring for the child, the student may find it more advantageous or feasible to take one or more semesters of a leave of absence. This may especially be the case for healthcare professional students because of the highly structured and sequential curriculum.
MENTAL HEALTH COUNSELING REFERRAL SERVICES

Mental health counseling is available to students through the school’s student health insurance program, the county of Sacramento, and private counselors in the area (by referral only). A list of referrals is available in the OSAA. Students may schedule an appointment with the Associate Dean for Student Affairs & Admissions for more detailed information and assistance for mental health counseling. Students who have elected to use the Student Health Insurance offered by the school and administered by Kaiser Permanente, have access to mental health counseling as part of the Kaiser Student Health Insurance policy.

TUTOR SERVICES

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

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

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

XVIII. ADDITIONAL COLLEGE POLICIES AND INFORMATION

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.

CNU complies with the Drug-Free Schools and Communities Act and the Higher Education Act Section 120A: Drug and Alcohol Abuse Prevention by implementing the following provisions:

1. The annual distribution in writing to each student, regardless of the length of the student’s program of study, and to each employee of:
   a. Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities;
   b. A description of the applicable legal sanctions under local, State, or Federal law for the unlawful possession or distribution of illicit drugs and alcohol;
   c. A description of the health risks associated with the use of illicit drugs and abuse of alcohol; and,
   d. clear statement that the institution will impose disciplinary sanctions on students and employees (consistent with local, State and Federal law), and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violators of the standards of conduct. A disciplinary sanction may include the completion of an appropriate rehabilitation program.

2. Conducting a biennial review of the campus drug and alcohol abuse prevention program to:
   a. Determine its effectiveness and implement changes to the program if they are needed; and
   b. Ensure that its disciplinary sanctions are consistently enforced.
   c. A biennial review will be conducted to evaluate the effectiveness of the drug and alcohol prevention program by a review panel. The review panel consists of Administrative representatives from the President’s Executive Council (PEC).
   d. Any recommendation for change will be considered, evaluated, and implemented as deemed necessary to health and welfare of all CNU students.

VIOLATION OF ALCOHOL AND DRUG POLICY – SCHOOL SANCTIONS

In the event a student is cited for any combination or violation of campus related alcohol or drug laws, rules or regulations the student will be:
1. Required to attend alcohol, tobacco, or other drug education at a location recommended by Student Affairs.
2. Required to provide additional proof of continued education and alcohol, or other drug assessment after the second violation.
3. Immediately referred to the Honor Board after a third violation of policies.

FEDERAL LAWS ON CONTROLLED SUBSTANCES

Under federal law, manufacture, sale, or distribution of Schedule I and II illicit drugs or mixtures containing them (e.g. cocaine, methamphetamines, heroin, Ecstasy, GHB, Ketamine, LSD, PCP, and so-called “designer drugs”, as well as “counterfeits” purported to be such drugs) and trafficking in marijuana
and hashish are felonies. Depending upon the quantity of drugs involved, penalties for first offenses range from five years to life (20 years to life if death or serious injury involved) and fines up to $10 million or more, and for second offenses from ten years to life (life if death or serious injury involved) and fines up to $20 million. Illegal trafficking in over-the-counter or prescription drugs (including anabolic steroids) have maximum terms of 5 years for first offenses and ten years for second offenses, and heavy fines. Illegal possession of controlled substances can trigger federal prison sentences and fines up to $100,000 for first offenses, more for second offenses; possession of crack cocaine is punishable by 5 to 20 years and fines up to $250,000.

**CALIFORNIA LAWS ON ALCOHOL AND CONTROLLED SUBSTANCES**

Important parts of State law are summarized below:

No person may sell, furnish, give or cause to be sold, furnished, or given away, any alcoholic beverage to a person under the age or 21, and no person under the age of 21 may purchase alcoholic beverages. (California Business and Professions Code, Sec. 25658 (a))

It is unlawful for a person under the age of 21 to possess alcoholic beverages on any street or highway or in any public place or in any place open to public view. (California Business and Professions Code, Sec. 25662).

It is a misdemeanor to sell alcoholic beverages any place in the state of California without a proper license issued by the California State Department of Alcoholic Beverage Control. (California Business and Professions Code, Sec. 23300).

It is a misdemeanor to sell, furnish, or give away an alcoholic beverage to any obviously intoxicated person. (California Business and Professions Code, Sec. 25602).

It is unlawful to issue a license to fraternities, sororities, or other undergraduate organizations to sell alcoholic beverages. (California Penal Code, Sec. 172e).

Any person found in a public place to be under the influence of an intoxicating liquor, drug, or controlled substance and unable to care for his/her own safety or who interferes with the use of a public way is guilty of Campus Policies and Procedures disorderly conduct. Public intoxication is a misdemeanor crime in California. (California Penal Code, Sec. 647f).

California law also prohibits driving a motor vehicle under the influence (a blood alcohol level of .08 percent or higher creates a presumption of intoxication, but can be charged with lower blood alcohol levels); drinking or possessing an open container of alcohol while driving; and operating a bicycle while intoxicated. Drunken driving penalties include jail or prison, fines of $1,000 or more, driver’s license suspension or revocation, and required drug/alcohol treatment programs. Refusing to submit to a test for blood alcohol can result in suspension of driver’s license for up to 3 years.

**LAWS AND ORDINANCES GOVERNING MARIJUANA**

Cultivation, possession for sale, or sale of marijuana is a felony and may result in a prison sentence and fine (Health and Safety Code sections 11358, 11359, 11360). Possession of less than one ounce of marijuana is an infraction punishable by a fine; determined by the court. (Health and Safety Code section 11357(b)).
LAWS AND ORDINANCES GOVERNING CONTROLLED SUBSTANCES

Manufacture, possession, possession for sale, sale, or distribution: (Health and Safety Code sections 11350, 11351, 11352, 11377, 11378, 11379, 11379.6) and possession of drug paraphernalia is illegal (Health and Safety Code section 11364). All are felony-classified crimes with a possible $10,000 fine per violation and/or a state prison sentence.

Sale or possession for sale of controlled substances such as cocaine, methamphetamines, heroin, Ecstasy, GHB, Ketamine, LSD, PCP, marijuana, and so-called “designer drugs” is a felony with terms of 7 years or more; manufacture results in terms of 20 years or more; possession alone is punishable by up to 7 years in prison. Sentences are enhanced for previously convicted felons and for distribution within 1,000 feet of a school or University, distribution within 100 feet of a recreational facility, and distribution to a pregnant woman or to someone under 18 by someone over 18. Property may be seized if used in drug transactions.

The convicted party can be excluded from all federal and/or state monetary benefits. If not a U.S. citizen can be deported and prevented from re-entry into the United States. The convicted party may have to give up, as part of a penalty, all personal property traceable to (or gained as a result of) the crime.

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. 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.

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 or College policy.

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.

CHILDREN IN THE ACADEMIC ENVIRONMENT POLICY

It is recognized that it is important not only to preserve the educational environment for all students but also to make sure that the education of the parent who is responsible for the care of a child is not compromised. In this regard, students are expected to have day care arrangements with back-up plans.

Children are not permitted to be in the classrooms or in laboratory settings or patient care settings. The student is responsible for obtaining handouts or lecture notes when class time is missed.

Referrals/information for sick child care can be obtained in the Office of Student Affairs and Admissions.

COMMENCEMENT

Each student is required to attend commencement and wear traditional academic regalia consisting of cap, gown, and academic hood. Hoods of academic 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 CNUCOP, 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 the Office of Student Affairs and Admissions (OSAA) who will advise students about the appropriate procedures to follow in resolving a general complaint or concern. An informal process of resolution will be sought unless the incidence is severe enough to warrant a formal hearing.

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

General grievances may also be made anonymously by sending a letter to the Associate/Assistant Dean of the OSAA, or by dropping a letter or note in the Suggestion/Complaint Box located in the classrooms and the student lounge in the library resource center.

Informal Procedure

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

Formal Procedure

The complaint must be in writing and should describe: the specific action(s) necessitating the complaint, a statement of facts supporting the complaint, actions sought in an informal resolution, and information about why the action did not lead to a satisfactory resolution prior to filing a formal complaint, if an informal process was utilized. The complainant must be willing to be identified as the accuser.
The complaint must be signed and dated by the complainant and filed with the Associate/Assistant Dean for the OSAA within fourteen (14) days of the occurrence. A completed Complaint/Grievance form should be included with the letter. The form can be found on the school’s website. All complaints will be investigated by a committee appointed by the Associate/Assistant Dean and handled in a confidential manner. Investigations will usually be completed within fifteen (15) business days from the receipt of the complaint. At the conclusion of the investigation, a report shall be provided to the individuals in the situation stating the findings and recommendations. The report will typically be provided within seven (7) business days from the conclusion of the investigation. In unforeseen circumstances, or due to the complexity of the investigation, time limits may need to be modified. If the outcome was not satisfactory, the complainant may appeal the decision of the committee to the Dean of the College.

The written appeal request must be received in the Office of the Dean within five (5) business days from the written recommendation provided by the Associate/Assistant Dean for OSAA. The Dean shall provide a written final decision to the complainant within fifteen (15) business days from the receipt of the request. The decision of the Dean will be final.

A confidential record or log of all complaints filed is kept by the Associate/Assistant Dean for the Office of Student Affairs and Admissions (OSAA).

**COMPLAINTS RELATED TO ACCREDITATION STANDARDS**

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

**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.

**Western Accrediting Commission for Senior 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 having difficulty accessing the student Learning Management System, ASAP, have access to Technical Support on campus during regular school hours.

**CONSTITUTION DAY**

The Constitution of the United States was signed on September 17, 1787. To commemorate the anniversary of the day the College will observe Constitution Day on September 17th of each year.

United States Constitutional educational sessions will be held and presented by CNUCOP’s Legal Counsel during the observation period. US Constitution booklets will be distributed to students and available in various locations on campus in preparation for the educational session and for educational purposes.

To view the Constitution of the United States or for more information please visit our website at http://pharmacy.cnsu.edu/student-services/student-affairs#nine.

**COPYRIGHT COMPLIANCE POLICY**

It is the policy of California Northstate University (CNU) to comply with copyright law.

Copyright exists in any original work which exists or is fixed in any tangible medium of expression. Images displayable on computer screens, computer software, music, books, magazines, scientific and other journals, photographs and articles are some of the things subject to copyright. A copyright notice is not required.

Subject to exceptions contained in 17 U.S.C. §§ 107 and 108 (http://www.copyright.gov/title17/92chap1.html), it is a violation of copyright law to copy, distribute, display, exhibit or perform copyrighted works without the authority of the owner of the copyright. Copyright infringement is the act of exercising, without permission or legal authority, one or more of the
exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). In the file sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Content owners are able to track the sharing and downloading of their copyrighted files via the IP address of the file sharer or downloader. Upon proper notice of infringement from the copyright owner to as the Internet service provider in accordance with the Digital Millennium Copyright Act, CNU investigates, takes down any infringing site or material on the University’s network, and blocks access to any infringing sites or material. CNU also investigates to identify the infringing user and takes appropriate action to address misuse in accordance with CNU policies.

**Summary of Civil and Criminal Penalties for Violations of Federal Copyright Laws**

The unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject you to civil and criminal liabilities. Penalties for infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees.

Willful copyright infringement also can result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense. For more information, please see www.copyright.gov and www.copyright.gov/help/faq.

**Disciplinary Action for Violations**

As set forth in the student honor code a violation of copyright law also constitutes a violation of University policy and the honor code. Students found guilty of such a violation can be subject to disciplinary action including suspension and dismissal from the University in addition to any civil and criminal penalties.

**DISABILITY POLICY**

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 is required 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 may be asked to leave class by a school official or class representative 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

Students must carry a name badge with photo ID in all academic and professional environments.

School Spirit Wednesday

T-shirts and sweatshirts bearing a school or school organization Logo is permitted.

Required attire for doctoral candidates:

- Polo style shirt, dress shirt, or sweater, blouses, collared shirts
- Slacks, dress style pants, khaki pants
- Conservative skirt or dress
- Dress Jeans – no rips, holes, or tears
Doctoral candidates must NOT wear:

- Tee shirts, mid-riffs, tank tops, sweatshirts, and 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

Dress Code for the Research Laboratory

The CNUCOP dress code for the research laboratory is predominantly concerned with safety and is following OSHA regulations. The basic safety rule is to dress in such a manner that will minimize the safety risks.

Clothing should be comfortable and appropriate for the work and must be clean, neat, and in good repair. Lab regulations strictly prohibit shorts, skirts and short dresses. Exposed skin is at risk for contact with hazardous material and burns.

Visible cleavage, hips, stomachs, or lower backs are also not allowed. Spaghetti strap shirts, belly shirts, tank tops, tube tops, bare midriffs, and deep U or V necks are not appropriate for the same reasons.

Jeans may be appropriate attire based on the section in which the student works. Jeans, when worn, must be clean, neat, and in good repair.

Hair must be clean and groomed. Long hair can easily become burned by Bunson burners or trapped in machines. This is why hair, jewelry and any hanging article of clothing should be tied up. More specifically, to work in the cell culture room, hair must be tied back.

Fingernails should be short, neat and clean. Long fingernails are a safety hazard.

Shoes worn must meet OSHA safety standards and regulatory requirements relative to the specific work location. Open-toed and open-heeled shoes, perforated shoes and canvas sneakers are not allowed in the laboratory areas, or other areas subject to foot safety concerns. Footwear must be clean, in presentable condition, and professional. Flip flops are not appropriate.

Lab coats must be worn inside the laboratory at all times. Lab coats may not be worn out of the working area in the central facility. For example, lab coats may not be worn in: classrooms; break rooms; administrative work areas, including the lobby area; and restrooms.

Therefore, the first thing to do when entering the laboratory is to put the lab coat on. Likewise, when finished and before exiting the lab area the lab coat should be taken off. To work in the cell culture room, only specific lab coats kept inside the room must be worn.

Gloves and protective eyewear must be worn in appropriate locations.
All non-laboratory employees must wear a lab coat when visiting or conducting business in the laboratory work area. Extra coats are made available for these temporary uses.
**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 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.

MISSING STUDENT POLICY

This policy provides guidelines and action steps to assist faculty and staff in the event a student fails to report to an academic or clinical site as scheduled or an issue concerning a possible missing student safety situation is brought to their attention.

If a student is reported missing and cannot be located, or a safety concern has been registered with a university official, the following procedures will be followed by the Office of Student Affairs and Admissions (OSAA):

- The student’s designated Emergency Contacts will be notified.
- If the student fails to return to the institution, and the student’s personal family searches are unsuccessful, and/or at the discretion of the Associate Dean for Student Affairs and Admissions, the police may be contacted and a request made for a “wellness check” at the student’s address on record, or last known whereabouts. If the student reports back to the institution, the OSAA will, if necessary, contact the student to inform him or her of support services available. This support will also be offered to any other students affected by the incident as needed.
- If a student has been absent from the institution, without notice, for a period of two academic weeks (10 business days), the institution will assume that the student is not planning to return and will take steps to withdraw the student from the academic program.
- The Associate Dean for Student Affairs will notify the appropriate University and College Administration of the missing student situation.

Definition of a Missing Student

Circumstances that may indicate a student is missing include:

1. Health related problems have been reported and the student has not returned to school on an agreed upon date.
2. The person has not regularly attended classes and has not been seen elsewhere on campus or a clinical site.
3. The student’s team members, roommate, parent, spouse, or significant other report such a disappearance due to irregular contact.
4. The Student’s Academic Advisor or other University employee reports concern that the student may be missing for circumstances related to situations discussed with the academic advisor or employee.

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. Bursar
2. Experiential Education
3. IT Department - The ASAP system, new student identification badge, new email address
4. Library - All library resources
5. Student Records - Official Academic file, Student roster, academic advisor
6. OSAA
7. Financial Aid Office

Official name change request are processed twice per year following the end of each semester.

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 an Enrollment/Degree Verification Request Form
located on the Office of the Registrar’s web page.

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

SAFETY AND SECURITY

Clery Act

The Jeanne Clery 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. The most up to date information regarding crime statistics for the CNU campus, the immediate campus vicinity, and the City of Elk Grove can be found on the college web site.

Disclosure of Campus & Local Area Crime Statistics

The categories on the chart on the following page show crime statistics for the campus, certain non-campus properties, and certain public property areas which have been reported to local police and campus security authorities must be disclosed for the most recent four calendar years:

<table>
<thead>
<tr>
<th>Offense Category</th>
<th>Year</th>
<th>On-Campus Property</th>
<th>Non-Campus Property</th>
<th>Public Property</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder and Non-negligent Manslaughter</td>
<td>2011</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td></td>
<td>2012</td>
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<td>0</td>
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<td></td>
<td>2013</td>
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<td>0</td>
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<tr>
<td>Negligent Manslaughter</td>
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<td></td>
<td>2013</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offenses (Forcible)</td>
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<td>0</td>
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<tr>
<td></td>
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<td>2013</td>
<td>0</td>
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<tr>
<td>Sex Offenses (Non-forcible)</td>
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<tr>
<td></td>
<td>2012</td>
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<td>2013</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Aggravated</td>
<td>2011</td>
<td>0</td>
<td>0</td>
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<table>
<thead>
<tr>
<th>Offense Category</th>
<th>Year</th>
<th>On-Campus Property</th>
<th>Non-Campus Property</th>
<th>Public Property</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>Assault</td>
<td>2012</td>
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<tr>
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<tr>
<td>Burglary</td>
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<td>0</td>
<td>0</td>
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<tr>
<td></td>
<td>2012</td>
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<td></td>
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<td>Motor Vehicle Theft</td>
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<td></td>
<td>2012</td>
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<tr>
<td>Arson</td>
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<tr>
<td></td>
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<td></td>
<td>2013</td>
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<td>0</td>
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<td>Liquor Law Arrests</td>
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<td>0</td>
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<tr>
<td></td>
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<td></td>
<td>2013</td>
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<tr>
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<td>0</td>
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<td>2013</td>
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<tr>
<td>Drug Law Arrests</td>
<td>2011</td>
<td>0</td>
<td>0</td>
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<td></td>
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<td>2013</td>
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<tr>
<td>Drug Law Disciplinary Action</td>
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<tr>
<td></td>
<td>2012</td>
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<td>2013</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Weapons Arrest</td>
<td>2011</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
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<td>2013</td>
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<td>Weapons Disciplinary Action</td>
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<td></td>
<td>2012</td>
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</tbody>
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California Northstate University
Composite Clery Act VAWA (Special) Statistics 2011 - 2013

<table>
<thead>
<tr>
<th>Offense Category</th>
<th>Year</th>
<th>On-Campus Property</th>
<th>Non-Campus Property</th>
<th>Public Property</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>Domestic Violence</td>
<td>2011</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td></td>
<td>2012</td>
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<td></td>
<td>2013</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Dating Violence</td>
<td>2011</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

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### Annual Security Report – Tables and Additional Information

The CNU Annual Security Report contains data for crime information in the immediate area surrounding the campus. The report can be obtained on our web site at the following web address. A paper copy is available upon request. [http://pharmacy.cnsu.edu/annual-security-report](http://pharmacy.cnsu.edu/annual-security-report)

An overview of campus security, emergency alert, and response procedures is provided at the new student orientation. Additional safety and security information, tips, and alerts will be delivered to students through campus email. The school offers several safety awareness courses and special speaker sessions as well as self-defense classes throughout the year.

### Megan’s Law

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

### Campus Access Cards

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

### HARASSMENT

#### Anti-Sexual Harassment/Harassment/Assault & Disruptive Conduct Policy

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

#### Anti-Harassment Training and Prevention Programs

Students will become familiarized with the Anti-Sexual Harassment/Harassment/Assault and Disruptive Conduct Policy at orientation. Training programs focused on awareness, prevention, bystander intervention, and self-defense classes will be offered to students and employees throughout the academic year. Notices and arrangements of these events will be sent to the campus community by the Office of Student Affairs and Admissions.
 Definitions of Unaccepted Harassment

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

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

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

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

The University/College 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.

**Title IX Coordinator for the Institution:**

Cyndi Porter-Fraser, Associate Dean for OSAA
Phone: (916) 686-8668
Email: cporter@cnsu.edu
1st Amendment, Equal Protection & Due Process Clauses
A transgender student’s right to dress in accordance with his or her gender identity may be protected under the First Amendment and the Equal Protection and Due Process Clauses of the U.S. Constitution. The First Amendment limits the right of school officials to censor a student’s speech or expression. Students also have a protected liberty interest (under the Due Process Clause) in their personal appearance. In addition, a transgender student also has a right under the Equal Protection Clause to be treated similarly to other students of the same gender identity.

Conduct Disruptive to the University Community Policy (SaVE Act)
Students should immediately report any acts of violence, threatening behaviors or violations of any of the Anti-Harassment policies or disruptive conduct to the Associate Dean of the Office of Student Affairs, Office of Academic Affairs, campus security or any other school official.
This policy defines disruptive conduct as:

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

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

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

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

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

**Stalking**
Stalking is the act of harassing somebody with persistent, inappropriate, and unwanted attention.

**Harassment, Assault, and Disruptive Conduct Investigations**
The Title IX Officer will initiate an investigation after an alleged offense is reported to campus authorities. The focus of the investigation is to collect as much information as possible to substantiate the initial complaint. The accuser and the accused are entitled to the same opportunities to present information, including having others present during any meeting or disciplinary hearing. The accuser and the accused will be informed of the outcome of the investigation and/or disciplinary proceeding. Disciplinary action by the institution may include suspension and/or dismissal from the College/University.
The College/University will make reasonable changes to an alleged victim/victim’s academic situation after an alleged offense and provide options for those changes if those changes are requested by the victim.

**Reporting Sexual Harassment, Harassment, Assault, or Disruptive Conduct**

Students should report sexual harassment or conduct that is disruptive to the OSAA, the Office of Academic Affairs, or other campus administrator. If the situation is an emergency please call the Rancho Cordova police by dialing 911. If at all possible report the incident immediately. The University/College campus security and/or administration will assist students in contacting authorities.

In order to assist campus security, administrator’s, or other authorities victims are strongly encouraged to preserve as much evidence as possible to support the complaint.

Students may also report non-emergency incidents using the University/College official **Student Complaint/Grievance Form** located in the lobby area on the first floor or on the University/College website. Once the **Student Complaint /Grievance Form** is completed contact the OSAA to review the complaint. Additional resources and assistance will be provided.

To report off-campus criminal conduct, including sexual assault or other serious allegations in which the complainant believes that his or her safety is threatened contact the Rancho Cordova Police Department or call emergency personnel by dialing 911. Allegations of serious sexual harassment should also be reported to the local police department if they occur after hours or on weekends. Students are strongly encouraged to notify the Associate/Assistant Dean of Student Affairs of the incident immediately so action can be taken to adjust the education environment. Documentation of the police report should be made available.

**Who to Call When You Need Help**

**Campus Security or any Administrative Office on Campus**
Direct Contact: Campus Security Officer – Kyree Lomack
Telephone: (916) 432-7615

**Elk Grove Police Department**
Office: 8400 Laguna Palms Way, Elk Grove, CA 95758
Telephone: (916) 478-8000
Emergency: 911

**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 RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. An “eligible student” is a student who is 18 years of age or older or who attends a postsecondary institution. These rights include:

1. The right to inspect and review the student's education records within 45 days after the day California Northstate University receives a request for access. A student should submit to the Registrar a written request that identifies the record(s) the student wishes to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

   A student who wishes to ask the school to amend a record should write the Registrar, clearly identify the part of the record the student wants changed, and specify why it should be changed.

   If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

   The school discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by California Northstate University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of California Northstate University who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for California Northstate University.

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

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

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


Disclosure and Access

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

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

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

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

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.

Annual Disclosure and Record Access

Students will receive an annual FERPA notification from the Office of the Registrar following the start of each Fall semester. The FERPA notice will be sent to all CNU student email addresses in addition to being posted in the following locations: student information boards, inside and outside the office of the registrar, and online at http://pharmacy.cnsu.edu/shareddocs/registration/FERPA_Notice.pdf.

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.
**Student Organization Travel**

Student organizations, representing a poster, or participating in other activities will be required to submit a proposed travel budget on a Funding request form prior to making any travel arrangements. The request must be approved for reimbursement of expenses. The proposal will be considered and either approved, returned to the organization/student with available travel funding allowance, or returned for revision. All approved travel will be reimbursed to students by the Student Organization treasurer affiliated with the conference within 7-14 days after the receipt of an approved Student Travel Reimbursement form and all receipts showing payment for the expense. Information regarding this process can be discussed with the student organization Treasurer, organization President, or the staff in the OSAA. See the Student Handbook for more information.

**Student Competitor and Research Presenter Travel**

Student competitors who have won a CNU competition to represent the college and the student organization will receive travel assistance from the Office of Student Affairs and Admissions (OSAA). In order to receive this assistance the following must be completed prior to booking any travel:

1. A Letter or announcement from the student organization or research advisor to the Associate Dean for Student Affairs acknowledging the event representation;
2. A completed Student Travel Application - Competitor or Research Presentation
3. Student Travel Application Documentation
4. A Release Waiver and Participation Agreement
5. Submit items 1-4 to the staff in the OSAA
6. Approval signature from the Associate Dean for Student Affairs & Admission
7. A notification of the approval from the staff in OSAA

**Falsification of Travel Documents or Receipts**

Students who receive any travel funding from the school in advance and do not attend the meeting, for any reason, must notify their advisor or the OSAA. Any funding received must be returned to the school immediately. Students who knowingly submit falsified documentation for receipts or request reimbursement for travel that has been reimbursed or provided for by the professional organization or the student organization will be in violation of the Honor Code and will be subject to a review of the circumstances by the Professional and Academic Standards Committee (PASC).

**Student Travel Reimbursement**

Upon return from the conference all pre-approved travel will be reimbursed to students by either the student organization treasurer or the OSAA. The OSAA, as noted above, provides student travel reimbursement for competitors or research presenters only. All other travel reimbursement is provided by the student organization. The reimbursement is usually available within 7-14 days after the receipt of an approved Student Travel Reimbursement form and all receipts showing payment for the expense. Information regarding this process can be discussed with your organization Treasurer or the staff in the OSAA.

**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

Students may request a transcript in two ways:
1. Transcript request form
2. Online

Transcript Request Form: Official and unofficial transcripts may be requested in writing. The Transcript Request form is available on the College’s web site. A $5.00 fee is required for each transcript requested. Requests are processed within 5 business days.

Online: Students may now request transcripts online via Transcripts on Demand. Online transcripts take 3-5 business days for processing. Please see the Office of the Registrar website for more information http://pharmacy.cnsu.edu/registrar-request-a-transcript.

All delinquent financial obligations with the University must be cleared before transcripts are released. The University will withhold official transcripts if the University has knowledge that the student has any default on loans or service obligations.

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.

VOTER REGISTRATION

To register to vote in California, you must be a U.S. citizen, a resident of California, and 18 years of age or older on the day of the election. It is the responsibility of the OSAA to make registration forms available to you. It is important to exercise your right to vote. For additional information and voter registration forms please visit our website at http://pharmacy.cnsu.edu/student-services/student-affairs#nine. Register to vote today to make a difference.

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.
XIX. ADMINISTRATION

Alvin Cheung, PharmD, MHSA  President
Norman Fong, BPharm  Vice President of Operations
Shane Desselle, RPh, PhD, FAPhA  Dean
Karen Hassell  Associate Dean for Academics
Gregory Matzen, PharmMS, JD  Associate Dean for External Affairs and Relations
Cyndi Porter-Fraser, MBA  Associate Dean for Student Affairs & Admissions
Dave Carroll, PharmD  Associate Dean for Experiential Education
David Pearson, PhD  Assistant Dean for Research
Indiran Pather, DPharm  Director of Research
Parto Khansari, PhD  Chair – Department of Pharmaceutical and Biomedical Sciences
Heather Schumann, PharmD  Chair – Department of Clinical and Administrative Sciences
Xiaodong Feng, PharmD  Director of Admissions
Scott Minor, MLS  Director of Library Resources
Karen McClendon  Director of Institutional Effectiveness & Assessment
Lawrence Dunn  Operation Resource Officer
Paul Wagstaffe, JD  General Counsel

Staff:
Natalie Vachalek  Executive Administrative Assistant to the President
Janette Kragen  Executive Assistant to the Dean
Melania Sukiasyan  Library Assistant

XX. 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:
Heather Schumann, PharmD  Chair & Associate Professor
James Palmieri, PharmD, BCNSP  Associate Professor
Xiaodong Feng, PharmD, PhD  Associate Professor
John Inciardi, PharmD, DSC  Adjunct Associate Professor
Nilesh Bhutada, PhD  Assistant Professor
Sonya Frausto, PharmD, MA  Vice Chair & Assistant Professor
Ana Hincapie, PhD  Assistant Professor
Rachel Lowe, PharmD, BCPS  Assistant Professor
Justin Bouw, PharmD  Assistant Professor
William Ofstad, PharmD  Assistant Professor
EXPERIENTIAL EDUCATION

Faculty:
- Dave Carroll, PharmD
- Yvette Crockell, RPh, MHA
- Carol Millette-Snodgrass, PharmD
- Joe Hubbard, RPh, PharmD, BCPS
- Vasudha Gupta, PharmD
- Welly Mente, PharmD
- Martha Pauli, PharmD, Med, BCPP
- Lingyun Lu, PharmD

Staff:
- Dinorah Feliciano
- Nicole Jepsen

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, PhD
- Indiran Pather, DPharm, PhD
- Leanne Coyne, PhD
- David Pearson, PhD
- Tibebe Woldemariam, PharmBS, PhD
- Ruth Vinall, PhD
- Leo Fitzpatrick, PhD
- David Baston, PhD
- Andy Nauli, PhD
- Eman Atef, PhD

Staff:
- Shannon Hasligner, MA
RESIDENT PROGRAM

Marisa Bauer, PharmD
Randall Mello, PharmD

BUSINESS OPERATIONS

Norman Fong, BS, RPh
Shoua Xiong, MBA
Kimberley Reed, BS
Jason Stovall, BS
David Fong, BS
Mario Villanueva, BS
Jim Bunse, BS, RPh
Akelia Forsyth
Michele Padgett
Tiffanie Ho, MBA
Melissa Dean, MS
Aubrey Gonzalez, BA
JoAnne Hasana
Jennifer Gee, BA

Vice President for Operations
Financial Controller
Director of Student Financial Aid & Scholarship
IT Director
IT Support Specialist
IT Support Specialist
Facility Manager
Bookkeeper
Bursar & Bookkeeper
Institutional Research Coordinator
Registrar
Assistant Registrar
Financial Aid Administrator
Receptionist & Facilities Assistant

STUDENT AFFAIRS & ADMISSIONS

Cyndi Porter-Fraser, MBA
Imani Grant, BA
Polly Robertson, MPA
Erica Shima-Ribardiere
Gail Kubat
Jason McDowell, BS

Associate Dean of Student Affairs and Admissions
Student Affairs Coordinator
Career Services Coordinator
Alumni, Development and External Relations Specialist
Admissions Advisor
Outreach and Admissions Advisor

XXI. OFFICE DIRECTORY

<table>
<thead>
<tr>
<th>Office</th>
<th>Email</th>
<th>Campus Phone</th>
<th>Additional Phone/Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Main Line/Directory</td>
<td><a href="mailto:admin@cnsu.edu">admin@cnsu.edu</a></td>
<td>916-686-7400</td>
<td></td>
</tr>
<tr>
<td>Accounting/Bookkeeping/Business</td>
<td><a href="mailto:businessoffice@cnsu.edu">businessoffice@cnsu.edu</a></td>
<td>916-686-8974</td>
<td></td>
</tr>
<tr>
<td>Admissions</td>
<td><a href="mailto:admissions@cnsu.edu">admissions@cnsu.edu</a></td>
<td>916-686-8798</td>
<td></td>
</tr>
<tr>
<td>Alumni Relations</td>
<td><a href="mailto:alumni@cnsu.edu">alumni@cnsu.edu</a></td>
<td>916-686-8731</td>
<td></td>
</tr>
<tr>
<td>Career Services</td>
<td><a href="mailto:careerservices@cnsu.edu">careerservices@cnsu.edu</a></td>
<td>916-686-8732</td>
<td></td>
</tr>
<tr>
<td>Clinical &amp; Administrative Sciences</td>
<td><a href="mailto:clinicalsci@cnsu.edu">clinicalsci@cnsu.edu</a></td>
<td>916-686-8181</td>
<td></td>
</tr>
<tr>
<td>Experiential Education</td>
<td><a href="mailto:experiential@cnsu.edu">experiential@cnsu.edu</a></td>
<td>916-686-8034</td>
<td></td>
</tr>
<tr>
<td>Pharmaceutical/Biomedical Sciences</td>
<td><a href="mailto:pharmSci@cnsu.edu">pharmSci@cnsu.edu</a></td>
<td>916-686-8182</td>
<td></td>
</tr>
<tr>
<td>Registrar/Records</td>
<td><a href="mailto:cnregistrar@cnsu.edu">cnregistrar@cnsu.edu</a></td>
<td>916-686-8677</td>
<td>916-686-8678</td>
</tr>
<tr>
<td>Safety &amp; Security</td>
<td><a href="mailto:safety@cnsu.edu">safety@cnsu.edu</a></td>
<td>916-432-7615</td>
<td>Emergency 911</td>
</tr>
<tr>
<td>Scholarship &amp; Awards Committee</td>
<td><a href="mailto:scholarship@cnsu.edu">scholarship@cnsu.edu</a></td>
<td>916-686-8678</td>
<td></td>
</tr>
<tr>
<td>Student Affairs</td>
<td><a href="mailto:studentaffairs@cnsu.edu">studentaffairs@cnsu.edu</a></td>
<td>916-686-8611</td>
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</tr>
<tr>
<td>Student Financial Aid</td>
<td><a href="mailto:financialaid@cnsu.edu">financialaid@cnsu.edu</a></td>
<td>916-686-8784</td>
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