College of Pharmacy
STUDENT HANDBOOK
2017-2018
Please Note: The information in this handbook serves as a student resource for policies and procedures of California Northstate University College of Pharmacy and is subject to change. Students should review the handbook at the beginning of each academic year and refer to the online version for the most current information.
Message from the Assistant Dean of Student Affairs and Admissions

California Northstate University College of Pharmacy provides unique learning experiences to our students through the use of modified team-based learning to deliver our curriculum. Through teamwork, students are exposed to a diverse population of students from a variety of backgrounds and life experiences. Students assume a more proactive role in the program as they learn to effectively interact with their team members to enhance learning and practical application of the material taught in class. Team-based learning prepares our students to play a key role in a multidisciplinary team setting, enabling our students to serve as drug information experts, as they work collaboratively to improve patient care and enhance patient outcomes.

Since the profession of pharmacy is constantly evolving with the discovery of new medications, it is imperative that pharmacists stay at the forefront of such discoveries. Our faculty at California Northstate University College of Pharmacy are dedicated to providing our students with up-to-date, evidence-based instruction to cultivate competent pharmacists and life-long learners. The educational foundation provided to our students prepares them to assume leadership roles in the community and healthcare field as a trusted resource for drug information.

As a pharmacy student, bestowed upon you is the great responsibility of providing the utmost care to patients. Therefore, it is vital to receive a comprehensive educational experience that offers numerous opportunities for growth on both a personal and professional level. As students undergo therigors of the pharmacy curriculum, the Office of Student Affairs and Admissions (OSAA) provides a variety of services to support and enable our students to be successful in our program. Among the many services provided, the OSAA offers career development programs, disability, health, and counseling services, LGBT assistance, academic advising, and tutoring programs. The OSAA also oversees 15 student clubs and organizations and helps to facilitate outreach events at the local, regional and national level.

I look forward to working with each and every one of you as you pursue your educational goal of becoming a pharmacist. California Northstate University College of Pharmacy welcomes you to our Doctor of Pharmacy program!

Tiffany-Jade Kreys, PharmD, BCPP
Assistant Dean of Student Affairs and Admissions
Assistant Professor, Department of Clinical and Administrative Sciences
I. HISTORY OF THE UNIVERSITY/COLLEGE

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 University/College with educational excellence and innovative methods of teaching and learning as guiding principles. Encouraged by their findings, they organized California Northstate College of Pharmacy in early 2007, and proceeded to develop the University/College for its inaugural class in the fall of 2008.

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

Meanwhile, the California Northstate College of Pharmacy was renamed California Northstate University College of Pharmacy, as part of the institution’s expansion into other health care programs. The Western Association of Schools and Colleges (WASC), following a rigorous review process, granted the University accreditation through May 2017.

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 University/Colleges (WASC)

California Northstate University is accredited by the Accrediting Commission for Senior University/Colleges and Universities of the Western Association of Schools and University/Colleges (WASC), 985 Atlantic Avenue, #100, Alameda, CA 94501, 510-748-9001. The WASC web site is http://www.wascsenior.org.

Interested parties may obtain and review additional information describing accreditation, approval and licensing about ACPE or WASC accreditation through the address and web sites listed above.

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.

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

Legislative Day

State Capitol Sacramento California
III. THE MISSION, VISION, VALUES, & GOALS

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.
IV. 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/College believes diversity enhances and enriches the quality of our academic program. California Northstate University 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.

A DIVERSE STUDENT POPULATION

Preparing to serve the diverse patient population of our society
## V. DIRECTORY

### COLLEGE ADMINISTRATION

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Email Address</th>
<th>Phone</th>
</tr>
</thead>
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<td>Hieu Tran, PharmD</td>
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<td>916-686-8762</td>
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<td>916-686-8364</td>
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<td>Executive Assistant to the Dean</td>
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<td>916-686-7408</td>
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### DEPARTMENT OF CLINICAL AND ADMINISTRATIVE SCIENCES

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
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</table>
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VIII. DOCTOR OF PHARMACY DEGREE

Doctor of Pharmacy Degree Requirements

The curriculum at CNUCOP is a minimum of four years of didactic and experiential coursework leading to a Doctor of Pharmacy degree (PharmD). The core curriculum is defined as a series of courses within each major sub-discipline (i.e., biomedical, pharmaceutical, social/behavioral/administrative, and clinical sciences) that will provide adequate depth, scope, timeliness, quality, sequence, and experiences needed to accomplish the expected educational outcomes of the Doctor of Pharmacy degree program. Students must successfully complete all required courses, and all Milestone and Capstone exams associated with the Doctor of Pharmacy program to be eligible for graduation and the conferral of the Doctor of Pharmacy degree.

A complete list of the core curriculum and prerequisite courses is listed on the website and in the General Catalog. A current list of the Doctor of Pharmacy program curriculum is listed in this section of the Student Handbook. A paper copy of the catalog and handbook can be obtained by contacting the Registrar or the Office of Student Affairs and Admissions.

Doctor of Pharmacy Curriculum

The updated Doctor of Pharmacy Academic Program Curriculum 3.1 is provided in Section IX on Page 15. The curriculum is designed to prepare students for their future career as a health care professional in pharmacy with an additional focus on enhanced skills and knowledge in patient care, care delivery, inter-professional healthcare team collaboration, and patient communication.

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.

Each student will be assigned to a team comprised of 5 to 6 students at the beginning of each semester. Team assignments are 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 learn identified objectives. This may involve audio-taped slide presentations, 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 makes up most of the class time, teams will complete in-class assignments by applying the knowledge and skills learned in phases 1 and 2 to promote critical thinking, integration of knowledge and mastery of the topics.

**LEARNING OUTCOMES**

**INSTITUTIONAL LEARNING OUTCOMES**

Graduates of CNU’s COP are expected to demonstrate achievement of the following six Institutional Learning Outcomes (ILOs) at the Developed level:

1. **Critical Thinking.** Exercise reasoned judgement to assess technical information and make well-informed decisions using evidence-based approaches.
2. **Written Communication.** Demonstrate the ability to write coherent, supported, and logically structured prose.
3. **Oral Communication.** Demonstrates oral communication skills.
4. **Professionalism.** Interact with respect, empathy, diplomacy, and cultural competence.
5. **Quantitative Reasoning.** Demonstrate ability to use mathematics and statistics in problem solving.
6. **Information Literacy.** Identify and search relevant libraries of information and databases; synthesize information obtained from primary literature using properly referenced citations.

**PROGRAM LEARNING OUTCOMES**

Upon successful completion of the CNUCOP Doctor of Pharmacy Program, students will be able to demonstrate the following program learning outcomes.

Graduates of CNU are expected to demonstrate the following six Curricular Learning Outcomes at the Developed level:

1. **Foundational Knowledge.** Demonstrates the knowledge, skills, abilities, behaviors, and attitudes necessary to apply the foundational sciences to the provision of patient-centered care.
2. **Essentials for Practice and Care.** Demonstrates the knowledge, skills, abilities, behaviors, and attitudes necessary to
provide patient-centered care, manage medication use systems, promote health and wellness, and describe the influence of population-based care on patient-centered care

3. **Approach to Practice and Care.** Demonstrates the knowledge, skills, abilities, behaviors, and attitudes necessary to solve problems; educate, advocate, and collaborate, working with a broad range of people; recognize social determinants of health; and effectively communicate verbally and nonverbally

4. **Personal and Professional Development.** Uses the knowledge, skills, abilities, behaviors, and attitudes necessary to demonstrate self-awareness, leadership, innovation, entrepreneurship, and professionalism

5. **Interprofessional Competence.** Uses the knowledge, skills, abilities, behaviors, and attitudes necessary to demonstrate appropriate values and ethics, roles and responsibilities, communication, and teamwork for collaborative practice

**CO-CURRICULAR LEARNING OUTCOMES**

Graduates of CNUCOP are expected to demonstrate the following six Co-curricular Learning Outcomes (CoCuLOs) at the Developed level:

1. **Social Awareness and Cultural Sensitivity**
2. **Professionalism and Advocacy**
3. **Self-Awareness and Learning**
4. **Innovation/Entrepreneurship**
5. **Public Health and Education**
6. **Service and Leadership**
IX. COURSE SCHEDULE FOR ACADEMIC YEAR 2017-2018

### COP PharmD Curriculum 3.1 (2017-2018)

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<th>Course #</th>
<th>COURSE TITLE</th>
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<td>PBS 601</td>
<td>Cell and Molecular Biology and Biochemistry</td>
<td>5</td>
<td>Vinall</td>
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<tr>
<td>PBS 603</td>
<td>Medicinal Chemistry &amp; Physical Pharmacy</td>
<td>5</td>
<td>Woldermariam</td>
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<td>PBS 605</td>
<td>Biopharmaceutics, Drug Delivery and Calculations</td>
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<td>Elkeeb</td>
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<tr>
<td>IPP 607</td>
<td>Introduction to Pharmacy Practice and Professionalism</td>
<td>2</td>
<td>Mente</td>
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<td>PRC 609</td>
<td>Longitudinal Practicum I</td>
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<td>Atef &amp; Elkeeb</td>
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<td><strong>Semester total</strong></td>
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<td><strong>P1 - Spring Semester II</strong></td>
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<tr>
<td>PBS 602</td>
<td>Pathophysiology &amp; Pharmacology I: (Neuro &amp; Psychiatric)</td>
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<td>Pharmacokinetics</td>
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<tr>
<td></td>
<td><strong>Semester total</strong></td>
<td><strong>19</strong></td>
<td></td>
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<tr>
<td></td>
<td><strong>P2 - Fall Semester III</strong></td>
<td></td>
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<tr>
<td>PBS 701</td>
<td>Pathophysiology &amp; Pharmacology II: (CV, Diabetes Mellitus &amp; Thyroid)</td>
<td>6</td>
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<tr>
<td>CAS 703</td>
<td>Drug Literature Information &amp; Evaluation</td>
<td>3</td>
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<tr>
<td>CAS 705</td>
<td>Pharmacotherapy I: (Neuro &amp; Psychiatric)</td>
<td>6</td>
<td>Kreys T</td>
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<tr>
<td>*IPP 707</td>
<td>Introductory Pharmacy Practice Experience I</td>
<td>4</td>
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<tr>
<td>PRC 709</td>
<td>Longitudinal Practicum III</td>
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<td>Eid</td>
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<tr>
<td></td>
<td><strong>Semester total</strong></td>
<td><strong>21</strong></td>
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<td><strong>P2 - Spring Semester IV</strong></td>
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<tr>
<td>ELC 700</td>
<td>Elective I</td>
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<td>Various</td>
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<tr>
<td>CAS 702</td>
<td>Communications</td>
<td>2</td>
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<tr>
<td>PBS 704</td>
<td>Pathophysiology &amp; Pharmacology III: (Pulmonary, Renal, GI &amp; GU)</td>
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<tr>
<td>CAS 706</td>
<td>Pharmacotherapy II: (CV, Diabetes &amp; Pulmonary)</td>
<td>6</td>
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<td>CAS 801</td>
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<td>PBS 803</td>
<td>Immunology and Rheumatology</td>
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<td>CAS 805</td>
<td>Pharmacotherapy III: (Renal, GI, Hematolgy &amp; Oncology)</td>
<td>6</td>
<td>Vu &amp; Cao</td>
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<td>CAS 806</td>
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<td>PRC 810</td>
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<td><strong>P4 - Year - 6 Blocks over Summer, Fall and Spring</strong></td>
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<td>APP 901</td>
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<td>APP 903</td>
<td>Advanced Pharmacy Practice Experience: General Medicine</td>
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<td>APP 904</td>
<td>Advanced Pharmacy Practice Experience: Amb Care</td>
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<tr>
<td>APP 905</td>
<td>Advanced Pharmacy Practice Experience: Specialty I</td>
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<td>Advanced Pharmacy Practice Experience: Specialty II</td>
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</tbody>
</table>

* Students will be required to complete IPPEs in the summer prior to the start of the Fall semester.
X. BACKGROUND CHECK CLEARANCE

California Northstate University College of Pharmacy requires entering and continuing students obtain and satisfactorily clear a criminal background check prior to entering school and periodically throughout the program. The criminal background check is in accordance with California state law, which requires that all individuals who have access to children less than 16 years of age, those with developmental disabilities, or vulnerable adults, must disclose background information concerning crimes and offenses against these populations. Entering Doctor of Pharmacy students must complete a Conviction/Criminal History Information Form to disclose any criminal history involving drug-related crimes, proceedings related to vulnerable populations, Medicare/Medicaid/healthcare-related crimes and any other general conviction information (excluding parking tickets and traffic citations). Commission of such crimes may prevent a student from obtaining an intern license from the California Board of Pharmacy and from completing the experiential education requirements for graduation. In addition, students must report any actions taken by a licensing authority (Board of Pharmacy or other agency) against a professional license (pharmacy intern or technician license or other health-related license). Such actions taken prior to admission to the University/College must be disclosed at the time of offer of admission. Any such actions taken while a current student is enrolled in the Doctor of Pharmacy program must be immediately disclosed to the OSAA or the Experiential Education Program office. Such actions could, depending on the circumstances, be grounds for revocation of an offer of admission or disqualification from the University/College.

CNUCOP requires a background check on at least two (2) separate occasions. The first background check is a requirement for matriculation and will be conducted prior to entering the program. The California Board of Pharmacy will conduct its own background check to determine whether to issue an intern license, which all students must be granted before the end of the third semester. Inability to meet this qualification may result in revocation of the offer of admission or expulsion from the program. Successfully clearing the PharmCAS administered Certiphi background check will not necessarily produce a similar result in the Board of Pharmacy’s background check, and CNUCOP does not make any assurances one way or the other in this regard. The third background check will occur prior to progression to the advanced pharmacy practice experience. Students not receiving a cleared background check at this stage will not progress to the advanced pharmacy practice experience and may be disqualified from the program. The Department of Experiential Education will notify students of any additional requirements needed prior to introductory and advanced pharmacy practice experiences. Additional requirements may include, but are not limited to, a blood panel for drug testing. Additional information about drug test requirements is listed in this handbook under Health Requirements and Information and in the Experiential Education Handbook.

XI. DRUG SCREENING & TEST CLEARANCE

Experiential Education Practice site partners who are accredited or seeking accreditation from The Joint Commission (formerly known as the Joint Commission on Accreditation of Healthcare Organizations, or JACHO) are required to screen students and volunteers with the same standards as employees. Therefore, if the hospital standards require drug screening prior to employment, the Experiential Education Program and students attending the University/College must accommodate the requirement.

The Experiential Education Program partners with many healthcare organizations who are accredited or who are seeking their own accreditation. In order to assist in their accreditation compliance and other institutional policies, the student may be responsible for any financial obligations for such screenings, and reporting to the College and as required according to respective APPE/IPPE site procedures.

Any student refusing to test or testing positive during drug screening will be referred to the Professional and Academic Standards Committee (PASC) prior to proceeding with their rotations. The PASC must notify the Experiential Education Program when the student is cleared to continue their IPPE or APPE rotations.

California Northstate University does not tolerate illicit drug use. CNU will contract with a credentialed vendor to provide screenings. Drug screenings are scheduled periodically by the University and may also be conducted at random by certain sites to assure compliance with this policy.

Drug tests and/or screenings. Students who do not meet or pass the drug test requirement as outlined above for both IPPE and APPE will be referred to the Professional and Academic Standards Committee (PASC). Offenders are subject to a variety of sanctions up to and including dismissal from the program.

Drug Tests

The drug test may include a urine toxicology screening, a blood panel screening, or other screenings or test as required by the experiential site. Drug screening for students will generally be held prior to the semester of the scheduled experiential rotation.
Drug Screening Requirements

Introduction to Pharmacy Practice Experience (IPPE): Drug screening is required prior to all institutional IPPE rotations. Additional drug screenings may be required as determined by the experiential site.

Advanced Pharmacy Practice Experience (APPE): All students scheduled for APPE’s are required to go through an additional drug screening and or testing. Additional drug screenings may be required as determined by the experiential site.

Students who do not meet or pass the drug test requirement as outlined above for both IPPE and APPE will be referred to the Professional and Academic Standards Committee (PASC).

XII. LIABILITY/MALPRACTICE INSURANCE

All incoming students are enrolled in CPhA at the beginning of the academic year. Enrollment in the association provides many benefits including group malpractice liability insurance policy. Policy information is available through the CPhA web site and mailed to members after dues are processed. Students are responsible for obtaining additional coverage and monetary limits should they determine this to be necessary. The University/College does not guarantee the insurance hereby provided will be sufficient in every case.

XIII. HEALTH REQUIREMENTS

VACCINATION REQUIREMENTS

To achieve academic success and be an active advocate for health, students should strive to achieve good physical and mental health themselves. It is expected that all routine medical, dental, and surgical care have been completed prior to the beginning of the semester. Accepted students are required to provide proof of vaccinations before registration. Documentation of required immunizations must be completed by the student’s personal physician, clinic, or other authorized health professional. Students (Class of 2019 or later) are required to set up an online account with Certiphi (MyRecordTracker) and are responsible for the annual fee for this service while enrolled in the University. Admitted students will receive an email from myrecordtracker@verticalscreen.com with instructions on the next steps. Each student is required to create an account and maintain up-to-date copies of immunization records via this account.

Continuing students must also comply with any additional immunizations as required by practice sites and placement in the experiential practice component of the program. Setting up and maintaining an account in addition to meeting all immunization requirements is mandatory for all students.

Below are the requirements students need to upload to their MyRecordTracker in order to matriculate into the program successfully:

- Hepatitis B – 3 Vaccinations AND Positive Titer
- Tetanus, Diphtheria, and Pertussis (Tdap) – Proof of a booster shot within the past 10 years
- Varicella (Chicken Pox) – Proof of 2 vaccination dates OR Positive titer results showing immunity
- Measles, Mumps, and Rubella (MMR) – Proof of 2 vaccination dates OR Positive titer results showing immunity
- Tuberculosis (TB) PPD Skin Test – 2 negative PPD skin tests administered more than 7 days apart OR a negative TB QuantiFERON or a negative chest x-ray report (for those who have previously had a positive PPD result). This PPD requirement may vary from site to site. Please be sure to follow the specific experiential site TB requirements.
- Influenza: Proof of a flu shot administered between August and October of each academic year.

HEALTH CARE INSURANCE REQUIREMENTS

It is mandatory for students to have medical insurance while enrolled in the University. Each student is required to upload evidence of current health insurance coverage to their MyRecordTracker account. Evidence of coverage should NOT be sent to the Office of the Registrar.

STUDENT HEALTH PLAN

All students are required to maintain health insurance while enrolled at CNU. Students not participating in the Student Health Plan through Western Health Advantage must obtain private insurance. All students must submit evidence of insurance coverage to their online health records tracker, MyRecordTracker, by the end of July. Students are not required to enroll in the student health plan if they have secured private insurance and have uploaded it in their MyRecordTracker. Evidence of coverage must not be sent to the Office of
the Registrar; it will not be processed. Instead, students must upload proof of insurance coverage to MyRecordTracker. Failure to provide evidence of insurance coverage may result in cancellation of registration. Questions relating to this requirement should be directed to your college’s Student Affairs Office (if you are a current student) or Admissions Office (if you are an incoming student).

IV. TRANSPORTATION & HOUSING REQUIREMENTS

Students must be responsible for providing their own transportation and/or housing needs related to their experiential education pharmacy sites to which they are assigned and carry an appropriate level of automobile and/or renter’s insurance. A student may be required to relocate to another area, region, or state during the Introductory Pharmacy Practice Experience (IPPE) and Advanced Pharmacy Practice Education (APPE) year. The CNU sites are primarily based in the Sacramento, Eureka, Bay Area, Marysville/Yuba City, Palm Springs, Los Angeles, Central Valley, and Nevada areas. The location site will be determined by various factors developed by the Experiential Education Department for site allocation. More information regarding site allocation can be obtained through the Experiential Education Department staff and the Experiential Education Handbook.

XV. PROFESSIONAL & TECHNICAL STANDARD REQUIREMENTS

California Northstate University College of Pharmacy (CNUCOP) endeavors to select applicants who have the ability to become highly competent pharmacists. The college adheres to the guidelines promulgated by the American Council for Pharmacy Education in its “Guidelines for Accreditation Standards.” Within these guidelines, the college has the freedom and ultimate responsibility for the selection of students; the design, implementation, and evaluation of its curriculum; the evaluation of students; and the determination of who should be awarded a degree. Admission and retention decisions are based not only on satisfactory academic achievement, but also on non-academic factors that serve to ensure that the candidate can complete the essential functions of the academic program required for graduation.

The professional and technical standards, as distinguished from academic standards, refer to those physical, cognitive, and behavioral abilities required for satisfactory completion of all aspects of the curriculum, and the development of professional attributes required by the faculty of all students at graduation. The essential abilities required by the curriculum are in the following areas: Motor, sensory, verbal and written communication, intellectual (conceptual, integrative, and qualitative abilities for problem solving and decision-making), and the behavioral and social aspects for the performance of the profession of pharmacy.

Pharmacy is a physically and mentally demanding profession in which practitioners are asked to place the interests of their patients above their own which requires commitment to a life of service and dedication to continuous learning. The rigorous four year pharmacy school curriculum is where Students begin to develop the qualities necessary for the practice of pharmacy. It is during this period of professional pharmacy education that the candidate acquires the foundation of knowledge, attitude, skills and behaviors that he or she will need throughout his or her professional career. The abilities that pharmacists must possess to practice safely are reflected in the technical standards that follow. Students to the CNUCOP program must be able to meet these standards.

Visual
Students must be able to observe and participate in experiments in the basic sciences. In order to make proper clinical decisions, Students must be able to observe a patient accurately. Students must be able to acquire information from written documents, films, slides or videos. Thus, functional use of vision is necessary (close and at a distance).

Oral-Auditory
Students must be able to communicate effectively and sensitively and rapidly with patients (must be able to speak and hear) and members of the health care team (both verbal and written). Students must be fluent in English. In emergency situations Students must be able to understand and convey information essential for the safe and effective care of patients in a clear unambiguous and rapid fashion. In addition, Students must have all the ability to relate information to and receive from patients in caring and confidential manner.

Motor
Students must possess the motor skills necessary to perform palpation, percussion, auscultation, and other diagnostic maneuvers. Motor skill demands require reasonable endurance, strength, and precision. A candidate should be able to execute motor movements reasonably required to provide general care and emergency treatment to patients as well as complete the CPR and First Aid component of the program. Such actions require coordination of both gross and fine muscular movements, equilibrium and functional use of senses, of touch, and vision.

Sensory
Students need enhanced sensory skills including accuracy within specific tolerances and functional use for laboratory, classroom, and clinical experiences. Students who are otherwise qualified but who have significant tactile sensory or productive disabilities must be evaluated medically. These disabilities included individuals who were injured by significant burns, have sensory motor deficits, or cicatrix formation.
**Strength and Mobility**
Students must have sufficient posture, balance, flexibility, mobility, strength and endurance for standing, sitting, and participating in the laboratory, classroom and clinical sites.

**Cognitive**
In order to effectively solve clinical problems, Students must be able to measure, calculate, reason, analyze, integrate and synthesize in a timely fashion. In addition, they must be able to comprehend three-dimensional relationships and to understand the spatial relationships of others.

**Social**
Students must possess the emotional health required for the full utilization of their intellectual abilities, the exercise of good judgment for the prompt completion of all responsibilities, and for the development of effective relationships with patients. Students must be able to tolerate physically taxing workloads and function effectively under stress. They must be able to adapt to changing environments, display flexibility and learn to function in the face of uncertainties inherent in the clinical problems of patients.

The unpredictable needs of patients are at the heart of becoming a pharmacist. Academic and clinical responsibilities of students must require their presence during day and evening hours. Students will be considered not only for their scholastic accomplishments, but also on their physical and emotional capacities to meet the full requirements of the school’s curriculum, and to graduate as skilled and effective practitioners of pharmacy.

**Professional**
Students must demonstrate the judgment and emotional stability required for full use of their intellectual abilities. Possess the perseverance, diligence, and consistency to complete the College of Pharmacy curriculum and prepare to enter the profession of pharmacy.

Students must: exercise good judgment in the treatment of patients; function within both the law and ethical standards of a healthcare professional; be able to work effectively and professionally as part of a team during the pharmacy curriculum and as a member of a health care team after graduation.

Students must be able to participate in a culturally diverse classroom and practice environments; be sensitive and behave in a professional manner during interactions with patients, their families, and with health care personnel; maintain regular, reliable, and punctual attendance for classes, experiential education and clinical responsibilities; and be responsible for contributing to collaborative, constructive learning environments, accept constructive feedback from others, and respond with appropriate modification in a professional manner.

**ORIENTATION AND REGISTRATION**
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. Students must obtain permission from the Office of Student Affairs prior to any absence during orientation. The student will be required to provide documentation for the absence and complete a make-up orientation within the first week of school in addition to attending scheduled classes and maintaining course requirements. Students must obtain permission from the Office of Student Affairs Registration for classes requires all admission contingencies be fulfilled, a financial aid clearance from the Financial Aid Office, and completion of all “New Student” paperwork. Admission contingencies include all required immunizations, a cleared background check, proof of medical insurance coverage, and other institutional requirements.

Registration for classes may be done online through the school’s Learning Management System, CANVAS. 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.

**XVI. ACADEMIC POLICIES AND INFORMATION**

**ACADEMIC ADVISING: MENTORING AND ACADEMIC SUCCESS PROGRAM**

The Academic Advising: Mentoring and Academic Success Program is an integral part of the educational process. The student’s academic advisor is the person who provides information to student advisees about the academic process, the developmental skills necessary for academic success, guidance on career pathways, and resources to help the student succeed in the Doctor of Pharmacy program. Academic advising focuses on:
1. Advising students with resources who are experiencing academic difficulties such as Academic Alert or Academic Probation.
2. Referring students to CNU resources and services available to assist the student in obtaining help with difficulties outside the academic area.
3. Acting as a mentor to aid the student in planning an academic program consistent with his or her capabilities and career interests in pharmacy.
4. Assisting student advisees with other matters of an academic nature.

**Academic Advisors**

Students are assigned faculty advisors prior to the New Student Orientation program. The advisor will serve as the student’s academic advisor until the completion of the third professional year of the program. During the fourth and final year of the program, the student’s rotation preceptor serves as the academic advisor. Students are encouraged to maintain contact with their original advisors as well. Each student must schedule an appointment to meet with their advisor at least once a semester. To prepare for this meeting, the student should make a list of questions to discuss at the meeting. Suggested meeting topics may include obtaining more information about pharmacy career specialty areas, benefits of residency, tips for obtaining additional certifications, requests for letters of recommendation etc.

**ACADEMIC ADVISOR-ADVISEE RESPONSIBILITIES**

<table>
<thead>
<tr>
<th>ADVISOR RESPONSIBILITIES</th>
<th>ADVISEE RESPONSIBILITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>✤ Post and maintain regular office hours; notify advisees of hours at the beginning of the semester.</td>
<td>✤ Know your advisor (phone number, location, office hours, how to make an appointment).</td>
</tr>
<tr>
<td>✤ Inform advisees of their responsibilities.</td>
<td>✤ Read your Student Handbook, the General Catalog, and the Experiential Education Guide; to be familiar with program requirements and policies.</td>
</tr>
<tr>
<td>✤ Get to know advisees.</td>
<td>✤ Be aware of important dates on the academic calendar; e.g. Progression Policy, Excused Absence Policy, cancellation and drop deadlines.</td>
</tr>
<tr>
<td>✤ Maintain records of advisee’s educational progress.</td>
<td>✤ Schedule appointments in advance of important deadlines such as registration. Keep your appointments with faculty advisors!</td>
</tr>
<tr>
<td>✤ Help advisees to develop a course of study that takes into consideration their personal, educational, and career goals in pharmacy.</td>
<td>✤ Prepare specific questions for your adviser and ask for contact persons on questions the adviser cannot answer. Maintain a file of materials that relate to your academic progress.</td>
</tr>
<tr>
<td>✤ Answer advisee’s questions about academic regulations and professionalism.</td>
<td>✤ Gather information needed to make academic and career decisions. Accept responsibility for informing your adviser about you and your interests and needs. Be prepared to discuss personal, educational, and career goals.</td>
</tr>
<tr>
<td>✤ Provide information about planning and actions to improve course grades when they are in jeopardy of failing or placed on academic alert.</td>
<td>✤ Seek help from your adviser when needed, and ask about other ways that you can participate effectively in the advising process.</td>
</tr>
<tr>
<td>✤ Inform advisees about academic assistance that is available through the University, such as tutoring, disability services, and mental health counseling referrals.</td>
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<tr>
<td>✤ Discuss career specialty areas, residency, and fellowship options with advisees.</td>
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<tr>
<td>✤ Write letters of recommendation for advisees.</td>
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**ACADEMIC ALERT**

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 Academic Affairs (OAA) which then notifies the student’s academic advisor. OAA may request to meet with students who have alerts in multiple courses. The Office of Student Affairs (OSA) 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, OAA, and OSAA to assure all resources are being utilized to improve academic performance.

**ACADEMIC HONORS AND AWARDS**

- Academic honors are awarded to P1- P3 students who have demonstrated academic excellence. The Dean’s List and President’s List are academic honors awarded to students based on the end of semester grade point average. Students earning a 3.50-4.00 GPA during a semester are awarded recognition for the Dean’s List while those students earning a 3.75-4.00 GPA during a semester are awarded recognition for the President’s List. The Honors are listed on the student’s transcript for each qualifying semester. Students achieving a Cumulative grade point average of 3.50 and top twenty percent of the class are invited to join the Rho Chi Honor Society in the Spring Semester of professional year two (P2 year). Students who become newly eligible in subsequent semesters will be inducted in the spring semester of the third year of the program. Rho Chi Society membership is a very prestigious pharmacy academic honor recognition.

Academic Honors are awarded to graduating students at the commencement ceremony. Students who meet the cumulative GPA listed below will be honored with special recognition at graduation. The honor will be noted on the degree and the graduation program.

- **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

California Northstate University, and the College of Pharmacy, offers a number of scholarships and awards to qualifying pharmacy students. Scholarship and award criteria vary but are typically based on student academic achievement, financial need, community outreach involvement, and professionalism and/or leadership skills. A description of each scholarship or award opportunity, along with the criteria and documentation required to apply, is located on the CANVAS system as “California Northstate University College of Pharmacy Scholarships and Awards”. Students must individually apply to each scholarship. All applications will be de-identified and disseminated to Scholarship and Awards Committee members for review. Rubrics will be used to evaluate each scholarship or award. Recipients will be announced and honored at the annual Scholarship and Awards Ceremony. The Northern California Education Foundation (NCEF) also provides scholarship opportunities to our students based on financial need or academic achievement. More information on NCEF scholarships are available at: [http://northerncaliforniameducationfoundation.com](http://northerncaliforniameducationfoundation.com).

**ATTENDANCE POLICY**

Students are required to attend all classes and courses, including laboratory sessions, IPPES and APPES, on a regular basis. The University/College recognizes that circumstances may cause a student to miss an occasional class. The student may make up the work missed if the absence has been excused. What constitutes an acceptable rate of class attendance is a matter between students and their instructors, although the University/College expects instructors to maintain reasonable standards. Students requiring more than three days absence during a semester should refer to the *Excused Absence Policy* and *Leave of Absence Policy*.

**ATTENDANCE POLICY PHARMACY PRACTICE EXPERIENCE**

Refer to Introductory Pharmacy Practice Experience and Advanced Pharmacy Practice Experience manual for attendance information.
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 three steps listed below:

First Step - Student statement to course coordinator
A student can initiate the formal grade appeal process in writing using the Course Grade Appeal Form. The student must complete sections I and II and submit the form to the Course Coordinator within 3 business days of online grade posting. The Course Coordinator, in collaboration with the Department Chair, will respond to the student’s grade appeal in writing within 5 business days of receipt of the appeal. The Course Coordinator will return copies of the grade appeal form, with section III completed, to the Associate Dean for Academic Affairs and 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 and Department Chair, the Course Coordinator returns the completed grade appeal form to the Office of the Registrar along with a completed Grade Change Form. If the appeal is denied, and the student accepts the outcome, the process ends here.

Second Step - Appeal to the Senior Associate Dean of Academic Affairs
If the appeal is denied by the course coordinator/department chair, and the student wishes to pursue the matter further, the student has 3 business days from the date the Course Coordinator returns the form to sign and complete section IV of the form and submit it to the Senior Associate Dean of Academic Affairs.

The Senior Associate Dean of Academic Affairs will render a decision in writing to the student within 5 business days of receipt of the formal appeal. If the appeal is approved by the Senior Associate Dean of Academics, the form will be returned to the Office of the Registrar with a completed Grade Change Form. If the appeal is denied, and the student accepts the outcome, the process ends here.

In the event the Course Coordinator is the Senior Associate Dean of Academics, the student may appeal the decision directly to the Dean.

Third Step – The Dean of the College
If the Senior Associate Dean of Academic Affairs denies the appeal, and the student wishes to pursue the matter further, the student has 3 business days from receipt of the decision from the Senior Associate Dean of Academic Affairs to submit an appeal in writing to the College Dean. The Dean will render the final decision in writing within 5 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.

The Grade Appeal Policy and associated Grade Appeal Request Form can be found in the Academic Affairs section of the CNUCOP webpage, located at: http://pharmacy.cnsu.edu/policies-and-procedures.

COURSE ADD / DROP POLICY

Changes in course registration may be made without penalty up to the end of the first week (5 business days) for fall and spring terms. Specific add/drop deadlines will apply for courses offered during the summer and winter terms (e.g. IPPE courses, research courses). These deadlines can be found in the IPPE/APPE Handbook, but will generally be five (5) days from the deadline for registration.

Students must obtain permission from the course director or coordinator for each course added to their official registration during the add/drop period. Permission will be signified by the course director or coordinator’s signature on the add/drop form. Students must also obtain approval from the Office of Academic Affairs. Approval from the Office of Academic Affairs will be indicated by the signature on the Add/Drop form.

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

For experiential education courses, students must obtain the signature of the Director of Experiential Education for approval or Hub Coordinator. The student must then obtain the approval from and a signature from 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.
EXAM ADMINISTRATION POLICY

The purpose of the Exam Policy is to ensure the integrity of the exam process and to outline expectations regarding organization, handling, administration and general oversight of examinations. The policy applies to all ‘high stakes’ assessments such as mid-term and final examinations. It does not apply to quizzes, iRATS, or other types of in class formative assessments.

Course grades are determined by team-based and individual assessments which include summative, formative, block or cumulative examinations. Examinations must be conducted in a manner which ensures the process is robust and prevents students from participating in any cheating incident, misconduct or any action that would compromise the integrity of the Honor Code Policy. Collaboration or communication with other persons on an exam (including take home exams) is strictly prohibited unless clearly authorized in the examination instructions.

Procedure

The final exam period is identified on the annual Academic Calendar; specific exam schedules will be posted in course syllabi and on the College website and students will be notified when they are available. Individual exam rescheduling requests or emergency absences will be handled through the Excused Absence Request Policy; it is unlikely requests for rescheduling a final exam will be approved if the absence request is to attend a professional meeting. An unexcused exam absence will result in a zero for the exam.

Emergency absences from exams will be excused only under exceptional circumstances. In such cases, students are required to make every reasonable effort to contact the professor (by phone or email) prior to the exam, or as soon after as possible. A student may be given a make-up exam if the student proves that the absence was due to circumstances beyond the student’s control. Exam make-ups should be completed within three business days from the originally scheduled exam date; course coordinators can exercise some discretion if a longer make-up period is deemed necessary. Failure to make-up the exam during the scheduled make-up time will result in a zero for the exam. The nature of the make-up exam will be at the sole discretion of the instructor, but will not be the same exam taken by the rest of the class.

For all exams students will be allocated to a seat by proctors at check-in so attendance can be tracked. Exams will start at the scheduled time. No extra time will be allocated to students arriving late and students arriving late will not be allowed to take the exam if any student has completed or left the examination. The start and end time of the exam will be provided and monitored by the proctor(s).

Exams will be administered online unless otherwise specified by faculty. Students are expected to have the exam downloaded and password screen open at the beginning of the test time. Failure to do so will result in extra time. The exam will end after the allotted time, regardless of the time left on (except for a delayed start due to technical difficulties). Students must return scratch paper and demonstrate that answers have been uploaded before leaving the exam room. Student taking exams online are required to work independently without the use of textbooks, notebooks, audio or visual, or any input from others. Work submitted online must be work completed by the student only. Students should not take exams with others (even if ‘open book’); failure to comply may be considered a violation of the Honor Code.

All books, notes, backpacks, purses, coats, and other belongings, including all electronic communication devices (including cell phones, pagers, digital timers, etc.) must be deactivated/silenced and left at the front of the exam room. No hats, coats or sunglasses are allowed. Food and beverages are not allowed in the examination room at any time.

Each exam should have a minimum of two proctors. Students are expected to follow the directives and requests of examination proctors involved in the administration of an exam. Failure to do so may be considered a violation of the Honor Code.

If it is necessary to use the restroom, students must have the proctor’s permission and may only leave the exam room one at a time; no extra time will be allotted.

A student who starts an examination is expected to complete it during the scheduled examination period. A student who does not complete an examination will be graded on what he or she submits during the examination period unless an exception is granted on petition to the Office of Academic Affairs.

A student should not ask the examiner for clarification of an exam question during the exam. If the student feels that there is an error in the question or if a question is unclear the student should submit an appeal to the proctor in writing prior to exiting the exam room. Note paper will be made available on request for this purpose. Question appeals made after an exam may be considered at the discretion of the coordinator, but must be made within 24 hours of the end of the exam.

Students should refrain from contacting instructors about performance on an exam until midterm or final course grades are posted. Students should refer to the Grade Appeal Policy for more information about appealing a course grade.
EXCUSED ABSENCE POLICY

The College of Pharmacy expects students to attend and participate in all classes, participate in all introductory and advanced practice experiences, and complete all of the exams and assessments as scheduled (together defined as “coursework”). Missed coursework has the potential to disrupt individual and team learning, invalidate assessment of learning outcomes, create unfair advantages, and divert faculty and student resources away from teaching and learning. However, occasionally an absence from coursework will be unavoidable.

A student may request an excused absence for personal, emergency, compassionate, professional, or health-related reasons. Please refer to detailed policy for a full list of reasons for which an excused absence may be requested.

High stakes absence requests will be held to the highest standard for documentation and communication. A student requesting to receive an excused High Stakes Absence must satisfy FIVE criteria described in the detailed policy available on the website. A student may request no more than three academic days of excused absences per semester or APPE Block. In total, excused and unexcused absences shall not exceed five academic days per semester or three per APPE Block. Absences exceeding five academic days per semester may require a student to request a leave of absence or a withdrawal. Please contact the Office of Academic Affairs for further information.

A student seeking an excused absence should complete the Excused Absence Request Form (available from the CNUCOP website) and seek the Course Coordinator’s signature for each course with missed coursework within 3 business days upon return to courses or campus. The Course Coordinator will determine if an absence will be excused or unexcused for their course based on the categories and criteria outlined in the detailed policy; the completed form should be emailed or handed in to the Office of Academic Affairs for final approval.

Makeup Expectations

Students are responsible for contacting the course coordinator to arrange makeup coursework, or receive zero. The ability to makeup missed coursework, as well as the makeup time, date, format, duration, and scoring is determined at the sole discretion of Course Coordinator. Students who do not follow the Excused Absence Policy or the Course Coordinator instructions for makeup will receive a zero for the missed coursework. If makeup coursework is offered, students recognize the special nature of the assessment and may NOT appeal the scoring of makeup coursework. If the absence is determined to be unexcused by the Course Coordinator, the student will receive a zero for missed coursework. See the course syllabus for additional course related policies pertaining to excused and unexcused absences.

Professional Leave

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. Only students in good academic standing (e.g. GPA of 3.0 or above, no academic alerts, no outstanding professionalism issues), may submit an excused absence request to attend a professional conference. Such requests must be submitted before registering for the conference or making travel arrangements, and must be at least 10 business days in advance of the professional conference attendance. An excused absence for professional leave is unlikely to be approved if the absence is during final exams.

Experiential Education

The College of pharmacy has identified a diverse mixture of sites for experiential education at various locations throughout California and Northern Nevada. The School is working with 35 hospitals, each with multiple clinical, distributive, and administrative pharmacists. Each of these hospitals offer a wide range of pharmacy services and provides a unique view of hospital pharmacy practice for students.

The School/college has also worked with a variety of community practice settings including 20 independently-owned pharmacies and multiple chain drug stores. Other clinical sites for APPEs that have been integrated into our curriculum include County of Sacramento for ambulatory care practice and a variety of specialty practices including, long-term care, practice management, specialty compounding, nuclear, research, home infusion, and education. Students must be prepared to complete the experiential education component of the program within these practice areas at various locations throughout California and Northern Nevada. Relocation may be required during the last year of the program.
HONOR CODE

The Honor Code of CNUCOP is a formal code of conduct developed by the Honor Board that emphasizes the four core principles of respect, honesty and integrity, legal and ethical behavior, and professionalism, to which all students, faculty, and staff are held responsible for maintaining.

1. RESPECT

CNUCOP is dedicated to teaching, scholarly activity, research, and service in a respectful manner. We respect one another, our supporters, our colleagues, and our patients. We extend this respect to all persons, regardless of race, color, national origin, ancestry, citizenship, gender, gender identity, sexual orientation, age, religion, physical or mental disability, or veteran status. We promote good will amongst our diverse population and uphold the autonomy, dignity, and moral integrity of all persons. We respect the abilities, customs, beliefs, values, and opinions of others. As members of the pharmacy community, we promote the good of every patient in a caring, compassionate, and confidential manner, with respect to their right to privacy.

The following examples include, but are not limited to, acts that violate the respect principle of the Honor Code and will be subject to non-academic disciplinary action: assault, battery, or other act of physical violence against any person; theft or destruction of property owned by or in the possession or control of CNUCOP or a member of the CNUCOP community; slander, libel, or defamation (slander, libel, and defamation all involve lying) against CNUCOP or a member of the CNUCOP community; a hate crime against a member of the CNUCOP community. The acts described in the preceding sentence and other acts in violation of the respect principle will be subject to disciplinary action if they occur on campus or are directed against CNUCOP or a member of the CNUCOP community while off campus on a CNUCOP related matter.

2. HONESTY AND INTEGRITY

CNUCOP is dedicated to teaching, scholarly activity, research, and service with honesty and integrity, both on and off campus. Pharmacists and pharmacy students have a duty to be truthful in professional and professional-patient relationships. We are committed to teaching, scholarly activity, and professional preparation in a team-based learning environment, in which all individuals are personally accountable and adhere to the tenets of honesty and integrity in the classroom and in the community. Cheating, plagiarism, and other forms of academic dishonesty are not tolerated. Individual work is to be based solely on the effort of the individual. Team work and professional relationships are to be based on individual contributions and collaboration from all team members. All examinations, projects, and in or out of classroom assignments, whether individual or team-based, are expected to be performed and completed with the utmost degree of honesty and integrity.

The following examples include, but are not limited to, acts that violate the honesty and integrity principle of the Honor Code and will be subject to academic disciplinary action: cheating; plagiarism; claiming authorship of written material not so authored; claiming credit for research not so performed; claiming participation on a team project while not participating in the project; any form of academic dishonesty; theft or destruction of academic materials owned by CNUCOP or a member of the CNUCOP community; theft or destruction of research materials owned by CNUCOP or a member of the CNUCOP community. The acts described in the preceding sentence and other acts in violation of the honesty and integrity principle will be subject to disciplinary action if they occur on or off campus.

3. LEGAL STANDARDS AND ETHICAL BEHAVIOR

CNUCOP is dedicated to behavior that follows legal and ethical standards in teaching, scholarly activity, research, and service. We are committed to following the law, professional practice standards, and the APhA Code of Conduct. We comply with and adhere to all federal, state, and local laws and regulations. We encourage all to act ethically in developing and advocating a culture of consideration for codes of ethics, values, and moral convictions of those who could be affected by our decisions. Whenever appropriate, we seek advice and counsel to determine the right course of action and make the best decision on behalf of those who depend on us to do so.

The following examples include, but are not limited to, acts that violate the legal standards and ethical behavior principle of the Honor Code and will be subject to academic disciplinary action or non-academic disciplinary action as appropriate: any behavior which violates federal, state or local laws, or any University/College or formal affiliate policy or rule; violation of the pharmacy and health care related laws and regulations of the State of California and the California Board of Pharmacy; violation of the written standards of practice of the preceptors and practice sites participating in the CNUCOP experiential education program. The acts described in the preceding sentence and other acts in violation of the legal standards and ethical behavior principle will be subject to disciplinary action if they occur on or off campus.

4. PROFESSIONALISM

CNUCOP is committed to providing teaching, scholarly activity, research and service in a professional manner. We display professional attitudes, values, and behaviors in the classroom, at preceptor sites, and in the community. We encourage team work and team-based learning, with respect for differing points of views of team members. At the same time we expect...
individual competence, performance, and accountability in a professional manner. We serve as positive advocates for our profession by striving for excellence in the performance of our duties, while protecting the health and autonomy of our patients, and serving individual, community, and societal needs.

The following examples include, but are not limited to, acts that violate the professionalism principle of the Honor Code and will be subject to academic disciplinary action or non-academic disciplinary action as appropriate: any behavior which violates federal, state, or local laws, or any University/College or formal affiliate policy or rule; lewd, obscene or indecent conduct on any University/College owned or controlled building or property; unauthorized manufacture, sale, possession or use of any substance that causes chemical dependence or impairment; hazing; harassment; possession of a deadly weapon. The acts described in the preceding sentence and other acts in violation of the professionalism principle will be subject to disciplinary action if they occur on or off campus.

Personal Accountability and Expectations

All students, faculty, and staff of the CNUCOP community are required to follow all applicable provisions of this Honor Code. We are all personally responsible and accountable for maintaining an environment and culture of respect, honesty, integrity, legal and ethical behavior, and professionalism. This environment and culture shall be extended off campus when dealing with a CNUCOP related matter or a member of the CNUCOP community, including, but not limited to patients, preceptors and practice sites participating in the CNUCOP experiential education program. It is understood that teamwork is necessary for ensuring and sustaining an environment and culture that support these core principles and related values.

As such, it is expected that all students, faculty, and staff of CNUCOP shall:

- Know the Honor Code; SBC should come up with a one line honor code statement
- Uphold the Honor Code in daily life both on and off-campus;
- Promote the Honor Code and an environment and culture of respect, honesty, integrity, legal and ethical behavior, and professionalism;
- Report Honor Code violations to the appropriate personnel;
- Seek appropriate advice if unsure or in doubt, and;
- Cooperate with investigations of Honor Code violations.

Consequences of Honor Code Violations

Any and all violations of the Honor Code shall be processed as appropriate through the Professional & Academic Standards Committee, the Senior Associate Dean of Academic Affairs, Associate Dean of Student Affairs & Admissions, or other governing body. Any person accused of academic or non-academic violations will be afforded fair jurisprudence and due process of law. Violations of an academic, professional, or other nature will be subject to appropriate disciplinary action, which may include, but is not limited to, warning, probation, remediation, suspension, dismissal, expulsion, legal prosecution, or failure of the course.

Non-Retaliation

CNUCOP does not tolerate retaliation against individuals who report hateful, dishonest, illegal, unethical, unprofessional, or otherwise inappropriate acts. Anyone who retaliates against these individuals is in violation of the Honor Code and is subject to disciplinary action for that Honor Code violation.

Rewards

By knowing, understanding, embracing, and following the core principles of this Honor Code, we can ensure that CNUCOP will sustain an environment and culture that supports an effective learning environment, an effective teaching environment, an effective working environment, and an institution with high quality members.

GRADUATION REQUIREMENTS

Students are recommended and approved for the Doctor of Pharmacy degree by the California Northstate University College of Pharmacy. Approval is awarded provided that the student has:

- Conducted her or himself in an ethical, moral, professional, and lawful manner
- Satisfactorily completed the following California Northstate University College of Pharmacy curricular requirements in a timely fashion, not to exceed five (5) years from the date of initial enrollment (including approved leave of absence):
  - Passed all core didactic courses with a grade of C or better
  - Passed all electives courses with a grade of C or better
  - Completed 300 hours of IPPEs
- Completed 1440 hours of APPEs
- Has achieved a cumulative GPA of 2.0 or higher

- Fulfilled all tuition and financial requirements and completed all necessary paperwork for California Northstate University College of Pharmacy

- Attends graduation and commencement ceremonies in person. Under special circumstances the Dean of the College may release the attendance requirement in 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
- **Summa Cum Laude** - Cumulative grade point average of 3.90 or higher
- **Magna Cum Laude** - Cumulative grade point average of 3.70-3.89
- **Cum Laude** - Cumulative grade point average of 3.50-3.69

**GRADING**

A letter grade equal to or greater than a C is considered satisfactory performance (passing) for completion of a course. In order to progress from one semester to the next, students must pass all courses with a letter grade of C or higher and maintain a minimum cumulative grade point average (GPA) of 2.0. The breakdown for assignment of letter grades and grade points for each letter grade are as follows:

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

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

**Assignment of Credits**

For each 15-week semester, one (1) unit of credit is assigned per hour each week of classroom or direct faculty didactic instruction (that is, per hour of lecture or student in class time) and a minimum of two (2) hours of out-of-class student work (homework). For courses that include workshop and/or laboratory time, one (1) unit of credit is assigned per two (2) 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.

**PHARMACY CURRICULUM OUTCOMES ASSESSMENT (PCOA)**

The Pharmacy Curriculum Outcomes Assessment (PCOA) is a mandatory assessment administered to students at the end of their third didactic year. The PCOA is a 225-item, computer-based assessment developed by the National Association of Boards of Pharmacy (NABP). The content of the PCOA follows its blueprint, which covers four content areas and 28 subtopic areas (see PCOA Content Areas for a detailed listing). The PCOA is intended to be a valuable and integral component of the process that schools and colleges use to assess student performance in pharmacy curriculum. The data obtained from the PCOA provides participating schools and colleges of pharmacy with detailed feedback related to the subject matter covered throughout the professional pharmacy curriculum; individualized results are sent to students so they can assess their own strengths and weakness as they move into their APPE year.
RECORDING OR REPRODUCTION OF LECTURES

Recording of Class Lectures

This policy applies to all forms of recording on the University/College campus or affiliate locations and includes all lectures. Class time may be recorded if the student receives written permission from the course coordinator or other person providing the lecture.

XVII. ACADEMIC PROGRESSION

The Academic Progression Policy applies to all students in the Doctor of Pharmacy program.

ACADEMIC PROGRESSION POLICY

The purpose of the policy is to ensure students reach and maintain high standards of learning throughout their time at COP and accomplish all course learning objectives. A grade of D or below in a course indicates a lack of understanding of the fundamental concepts of the course material necessary for progression. The policy is intended to allow students opportunity to remediate or repeat when they do not pass a course first time. A student must complete the program within 5 years (60 calendar months) from the time they registered and attended their first core course.

For a student to successfully progress through the COP PharmD program they must pass all courses each semester with at least a grade of C and maintain a minimum grade point average (GPA) of 2.0. Students will only have the opportunity to remediate a maximum of four courses throughout the didactic Program; hence more than 4 D grades will result in dismissal. Failing more than two courses in one semester will also result in dismissal. Students will not be allowed to take a course if prerequisite course(s) have not been passed. The consequence if a student earns a letter grade lower than C in any course in the curriculum, is shown in the Table A.

<table>
<thead>
<tr>
<th>Consequence</th>
<th>1 or 2 Ds</th>
<th>Remediate all courses graded D; optional Academic Probation if remediation is unsuccessful, provided the course is not a prerequisite for future courses</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>3 or 4Ds</td>
<td>Remediate all courses graded D; mandatory Academic Probation</td>
</tr>
<tr>
<td></td>
<td>5 or more Ds</td>
<td>Dismissal</td>
</tr>
<tr>
<td></td>
<td>1 or 2 Fs</td>
<td>Repeat both failed course(s); mandatory Academic Probation</td>
</tr>
<tr>
<td></td>
<td>3 or more Fs</td>
<td>Dismissal</td>
</tr>
</tbody>
</table>

Students will only be allowed to remediate a maximum of 4 courses over the duration of the PharmD program; further Ds will result in dismissal; students will be dismissed if cumulative GPA falls below 2.0; the GPA will be calculated on completion of remediation; failed courses must be repeated; a failed course can only be repeated once.

Table A

In the event of a student receiving a D or F grade in a course the instructor will complete a Remediation Form which will be used to notify Instructors of a student’s eligibility to remediate or repeat a course. Eligibility is determined by the Office of Academic Affairs based on the number of courses where an F or D grade is achieved in a semester. If eligible, instructors will make arrangement with the student to remediate.

REMEDIATION

a. Remediation will consist of taking a comprehensive remedial examination that covers the material presented throughout the course. Only a course grade of D is eligible for remediation. A course grade of F must be repeated next time it is offered.

b. The format of the remediation examination is at the discretion of the course coordinator.

c. 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 a fundamental understanding of the course material.

d. 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.
e. Remediation must be completed within 10 business days after the last exam to ensure timely submission of grades to the Registrar. Failure to remediate within this timescale will result in dismissal, unless there are exceptional circumstances making remediation within this timeframe impossible.
f. Faculty will report a grade of C to the Registrar for the course for which the remedial comprehensive examination was satisfactorily completed.
g. 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. A minimum cumulative GPA of 2.0 must be maintained even if remediation is successful.
h. 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.
i. Any student who fails remediation will be offered the choice of a 5-year plan but Academic Probation (a 5-year plan) will be mandatory for those who remediate 3 or more courses, and for students who achieve 1 or 2 F grades.
j. Remediation is not a substitute for lack of full course participation. To be eligible for remediation a student must have taken all exams, course assessments, and any graded activities (unless excused absences for these have been permitted).

**ACADEMIC PROBATION ("five-year plan")**

If a student fails a course, or if remediation is necessary in three or more courses, the office of Academic Affairs will automatically place the student on academic probation and notify them in writing of the action. When a student has been placed on academic probation the following apply:

a. Academic Probation means a student is placed 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.
b. A student on Academic Probation will not be allowed to progress to any course that requires the unsuccessfully completed course as a prerequisite.
c. Within one week of the date that the student receives notification of his/her academic probation, the student will meet with the Office of Academic Affairs, or designated individual, to discuss their academic probation and to develop their 5-year academic plan.
d. Once the plan has been agreed the Office of Academic Affairs (or designated individual) will draw up documentation outlining details of the academic plan, which the student must sign. Failure to sign will mean the student will not be allowed to continue in the program. A copy of the plan will be shared with the Office of the Registrar, the Business Office, and the Office of Experiential Education.
e. While on academic probation the student may not hold office in any College or University organization.
f. In the case of a failed course, the student must successfully pass the course the next time it is offered to continue on the Program.
g. A student who achieves a grade of F in any course may repeat the course only once. Thus, failure to pass a repeated course will result in dismissal from the program.

**INCOMPLETE OR WITHDRAWAL FROM A COURSE**

During a semester, a student may withdraw or fail to 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 cases, the course coordinator may give a grade of Incomplete for the course.

All missed assignments and exams must normally be completed within 10 business days after the end of the semester in which the Incomplete was received, or within a timeframe determined by the course coordinator. Failure to successfully complete the course will result in an earned F grade for the course and placement on Academic Probation.

Withdrawal from a course must first be approved by the course coordinator and the Office of Academic Affairs. Where a student has had to withdraw from a course a grade of W will be applied and the student will have to repeat the course next time it is offered.

**DISMISSAL**

A student may be dismissed from CNUCOP if any of the following conditions exist and the Professional and Academic Standards Committee determines that dismissal is warranted:

a. Failure to meet any terms of Remediation or Academic Probation
b. Conduct subject to dismissal as described in the Honor Code section of the Student Handbook
c. Foregoing an academic semester without obtaining an approved leave of absence
d. 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) calendar days of notification of dismissal to the Dean of the College. The Dean will render a decision in writing within 15 calendar days of receipt of the formal written appeal. The Dean’s decision is final.

**IPPES and APPES**

A grade of D or F in an IPPE or APPE cannot be remediated except by retaking the rotation. If the IPPE or APPE is not successfully completed upon repeat of the rotation, the student will be dismissed from the program. Having to retake an IPPE may delay entry into the fourth year of the program, while having to retake an APPE block may delay graduation from the program or result in a dismissal if the program cannot be completed within a five year period.

Please refer to the Experiential Education Handbook for additional information.

**XVIII. NON-ACADEMIC POLICIES & 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 will 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. A list of referral services in the Sacramento area is located in the Student Services section of this handbook. A paper copy can be obtained through the OSAA.

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
d. A 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
2. Required to report to the Professional and Academic Standard Committee (PASC) for a violation of the Alcohol and Drug Policy, the Honor Code, and the Professional Code of Conduct.

If the result of a student’s mandatory drug test shows evidence of the use of an illegal drug the school sanctions and required actions imposed will be:

1. Immediate withdrawal from any experiential education course site the student is currently enrolled.
2. Mandatory attendance and participation in a drug education and treatment program.
3. Mandatory reporting for a hearing with the PASC for the violation of the Alcohol and Drug Policy, the Honor Code, and the Professional Code of Conduct.
4. A reevaluation of the student’s academic progression with the Senior Associate Dean of Academics. The evaluation may result in a possible extended program schedule, probation, or in some circumstances dismissal from the program.
5. If applicable, the submission of a report showing satisfactory results of any new drug test as evidence the issue has been resolved to continue the program.

**Federal Law and Legal Sanctions**

Under federal law, manufacture, sale, or distribution of Schedule I and II illicit drugs or mixtures containing them (e.g. cocaine, methamphetamine, 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.

Those convicted of possession or distribution of controlled substances can be barred from receiving benefits of federal programs, including student grants and loans, contracts, and professional and commercial licenses; are subject to forfeiture of property used in or traceable to illegal controlled substance transactions; and, if non-citizens, are subject to deportation.

**State Law and Legal Sanctions**

Important sections 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 (Cannabis)**

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 11157, 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))

**State Sanctions**

Any person who possesses any concentrated cannabis shall be punished by imprisonment in the county jail for a period of not more than one year or by a fine of not more than five hundred dollars ($500), or by both such fine and imprisonment, if that person has one or more prior convictions for an offense or for an offense requiring registration. Any person who possesses not more than 28.5 grams of marijuana, other than concentrated cannabis, is guilty of an infraction punishable by a fine of not more than one hundred dollars ($100). Any person who possesses more than 28.5 grams of marijuana, other than concentrated cannabis, shall be punished by imprisonment in a county jail for a period of not more than six months or by a fine of not more than five hundred dollars ($500), or by both such fine and imprisonment. Except as authorized by law, every person 18 years of age or over who possesses not more than 28.5 grams of marijuana, other than concentrated cannabis, upon the grounds of, or within, any school providing instruction in kindergarten or any of grades 1 through 12 during hours the school is open for classes or school-related programs is guilty of a misdemeanor and shall be punished by a fine of not more than five hundred dollars ($500), or by imprisonment in a county jail for a period of not more than 10 days, or both.  

1. [http://www.leginfo.ca.gov/cgi-bin/displaycode?section=hsc&group=11001-12000&file=11357-11362.9](http://www.leginfo.ca.gov/cgi-bin/displaycode?section=hsc&group=11001-12000&file=11357-11362.9)

**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.
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. If you are experiencing an alcohol or drug problem, we encourage you to obtain treatment and assistance to change the situation. The Assistant Dean of Student Affairs in the OSAA is available to help students obtain resources. The Assistant Dean is available for confidential referral assistance on a walk-in basis or by appointment. The Student Affairs office is open Monday through Friday from 9:00am – 5:00pm. Confidentiality will be maintained unless authorized by the student or a threat to life occurs.

AWARDS: NON- ACADEMIC

The University/College bestows certain honors to faculty, staff and students for non-academic achievement, community service, student organization activity, and other noted involvement in promoting the University/College in 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 Annual Scholarship and Awards Ceremony, which is a joint collaboration of the University/College’s Scholarship & Award Committee and the Northern California Education Foundation (NCEF). 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 northerncaliforniaeducationfoundation.com. A list of previous awards can be found on their web site.

MISCELLANEOUS: NON-ACADEMIC POLICIES

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/HOURS

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 classrooms 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.

California Northstate University building hours are provided in the table below and are subject to change. Extended weekend hours may be provided during final exams.*

<table>
<thead>
<tr>
<th>California Northstate University Building Hours*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday-Friday</td>
</tr>
<tr>
<td>7:30 AM to 10:00 PM</td>
</tr>
<tr>
<td>Saturday and Sunday</td>
</tr>
<tr>
<td>9:00 AM to 5:00 PM</td>
</tr>
</tbody>
</table>

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 or professional event unless instructed by the course coordinator or University/College Official.

Unauthorized use of cell phones may result in the student be issued a verbal warning for the first offense. The student may be removed from the setting for any subsequent occurrences. Substantial academic disruption will result in dismissal from the course.
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, laboratory settings, or patient care settings. The student is responsible for obtaining handouts or lecture notes when class time is missed.

UNIVERSITY CLEARANCE

Graduating and students exiting or withdrawing from the University/College must complete a Clearance Form. The Clearance Form requires signatures of staff in various departments. The completed form with all signatures must be submitted to the Registrar’s Office as part of the student separation/exit requirements. The University/College will not furnish academic transcripts or degree until the form has been completed, all financial obligations have been met, and any University/College property (badge, clicker, parking pass, library books, etc.) has been returned.

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 CNUCOP colors of cabernet and gold, and is adorned with olive green denoting Doctor 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.

ENROLLMENT AND EDUCATION VERIFICATION

The Office of the Registrar provides verification of enrollment status, degree awarded, and academic standing to financial institutions, organizations, or agencies in writing at the student’s request. Students may request a letter by completing the Education Verification Request form located on the Registrar’s website: http://www.cnsu.edu/office-of-the-registrar/registrar-services Paper forms are located in the display outside of the Office of the Registrar.

COMPLAINT/GRIEVANCE POLICY

ACADEMIC COMPLAINTS/GRIEVANCES

All academic-related complaints regarding a course, courses or a faculty member should be filed with the appropriate academic department or Senior Associate Dean of Academic Affairs. 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 Chair</td>
</tr>
<tr>
<td>Faculty-related</td>
<td>The Department Chair*</td>
</tr>
</tbody>
</table>

NON-ACADEMIC COMPLAINTS/GRIEVANCES

General complaints or concerns should be directed to the Assistant Dean of Student Affairs and Admissions. The Assistant Dean 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 incident is severe enough to warrant a formal investigation and hearing. This procedure also applies 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 harassment. General grievances may also be made anonymously by sending a letter to the Assistant Dean of Student Affairs and Admissions or can be filed online anonymously by visiting: https://californianorthstateuniversity.formstack.com/forms/anonymousreportcnu.
**Informal Resolution Procedure**

Students are encouraged to discuss and resolve non-academic conflicts, including complaints of harassment, and/or discrimination, with the individual involved before filing an informal or formal complaint. An informal complaint may be made to the Associate Dean of Student Affairs by email or in person. The suggested time frame to make an informal complaint is 10 days from the date of the incident. The complaint will be investigated and the outcome of the investigation will be communicated to the student filing the complaint. If the student is not satisfied with the outcome a formal complaint may be filed.

**Formal Resolution 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 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. Students may also submit an email or letter without the form if needed. All complaints will be reviewed immediately. If the situation warrants, the incident will be investigated by a committee. If the complaint/grievance is related to harassment under Title IX or the SaVE Act a committee trained in this area will conduct the investigation. The complaint and investigation will be handled in a confidential manner. Investigations will usually be completed within seven (7) business days from the receipt of the complaint. At the conclusion of the investigation, a report will be provided to the individuals in the situation stating the findings and recommendations. In unforeseen circumstances, or due to the complexity of the investigation, the report 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 Dean for OSAA. The Dean shall provide a written final decision to the complainant within five (5) 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 of Student Affairs and Admissions (OSAA).

**ACCREDITATION STANDARD COMPLAINTS/GRIEVANCES**

California Northstate University College of Pharmacy encourages students to seek internal resolution to any conflict. Complaints may be made directly to the Associate/Assistant Dean for Student Affairs and Admissions. The written complaints will be kept on file and made available for inspection at onsite accreditation evaluations.

If a student has a complaint related directly to an “accreditation standard” they may file the complaint to the Associate Dean or directly through the accreditation website listed below for WASC (regional accreditation) or ACPE (PharmD program accreditation). Students must make sure the complaint is related to accreditation standards and not a general complaint unrelated to accreditation. Academic and general complaints can be made using one of the processes listed above.

**Accreditation Council for Pharmacy Education (ACPE)**

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.

If the complaint is found to be related to one or more of the ACPE standards or policies listed on the ACPE website at [http://www.acpe.org](http://www.acpe.org) and has not been resolved by the College/University the student may file a complaint directly to ACPE at [http://www.acpe-accred.org/complaints/default.asp](http://www.acpe-accred.org/complaints/default.asp). The complaint should include the ACPE standard and policies related to the complaint. Students are encouraged to discuss the procedure to file a complaint for unresolved issues with the Associate Dean of Student Affairs and Admissions.

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 ACPE website is [http://www.acpe.org](http://www.acpe.org).
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 https://www.wascsenior.org/search/site/Policy%20Manual%20to ascertain the appropriate means to communicate comments and complaints.

Bureau for Private Post-Secondary Education (BPPE)

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

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, CANVAS, have access to Technical Support on campus during regular school hours.

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 handbook.

DISORDERLY ASSEMBLY/CONDUCT

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 – STUDENT PROFESSIONAL APPEARANCE

PURPOSE: The dress code is part of the honor code standard of professional behavior. Students are expected to meet this standard in all academic and professional settings.

EXPECTATIONS: The dress code is required during the scheduled academic class time, during clinical experience at experiential education sites, and academic and professional events hosted by the University/College or student organizations.

VIOLATION OF THE DRESS CODE: 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. Since our pharmacy students 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, clean and appropriately aligned with the following dress code criteria:

CLASSROOM APPROVED ATTIRE

- Polo style shirt, dress shirt, or sweater, blouses, collared shirts
- Slacks, dress style pants, khaki pants
- Conservative skirt or dress

EXPERIENTIAL EDUCATION APPROVED ATTIRE

Refer to the Experiential Education Handbook.

RESEARCH LABORATORY APPROVED ATTIRE

The CNUCOP dress code for the research laboratory is predominantly concerned with safety, as related to following basic regulations. The basic rule is to dress in such a manner that will minimize laboratory associated safety risks.
Clothing should be comfortable and appropriate for the work and should be clean, neat, appropriate and in good condition. Lab regulations prohibit shorts, skirts and short dresses. Exposed skin is at potential risk for contact with hazardous materials or heat-induced burns. Therefore, lab coats (see below) should be worn in the laboratory.

Jeans may be appropriate attire based on the laboratory 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 could potentially cause a safety concern. Specifically, to work in the cell culture room, hair should be worn in such a way so as not to potentially contaminate cells.

Shoes worn must provide safety relative to the laboratory work location. Open-toed and open-heeled shoes, perforated shoes and canvas sneakers are not allowed in the laboratory due to potential foot safety concerns. Footwear must be clean and in presentable condition. Sandals 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 are not 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.

Laboratory Gloves should be worn when conducting research in the laboratory. Protective Eyewear (glasses or goggles) must be worn, if warranted by the specific experimental protocol.

Attire Students Must NOT Wear
- Jeans
- Tee shirts, mid-riffs, tank tops, sweatshirts, and sweatpants
- Shorts, short skirts/dresses, or revealing clothing of any description
- Flip flops
- Hats of any kind (with the exception of religious or certain medical conditions)

Additional Dress Code Information
- No visible tattoos or body piercings (other than conservative earrings or nose piercings)
- No clothing that shows excessive wear, fading, rips, holes or tears
- Name Badges - A name badge with photo ID must be carried in all academic and professional environments
- School Spirit Days - T-shirts and sweatshirts bearing a school or school organization Logo is permitted.

DIPLOMAS
The Office of the Registrar oversees the release of University/College diplomas. Diplomas include University/College honors (cum laude, magna cum laude, and summa cum laude) and the signatures of the current officers of the College and University. Diplomas are released once all financial and other obligations have been met. A diploma will not be released to a student with outstanding financial obligations to the University. Unreturned equipment will result in a financial hold placed on the student’s account preventing the release of diploma and transcript.

The student’s degree must be awarded and posted to the Official Transcript before a diploma can be processed.

Diplomas are printed with the student’s legal name as it appears on the academic record. Student’s wishing to modify their name must submit the Change of Personal Information form (available from the Registrar’s website) and supporting required documentation to the Office of the Registrar at least three weeks prior to graduation.

Original diplomas will be mailed first class to the home/permanent address listed in the student’s file at the time of the mailing and will arrive approximately two to three months following the end of the student’s final semester. Students should review the Petition to Graduate form for diploma mailing information. If the mailing address is a P.O. Box, students are encouraged to ensure that the delivery of the diploma will not be prohibited or damaged. To change the address, the student must submit the Change of Address form or update the Home address through their Student Portal.

Diplomas returned to the school as undeliverable will be held for five years. Repeat shipping is at the cost of the student and payment must be received prior to shipment.

Duplicate Diploma Requests
The Office of the Registrar oversees the release of University/College duplicate diplomas. A student may request a duplicate diploma if the original diploma has been damaged, lost or stolen. To order a duplicate diploma, the student must submit the Duplicate...
Diploma Request form and payment amount listed on the form to the Office of the Registrar. Diplomas will include University/College honors (cum laude, magna cum laude, and summa cum laude) and the signatures of the current officers of the College and University. The request order is kept in the student’s file. Transcripts and diplomas will not be released if there is a financial hold.

The request form is available from the Office of the Registrar’s website. Diplomas will be mailed first class to the address indicated on the Duplicate Diploma Request Form and typically arrive within 45 business days. The University/College is not responsible for lost, stolen, or damaged diplomas.

**EMAIL COMMUNICATION POLICY**

There is an expanding reliance on electronic forms of communication on the California Northstate University (CNU) campus. Email is fast, convenient, and cost-effective. It is thus prudent that the university include email as an official form of communication with students.

The use of e-mail to a student’s CNU issued email address is a primary mode of communication with students. The use of CNU email is an official means of communication at California Northstate University. The university may send communications to students by CNU e-mail and has the right to expect that those communications will be received and read in a timely fashion. Information sent via CNU e-mail has the same importance and needs to be responded to in the same manner as information sent in other ways. Students have the responsibility of accessing and reading their CNU email messages in a timely fashion. Not reading or replying to CNU email is considered by the university to be unprofessional conduct. Unprofessional conduct is a violation of the Student Honor Code. Students in violation of the Honor Code must appear before the Professional and Academic Standards Committee and Honor Board for a hearing and are responsible for any sanctions or penalties determined by the outcomes of the hearing.

This policy is intended to ensure that students have access to official communication from the university by CNU email and that they understand their responsibilities around communication of this type. This policy does not prohibit students from maintaining their own non-university e-mail account in addition to their CNU email address.

**EMERGENCY CONTACT AND MEDICAL INFORMATION**

Each student must complete the Emergency Contact and Medical Information form as part of the “New Student” packet. It is recommended that students maintain accurate contact and medical information. To make changes, submit a new Emergency Contact and Medical Information form available Office of the Registrar’s website. Paper forms are available in the display outside the Office of the Registrar Students may view their current form through the Documents section of their Student Portal.

**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 and adherence to the policy associated with it. E-Professionalism is the use of electronic information and social media aligned with the core concepts of the Student Honor Code of conducting oneself with respect, honesty, 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 they are representing themselves and the College/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 including dismissal from the University for Unprofessional Conduct. 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 Assistant Dean of Student Affairs 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 without prior approval (such as pharmaceutical companies, pharmacy employers, alumni) is prohibited. A request may be made through the Student Organization UNIFORM. A formal proposal, with the organization’s advisor’s 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 of 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 Current Students/Forms or at [http://pharmacy.cnsu.edu/current-students/student-forms](http://pharmacy.cnsu.edu/current-students/student-forms).

**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.
HARRASSMENT: ANTI-HARASSMENT POLICIES

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 during the academic year. Anti-harassment resources, webinars, and prevention tips are available to students at any time through the MyStudentBody portal. Notification of College/University sponsored Anti-Harassment Training and Prevention Programs will be provided to students by the Office of Student Affairs and Admissions.

Definitions of 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 & TRANSGENDER (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.

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.

Title IX

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.
Title IX Coordinators for the Institution

Any violations of the Title IX Education Amendment Act should be reported to:

Title IX Coordinator for the University & Students
   Cyndi Porter-Fraser
   Phone: (916) 686-8668   Email: cporter@cnsu.edu

Title IX Coordinator Specialist for CNU Employees
   Heidi Herman, Director of Human Resources
   Phone: (916) 686-7485   Email: hherman@cnsu.edu

SEXUAL VIOLENCE ELIMINATION (SaVE Act)

The SaVE Act went into effect on July 1, 2015. The act requires all academic institutions to provide anti-violence and anti-harassment programs to all students. As part of this requirement, students must complete an anti-violence and harassment course. The course will be administered through an online resource program called MyStudentBody. The SaVE Act focuses on the prevention of:

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 and/or unwanted pursuit, physical attacks, domestic violence or property damage.

Bullying/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 an 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.

REPORTING SEXUAL HARASSMENT, HARASSMENT, ASSAULT, OR VIOLENCE

Students should report sexual harassment or conduct that is disruptive to campus security, the Assistant Dean of Student Affairs and Admissions or the Title IX Coordinator for the University & Students. The Director of Human Resources (Title IX Coordinator for Employees) may also be contacted. In the event none of the former is available any other campus administrator or employee may be contacted to report the incident. If the situation is an emergency immediately call the Elk Grove 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, the victim of an act of harassment or violence is strongly encouraged to preserve as much evidence as possible to support the complaint.

Non-emergency incidents may be reported using the Student Complaint/Grievance Form. Contact the Assistant Dean of Student Affairs and Admissions 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 Elk Grove 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.

CONTACTS FOR EMERGENCY ASSISTANCE

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

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

INVESTIGATION OF A REPORT OF HARASSMENT, ASSAULT, AND VIOLENCE

The Title IX Coordinators 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.

HAZING

Refer to the Anti-Hazing and Conspiracy to Haze Policy section in this handbook.

INTERN LICENSE

Enrolled students must have a valid, current California Pharmacy Intern License. Incoming students are required to apply for the
Pharmacy Intern License during the new student orientation 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, the applications are submitted to the Experiential Education Department. After processing, the Experiential Education
Department 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 student. It is not possible to participate in IPPE or APPE
rotations without a current California Pharmacy Intern License. Additional information for the Intern License and Intern License
requirements is from the respective State Board of Pharmacy websites.

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. All students requesting a
Leave of Absence should fill out a Leave of Absence Form after discussing their decision with the Senior Associate/Assistant Dean of
Academics. If a student is requesting a leave of absence, the Senior Associate Dean of Academics 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.

Return from Leave of Absence

The Office of the Registrar will contact a student on Leave of Absence (LOA) approximately 90 days before the LOA expires via
certified US mail. The student will receive a request of intent to return from LOA, a form and reenrollment procedures to be eligible
to register for classes.
The student will have 30 days to reply to the Office of Registrar with their intent to return to the University/College or officially withdraw. If a student intends to return, they must submit the required form to the Office of the Registrar. They must also meet with the Senior Associate Dean of Academic Affairs at least 30 days prior to the first day of class to review the courses that will be required for the remainder of the student’s educational career at CNUCOP and sign an agreement. The student may also be required to meet with the Dean.

If a student does not return within 1 year of approved LOA they are no longer eligible to return as a continuing student and must reapply to the University/College for admission (See Withdrawal/Readmission in this handbook).

**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:

- 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 Assistant 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 Assistant 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:

- Health related problems have been reported and the student has not returned to school on an agreed upon date.
- The person has not regularly attended classes and has not been seen elsewhere on campus or a clinical site.
- The student’s team members, roommate, parent, spouse, or significant other report such a disappearance due to irregular contact.
- 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.

**OUTSIDE EMPLOYMENT SCHEDULING**

Students are encouraged to obtain part-time employment preferably in a pharmacy practice environment to enhance their overall academic experience. Students must arrange work schedules to accommodate academic schedules and time commitment necessary for successful completion of coursework.

**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. The University campus parking area is delineated into four areas - students, employees, handicapped, and visitor. All vehicles parked on the campus lot must have a CNU parking decal displayed in the front window. Student parking is limited to the east lot. Parking policy prohibits student parking in any space marked Visitor, Executive, Evening Employee, or Faculty/Staff. Security will issue orange warning stickers to individuals who violate the parking policies established by the campus administration. These violations are recorded by security, and individuals who commit a second violation will receive a $50.00 fine and an automatic financial hold placed on their student account.

PERSONAL AND CONTACT INFORMATION CHANGES

A student may request an official name change and correction to name, date of birth, social security, and gender for school documents and records by submitting a completed Change of Personal Information Request form, available on the Office of the Registrar website, and supporting legal documentation. Once the information is verified and approved, all official school documentation will be updated.

Students must maintain current contact information with the University. To update addresses, phone numbers, and personal emails, students should update their profile through the Student Portal or submit the Change of Address form to the Office of the Registrar. Please note that to update the information on your W9 you must submit a new W9 to the Business Office. All requests forms require the student’s actual signature. We cannot accept a typed or digital signature in lieu of an ink signature.

SAFETY AND SECURITY

CLEARY ACT

The Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Statistics Act (20USC §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.

ANNUAL SECURITY REPORT

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: http://pharmacy.cnun.edu/annual-security-report. A paper copy is available upon request.

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 information for 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/.

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. If your access card is lost or stolen, report the incident to IT immediately so that the card can be deactivated.

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

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. The student’s name, address, telephone number, email address, field of study, dates of University attendance, degrees, honors, and awards received, the most recent educational agency or institution attended, and photograph are considered Directory Information and may be made available to the general public. 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 by completing the Directory Opt-Out form and submitting it the Office of the Registrar. This form is available from the Office of the Registrar website. Students are encouraged to review the documents under “Student Privacy” section of the website.

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 FERPA 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://www.cnsu.edu/shareddocs/Registrar/CNU_FERPA_Notice.pdf.

STUDENT TRAVEL SPONSORSHIP

Student representation at local/state and national meetings, activities, and events is encouraged by the University/College. Students must be financially responsible for all or 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 have been elected by faculty or administration to represent their organization or club at approved meetings. A pre-travel authorization must be completed and submitted for approval to the OSAA prior to booking any travel. Reimbursement will be made by the Student Organization treasurer once the Pre-Travel Authorization has been approved and travel has been paid. The student organization has the right to book travel on behalf of members and pre-approved competitors. Approved meetings are generally considered to be annual professional conferences. Other types of meetings, or travel request, must be approved by the organization’s advisor and/or Assistant Dean of Student Affairs.

Students interested in attending a meeting or conference must inform the President of their organization, club, or fraternity of their intent to attend no later than three weeks before the early registration deadline. The President will then compile a list of all students interested in attending the meeting or conference and complete the Student Travel Request Form and submit it to the Office of Academic Affairs no later than one week before the early bird registration deadline. The minimum eligibility requirements that must be met by each student who would like to attend a professional conference or meeting are provided below.

Students who plan to miss one or more classes to attend the conference or meeting must complete the Excused Absence Request Form available at: http://pharmacy.cnsu.edu/shareddocs/AcademicAffairs/ExcusedAbsenceRequest.pdf. This form must be submitted to Ms. Josephine Saca in the Office of Academic Affairs no later than one week before the early bird registration deadline. Only those students with a minimum cumulative GPA of 3.0 and who are in good academic standing will be granted an excused absence(s). Once the Excused Absence Request Form has been submitted, Ms. Saca will notify each student via email if the excused absence request has been approved or denied. The Office of Academic Affairs will then provide a list to the Office of Student Affairs that designates whether or not each student is eligible to attend the meeting or conference. The Office of Student Affairs will then provide the President with a list of all students eligible to attend the meeting or conference. Each student will be notified individually via email by the Office of Student Affairs if they are not eligible to attend the meeting or conference. Students eligible to attend the meeting or conference and who would like to request partial or full funding from the Office of Student Affairs are permitted to submit a Pre-Travel Authorization Form to the Office of Student Affairs only after they have received approval from the Office of Academic Affairs to attend the meeting or conference. Students who are receiving full reimbursement by an organization, club, or fraternity do not need to complete the Pre-Travel Authorization Form.

Students Not Affiliated with an Organization, Fraternity, or Club

Students who are interested in attending a meeting or conference but who are not affiliated with an organization, club, or fraternity must also meet the minimum eligibility requirements set forth below. Additionally, the same process must be followed with regards to missed class(es) to attend a meeting or conference. An Excused Absence Request Form must be completed and submitted to the Office of
Academic Affairs no later than one week prior to the early bird registration deadline. Ms. Josephine Saca will notify the student if the excused absence has or has not been approved. If an excused absence has been granted and the student meets the minimum eligibility criteria for conference or meeting attendance, the student can submit a Pre-Travel Authorization Form to Ms. Imani Grant if partial or full funding for the event is requested.

**STUDENT TRAVEL SPONSORSHIP ELIGIBILITY CRITERIA**

Each student who would like to attend a meeting or conference must meet each of the following minimum eligibility requirements:

1. The student must be in good academic standing during the current semester and have a minimum cumulative GPA of ≥ 3.0 for the previous semester.
2. The student must not be on academic probation.
3. The student must not have any conduct violations (e.g. honor code violations or professionalism issues) within the past 12 months.
4. The student must be in good financial standing with the College and University.
5. The student must have been granted an excused absence by the Office of Academic Affairs if one or more classes will be missed as a result of attending the conference or meeting.

Any student who chooses to attend the professional meeting or conference that was not approved by the Office of Academic Affairs and the Office of Student Affairs will not be eligible to receive partial or full funding from a student organization/club/fraternity or the Office of Student Affairs. The student will be solely responsible for providing his or her own funding for the conference or meeting.

**STUDENT ORGANIZATION MEMBER TRAVEL ASSISTANCE**

Student organization officers, competition alternates, delegates, and members involved in activities at professional conferences and seminars may request partial travel assistance from the student organization affiliated with the event. The sponsorship for student travel is dependent on and limited to the organization’s funds. Travel funds are distributed by the College annually based on available budget allocations. Since the allocations will vary from year to year, the organization President (or Equivalent), treasurer and faculty advisor must budget expenses based on the allocation for the specific year. Student Organization’s should consider fundraising and corporate sponsorship to supplement available funds.

Students seeking sponsorship should have a preliminary discussion with the organization president and/or faculty advisor of the organization to determine the travel assistance available to all attendees and what assistance is available to individual students. If assistance is available, the requester must submit a proposal outlining their participation and a proposed travel budget to the organization’s advisor and president for consideration. The proposal will be considered and either approved with available travel funding allowance, returned for revision, or denied. The request must also be approved by the organization advisor for reimbursement of the expenses. Travel arrangements should not be made until travel assistance approval has been obtained in writing.

**REIMBURSEMENT OF APPROVED TRAVEL EXPENSES**

Approved travel will be reimbursed by the student organization treasurer affiliated with the organization and conference. The reimbursement is made within 7-14 days after the receipt of an approved Student Travel Reimbursement form and all receipts showing payment for the expenses and if applicable a Pre-Travel Authorization form. Information regarding this process can be discussed with the student organization faculty advisor, organization treasurer and/or president, or one of the staff in the OSAA.

**STUDENT COMPETITOR AND RESEARCH PRESENTER TRAVEL ASSISTANCE**

A limited amount of sponsorship is available to assist elected student competitors and research presenters. Sponsorship and excused absence pre-approval must be obtained prior to submitting research posters to a professional organization or entity to ensure funding is available and absence eligibility. The preapproval for sponsorship is not required if the student planned to attend and fund the conference through outside sponsorship or self-funding of expenses. Students seeking pre-approval must provide copies of all Documents Required for Pre-Approval of Sponsorship to the OSAA. Once pre-approval of sponsorship has been granted and if applicable the acceptance of research poster or presentation has been announced students may book travel. The travel arrangements may be made by the CNU student organization officers affiliated with the professional conference. The student may be required to arrange and pay for travel if this option is unavailable. The travel fees paid will be reimbursed by the organization treasurer.
Documents Required for Sponsorship Reimbursement for travel fees must be submitted with actual receipts showing payment to the treasurer. Reservation acknowledgement is not acceptable as a payment receipt.

**DOCUMENTS REQUIRED FOR PRE-APPROVAL OF SPONSORSHIP**

1. A completed Pre-Travel Authorization Form
2. A copy of the proposed research poster, organization advisor letter acknowledging the winners of a competition to represent CNUCOP, or a letter from a faculty member or research advisor acknowledging your participation in research or other podium presentation
3. Conference dates and lowest estimated travel expenses. The travel expenses are limited to the cost of the student conference fee, two – three nights lodging, and transportation to and from the conference
4. Approved Excuse Absence form (See Excused Absence Policy)

**DOCUMENTS REQUIRED FOR SPONSORSHIP REIMBURSEMENT**

1. Acceptance of a poster, presentation, or research presentation and contact information of the professional organization approver; or a professional organization’s acknowledgement of your participation in a patient consultation competition or other health related competition with contact information.
2. An approved Student Travel Reimbursement form
3. Payment Receipts
4. Approved Excuse Absence form (See Excused Absence Policy)
5. Approved Pre-Travel Authorization Form

**STUDENT TRAVEL FORMS**

Student travel forms and an electronic version of the Student Organization Manual can be obtained on the CNUCOP web site at [http://pharmacy.cnsu.edu/home/shareddocs/studorganization/StudentOrganizationManual.pdf](http://pharmacy.cnsu.edu/home/shareddocs/studorganization/StudentOrganizationManual.pdf). The forms must be filled out completely and include required signatures.

**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**

Pre-approved travel paid for by the student will be reimbursed by the student organization treasurer. 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.

**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 REQUESTS**

Students can view their official final grades through the CAMS Student Portal and print their unofficial transcript. Canvas is not an official source of final grades. Official and unofficial transcripts may be requested by the student by submitting a completed Transcript Request form or by placing an order through the online ordering system. A $5.00 fee is required for each official transcript requested. Requests are typically processed within 5 business days. All delinquent financial obligations with the University/College must be cleared before transcripts are released. Please visit the Office of the Registrar website for full instructions:
Requests may be submitted in person to the Registrar, mail, or email to CNRegistrar@cnsu.edu. Requests submitted by current students via email must be sent from the student’s CNU-issued email address.

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. 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. 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 UNIVERSITY/COLLEGE

Students may voluntarily withdraw from the University/College at any time during the academic semester. The student will receive a “W” on their transcript for all classes after the first day of class of the semester. Informing CNUCOP, your academic advisor or instructor does not constitute official withdrawal from the program. All withdrawals must be submitted in writing with the student’s signature and processed by the Office of the Registrar. Students must submit an Official University/College Withdrawal form to the Office of the Registrar. The form is available online at http://www.cnsu.edu/about/registrar/registrar-services and in the Office of the Registrar. A student must meet with and receive signatures from the following departments before the form can be filed with the Office of the Registrar: Office of Academic Affairs, Business Office, Financial Aid, and Office of the Registrar. A student who officially withdraws from the University/College is entitled to apply for readmission. All University/College equipment must be returned prior to departure. Any unreturned equipment will result in a financial hold placed on the student’s account.

Readmission to the University/College

Readmission to the College/University after failure to return from a leave of absence, dismissal, or other withdrawal from the program must reapply for admission. Candidates seeking readmission must apply through PharmCAS and adhere to the guidelines for all new applicants. Applicants for readmission will be evaluated by the admissions committee. The committee’s decision is final. Applicants will not be given special consideration over new applicants and will be evaluated equally on their overall academic record.

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

STUDENT’S RIGHT TO CANCEL OR WITHDRAW AND REFUND

Information pertaining to a student’s right to cancel or withdraw their enrollment in the program and receive a refund is described in detail in the Enrollment Agreement. A copy of the Enrollment Agreement is provided to each student during the admission process.
XIX. STUDENT SERVICES

ALCOHOL & DRUG PREVENTION AND REFERRAL SERVICES

The Office of Student Affairs & Admissions (OSAA) offers several resources and programs to promote alcohol and drug prevention awareness, dependency referral services, in addition to individualized assistance and support.

Students experiencing an alcohol or drug problem are encouraged to seek confidential assistance for treatment. The Associate/Assistant Dean for Student Affairs and Admissions is available for confidential referral assistance on a walk-in basis or by appointment. The Office of Student Affairs and Admission office is open Monday through Friday from 9:00am – 4:30pm with special hours available by appointment. Confidentiality will be maintained unless authorized by the student or a threat to life occurs. Students seeking assistance will be provided with contact information for local agencies, low cost treatment facilities, clinical/professional providers, and assistance in making an appointment to obtain treatment at a local agency, treatment facility, or with a licensed clinical professional. If a threat to life situation exists or other emergency situation call 911 immediately.

REFERRAL SERVICES

<table>
<thead>
<tr>
<th>Local/Community Resources</th>
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<tbody>
<tr>
<td>Alcoholics Anonymous (24 Hours)</td>
<td>916-454-1100</td>
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<tr>
<td>Alcoholics Anonymous (Office)</td>
<td>916-454-1771</td>
</tr>
<tr>
<td>Al-Anon</td>
<td>916-344-2971</td>
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<tr>
<td>Cocaine Anonymous Hotline</td>
<td>916-386-3545</td>
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<tr>
<td>Narcotics Anonymous</td>
<td>1-800-600-4673</td>
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<tr>
<td>Adolescent Chemical Dependency Program</td>
<td>916-482-1132</td>
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<tr>
<th>National Council on Alcoholism and Drug Dependence-NCADD</th>
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<tr>
<td>Options for Recovery</td>
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<tr>
<td>Prevention</td>
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<tr>
<td>Hope Line</td>
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<td>Emergency Contact</td>
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<tr>
<th>Primary Local Assessment and Treatment Centers</th>
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<tr>
<td>Bi-Valley Medical Clinics</td>
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<tr>
<td>- Capitol Clinic</td>
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<tr>
<td>- Carmichael Clinic</td>
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<tr>
<td>- Norwood Clinic</td>
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<tr>
<td>Sutter Health-Center for Psychiatry</td>
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<tr>
<td>Midtown Mental Health Center</td>
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<tr>
<td>Addiction Treatment Program</td>
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<tr>
<td>Mental Health Center – Kaiser Patients</td>
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<tr>
<td>Mental Health Center – Kaiser, after hours emergencies</td>
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<tr>
<td>Alcohol and Drug System of Care</td>
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<tr>
<th>Toll-Free Numbers</th>
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<tbody>
<tr>
<td>Alcohol Abuse 24-Hour Assistance and Treatment</td>
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<tr>
<td>Alcohol Abuse and Crisis Intervention</td>
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<tr>
<td>Cocaine Abuse 24-Hour Assistance &amp; Treatment</td>
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<tr>
<td>Cocaine Abuse &amp; Crisis Intervention</td>
</tr>
<tr>
<td>Drug and Alcohol 24-Hour Information, Assistance, &amp; Referrals</td>
</tr>
<tr>
<td>Talk One 2 One – 24/7 Confidential Support for Students</td>
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</tbody>
</table>

Website Resources
Alcohol and Your University/College Experience: [http://www.factsontap.org](http://www.factsontap.org)
Alcoholics Anonymous: [http://www.aa.org](http://www.aa.org)
Drug Help: [http://www.drughelp.org](http://www.drughelp.org)
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.

**UNIVERSITY 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. The University Alumni Office, recognizing that our alumni will be distributed throughout the United States, accepts the challenge of keeping all alumni in touch with classmates, resources, and institution news. CNU 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 and faculty are doing, and support services to help Alumni continue to grow as professionals.

Alumni services include:

- E-newsletters
- Fundraisers
- Social/Networking Events
- Alumni Store
- Career Services through the College of Pharmacy
- Connections through Facebook, LinkedIn, Twitter
- Continuing Education Resources
- Discount Benefits
- Alumni Directory

**BOARD OF PHARMACY LICENSESURE APPLICATION ASSISTANCE**

Licensure Examinations

In order to practice pharmacy as a licensed pharmacist you will need to take and pass a minimum of two exams after the completion of the Doctor of Pharmacy Program and conferral of your degree. The National Pharmacy Licensure Exam (NAPLEX) is required by all 50 states, DC, Guam and Puerto Rico. The second exam is a law exam covering organizational law, licensing law, drug law, census data and other practice law applicable to healthcare practice. Many of the states only require successful completion of the MJPE (Multistate Jurisprudence Exam). The NAPLEX and the MJPE are administered by the National Association of Boards of Pharmacy (NABP). The state of California and a few other states require a state specific Jurisprudence Exam which is administered by the State’s Board of Pharmacy (BOP). California’s exam is the CJPE. Additional Jurisprudence Exams may be required if you plan to hold licensure in multiple states requiring state specific law exams. All of the exams discussed will require an application, fees, and approval from the entity administering the examination.

CPJE Licensure Examination Group Processing

California Northstate University College of Pharmacy participates in batch processing of the graduating class’s CJPE applications. The Assistant Dean of Student Affairs sends out application tips, answers to frequently asked questions, and examination updates from the NABP and state boards of Pharmacy during the last semester of the program. The office also collects graduating student application packages, conducts a review of documents for completion, notifies students who have application deficiencies or errors, assembles the applications in the required format, and submits the completed graduating class applications as a group in person to the Board of Pharmacy’s office in Sacramento. The Office of Student Affairs has assisted graduating students with the group processing of board applications beginning with the Class of 2012.

Benefits of Licensure Application Group Processing

- Reviewed for accuracy prior to submission to the Board of Pharmacy
- Elite expedited BOP processing. **Processing time** for Pharmacist Examination and Licensure Applications is approximately
30 days after submission of a completed application. However, the board will process the applications from the schools, when received in a group, **within 10 business days** as long as all the required documents are submitted with the graduating class applications.

- Fast notification of missing, incorrect, or other issues/problems from the BOP to allow applicants to correct the error in a timely manner
- Early approval provides new graduates with a larger exam date selection to fit personal needs and new employer licensure completion dates.
- One free transcript showing degree confirmation for the Board of Pharmacy application. Additional transcripts may be ordered through the Office of the Registrar. Transcript request and order information is available on the college website at [http://www.cnsu.edu/about/registrar/registrar-request-a-transcript](http://www.cnsu.edu/about/registrar/registrar-request-a-transcript). A fee may be required.

**New Intern Affidavits Hours Reporting**

Effective January 1, 2016, an applicant for the pharmacist examination who has graduated on or after January 1, 2016, from an ACPE accredited college of pharmacy or school of pharmacy recognized by the board shall be deemed to have satisfied the pharmacy practice experience requirements and is not required to submit pharmacy intern affidavits documenting the 1,500 intern hours.

**Practice Exams**

Passing your licensure exams is critical for your future success as a pharmacist. Students in the Class of 2019 will be required to attend the PassNaplexNow review course offered on-campus at the end of the P3 year. Class of 2018 students are strongly encouraged to attend the PassNaplexNow review course as well.

**Helpful Web Sites**

CJPE  [http://www.pharmacy.ca.gov](http://www.pharmacy.ca.gov)

NAPLEX/MJPE  [www.nabp.net](http://www.nabp.net)


California Pharmacist Examination and Licensure Application  [http://www.pharmacy.ca.gov/forms/rph_app_pkt.pdf](http://www.pharmacy.ca.gov/forms/rph_app_pkt.pdf)

**CAREER SERVICES**

The Career Services Coordinator provides students with professional career planning and career counseling services. Information about career opportunities at various companies can be found in the Career Resource section of the library or on the University/College web site at [http://pharmacy.cnsu.edu/career-services](http://pharmacy.cnsu.edu/career-services).

Information sessions and one on one meeting with the Career Services Coordinator are conducted throughout the program to assist students in analyzing career objectives in relation to skills and personal goals. The Career Coordinator will also provide assistance to help students document their educational and practical experiences in curriculum vitae (CV), create a career portfolio, and develop a professional letter of interest.

Several student organization and corporate sponsored seminars are held each semester to help students enhance their CV; learn about pharmacy career specialty areas, benefits of completing a residency or fellowship. Workshops are also provided to actively engage students in development of interview skills, writing follow-up and thank you letters, and how to negotiate offers of employment.

The Office of Student Affairs holds several career fairs throughout the year and arranges for on-campus corporate interviews to assist students seeking part-time employment or a full time career upon graduation. One of the career fair events is the Internship and Job Expo. The 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. During the final year of the program a formal Graduating Student Interview & Career Fair is held off campus. At this fair, Graduating students have the opportunity to discuss career opportunities directly with corporate recruiters, interview for open positions, and obtain answers to questions about the employment application process for a specific company. Many of the corporate recruiters attending this career fair represent the entire company. These recruiters can assist graduating students with information for career openings within California, nationwide, and in many of the U.S. territories. In the past, several students have been offered a position at or shortly after attending the event. All graduating students are encouraged to attend this important career event.

A career service is provided for current students, graduating students, and of course extended to our alumni. The Career Services Coordinator receives numerous employment opportunities or experienced pharmacist from various companies throughout the year. The employment opportunities are sent to our alumni as received with any additional information available about the position.

In order to continuously improve the services we offer and provide an outstanding pharmacy program we welcome feedback for the events described and our alumni’s preparation to practice in the profession. A survey will be distributed to current and graduating students at the conclusion of the career fairs. The Career Coordinator will follow-up with alumni for the first five (5)
years after graduation through phone interviews and surveys to monitor how graduates’ careers are progressing and to solicit suggestions for improvement in the Doctor of Pharmacy program or the University/College service offerings. Alumni are encouraged to update email and address information periodically by sending new contact information to the Alumni Office.

**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 written request to the Assistant Dean of Student Affairs. If the disability develops during the school year and accommodations are requested, the student must notify the Assistant Dean or designee in writing as soon as he/she becomes aware of the disability. The Assistant Dean serves as the advisor to CNUCOP students with disabilities and as a liaison between students with disabilities and the faculty.

**ELIGIBILITY FOR SERVICES**

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

**TYPES OF DISABILITIES**

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

**STUDENT SELF-REPORTING 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 Assistant Dean of Student Affairs 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. Since medical conditions change reapplication for accommodation services must be reviewed with the Assistant Dean of OSAA annually.

**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 or DSM-5 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 Assistant Dean for Student Affairs and Admissions 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 Assistant Dean of 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
   * Large print materials
   * Extended exam times
   * Exams in distraction-free environment
   * Modified exams (in certain circumstances)

2. Disability Services
   * Note takers
   * Readers
   * Help with ordering taped texts
   * Help with ordering text to speech texts for notepads such as IPAD or Kindle

MATEERNITY/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. The leave of absence considerations may vary based on a number of life/situation factors. The factors may include 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 due to the highly structured and sequential curriculum.

**EMAIL ACCOUNTS & SERVICE**

All students are assigned a unique campus email address for use during enrollment in the program. Email accounts will be provided and tested at the new student orientation prior to the start of the first semester. The IT department offers assistance to students who experience problems with their account during normal business hours.

**HEALTHY LIFESTYLE SERVICES AND PROGRAMMING**

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

**HOUSING**

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

**INFORMATION TECHNOLOGY SERVICES**

The information technology department provides computer, ASAP, email, and system assistance to all faculty, staff and students.

A brief introductory session to the ASAP student learning system will be provided to new students during orientation. The ASAP education platform is the system the University/College uses for course information, grades, and assignments.

**INTERNATIONAL STUDENT RESOURCE CENTER AND SERVICES**

The Office of Student Affairs provides several resources and services to students joining CNU from other countries. Some of these services include information about applying for a social security card, opening a U.S. bank account, assistance with how to obtain a California ID and driver’s license. The Registrar’s Office and University Student Affairs complements these services with ensuring the student and school meet international student visa standards and tracking compliance. International students are required to attend a special orientation session that will cover required policies and standards. The International Student Handbook provides information about the visa process, planning travel to the campus, local housing and utility companies, required personal identification assistance, and other important guidelines. The International Student Handbook and International Student Forms are located on the institution’s website at http://pharmacy.cnsu.edu/shareddocs/InternationalStudentHandbook.pdf.
LIBRARY/LEARNING RESOURCES

LIBRARY FACILITIES

The Learning Resource Center is available for students, faculty, staff, preceptors, as well as local pharmacists. The center includes 8000 square feet of space devoted to student study space and the following resources:

- Library Facility and Collection
- Classroom Resources
- Career Resources
- Computer Lab
- CNUCOP Electronic Library
- Library Computer System
- Interlibrary Loan Program

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>
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<tbody>
<tr>
<td>Monday to Friday</td>
<td>9:00 AM to 6:00 PM</td>
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<tr>
<td>Saturday &amp; Sunday</td>
<td>See website for current schedule</td>
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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. An Information technology specialist works with the pharmacy librarian to update, maintain, and operate electronic systems in the resource center.

LIBRARY RESOURCE CENTER PROGRAMS

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

Students Resource Center Orientation Session
At the beginning of each semester, a Resource Center Orientation session is scheduled to accommodate all interested students. The attendance is mandatory for all first semester students and optional for other students. During this orientation, the students will be introduced to the learning resources available as well as to policies and procedures relevant to their usage.

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

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

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

Interlibrary Loan Program
With the large number of University/Colleges and universities in the Sacramento valley, CNU is developing affiliation agreements with the libraries at other institutions in order to facilitate interlibrary loans. Please see the librarian for details.
MENTAL HEALTH COUNSELING REFERRAL SERVICES

Mental health counseling is available to students through the school’s student health insurance program, the county of Sacramento, and private counselors in the area (by referral only). A list of referrals is available in the OSAA. Students may schedule an appointment with the Assistant Dean for Student Affairs & Admissions for more detailed information and assistance for mental health counseling.

TUTOR SERVICES

Tutoring – Academic Referral
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 tutor assistance for a specific course must be referred for the service by the course coordinator, the Senior Associate Dean of Academics, their academic advisor, or other faculty for the course. Academic referral tutoring is limited to the number of available peer tutors and availability of funding.

Tutoring – Fee Based
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 or offer the service for members of their organization. The OSAA keeps a list of recommended tutors and can provide insight into selecting a suitable student to hire. The fee charged by the peer tutor varies.

Tutoring – CSI
Additional tutoring is offered free of charge as part of the CSI (Classroom Supplemental Instruction) Tutoring program. The Rho Chi Honor Society program is offered to all students. The CSI student peer instructors work closely with the course coordinators to prepare for the CSI sessions and often provide additional material recommended by the faculty. There is no cost for this service.

XX. STUDENT ORGANIZATIONS AND CLUBS

Students have the freedom to organize and join professional organizations that promote and advance their profession and further the goals of the University/College. The OSAA will provide guidance to students seeking to develop new professional organizations as well as re-registering of existing organizations.

All organizations must register with the OSAA to be recognized by the University/College. A Student Organization Handbook is available through the Office of Student Affairs that provides policy and procedures for organizations, registration forms, and suggestions for starting an organization.

Student Organization Registration Procedures

- Professional Student Organizations must meet the following requirements to attain registered status to be recognized as an official CNU club or organization:

- Membership must be open to all students regardless of race, color, ethnicity, national origin, age, gender, political affiliation, religion, creed, sexual orientation, veteran status, or disability.

- The professional organization must not associate with any local, state or national organizations which require its members to support positions contrary to University/College policies.
A copy of the current constitution and bylaws that govern the professional organization must be on file with the OSAA. If the professional organization is associated with any local, state or national organizations, a current copy of their constitution and bylaws must be provided to the OSAA.

The professional organization must have a faculty advisor.

Student professional organizations must have a minimum of ten (10) members, including two (2) Officers.

Any student officer whose semester grade point average is below a 2.50 must resign from office until his/her academic standing improves.

Meeting dates and events should be reported to the SBC and OSAA and placed on the professional affairs yearly calendar. Organization meetings must be limited to one per week and less than two hours.

Officers or designated representatives from all professional student organizations are required to attend an organization orientation at the beginning of the fall semester.

STUDENT ORGANIZATION POLICY MANUAL

All officially recognized student organizations at California Northstate University must abide by the policies and procedures set forth in the Student Organization Policy Manual. The electronic manual is available for reference or printing on the school’s web site at http://pharmacy.cnsu.edu/shareddocs/studorganization/StudentOrganizationManual.pdf

The Student Organization Officers and Faculty Advisor must become familiar with all sections of the Student Organization Policy Manual. Understanding the policy and procedures contained in the manual will help the officers and advisor provide appropriate guidance. These leaders must assure the organization adheres to the policies and procedures set forth in the manual, complete and timely submission of forms and documents, and the communication of the policies and procedures to members. Student organization forms can be found on the school’s web site at http://pharmacy.cnsu.edu/student-organizations.

Responsibilities

All registered professional student organizations must act within the context of the University/College policies, the organization’s constitution and bylaws, and conduct operations in a fiscally sound matter. It is the responsibility of each organization, its officers and members to abide by all policies and procedures in the Student Organization Policy & Procedure Manual.

Rights and Privileges

Professional student organizations and fraternities may use the University/College facilities for meeting or events. Request for reservations of facilities must be made to the OSAA within seven (7) days of the scheduled meeting or event. Forms are located online. Completed forms should be returned to a Student Affairs Coordinator in the OSAA.

Recognized student organizations and fraternities may use the University/University/College name, address, and insignia in organization correspondence and outreach.

STUDENT OFFICER REGULATIONS POLICY

To ensure CNUCOP students maintain a strong academic focus throughout the pharmacy program, students interested in running for an officer position within a student organization, fraternity, or club must meet the minimum eligibility requirements described below.

1. Students interested in being elected for a student organization officer position must have a cumulative GPA of at least a 3.0 on a 4.0 grade scale (based on previous semester’s final grade report). Students interested in being elected for two student organization officer positions must have a cumulative GPA of at least a 3.25 on a 4.0 scale.
   a. Students are not permitted to hold more than 2 officer positions.
   b. Students elected as president or vice president of an organization cannot serve as president or vice president of another organization.
   c. Students elected as treasurer of an organization cannot serve as a treasurer of another organization.
2. The student must be in good financial standing with the College and University.
3. The student must not be on academic probation.
4. The student must not have any conduct violations (e.g. honor code violations or professionalism issues) within the past 12 months.
5. The Officer Position Request form must be completed for students planning to run for two officer positions or for students who have already been elected for an officer position but intend to run for an additional officer position.

Students interested in running for an officer position must notify the president of the organization of his or her intent to run for an officer position. The president of each organization will then compile a list of students interested in running for officer positions, along with the student officer position of interest. This list will then be sent to the Assistant Dean of Student Affairs and the Student Affairs Coordinator no later than one week prior to the election. The Office of Student Affairs and the Office of Academic Affairs will review each student’s academic standing and professionalism records. The Office of Student Affairs will then provide an updated list of students eligible to run for an officer position to the president of the organization. Students deemed ineligible to run for an officer position will receive an email notification by the Office of Student Affairs.

Elected student officers must remain in good academic standing (cumulative minimum of GPA of 3.0 if one officer position and 3.25 if two officer positions) during their term as an officer(s). Students receiving greater than one academic alert in a single semester will be placed on student officer probation (SOP). During this time, student involvement in organization activities may be restricted by the Office of Student Affairs and/or Academic Affairs and the student may be at risk of being removed from his or her officer position if the student continues to experience academic difficulties, as evidenced by additional academic alerts. Students may be removed from probation upon improvement in the course that triggered the academic alerts, based on subsequent exam scores.

**ANTI-HAZING AND CONSPIRACY TO HAZE**

Hazing is defined as any method of initiation or pre-initiation into a student organization or student body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury to any former, current or prospective student of any school, community college, college or university or other educational institution in this state and in addition, any act likely to cause physical harm, personal degradation or disgrace resulting in physical or mental harm. The term “hazing” does not include customary athletic events or school sanctioned events. Neither the expressed or implied consent of a victim of hazing, nor the lack of active participation in a particular hazing incident is a defense. Apathy or acquiescence in the presence of hazing is not a neutral act, and is a violation of institutional policy and the student Honor Code.

**Sanctions for Violation**

Sanctions for the conduct listed above can be imposed on applicants, enrolled students, students between academic terms, graduates awaiting degrees and students who take a leave of absence or withdraw from school while a disciplinary matter is pending. Conduct that threatens the safety or security of the campus community, or substantially disrupts the functions or operation of the University/College is within the jurisdiction of this article regardless of whether it occurs on or off campus. Nothing in this code may conflict with Education Code Section 66301 that prohibits disciplinary action against students based on behavior protected by the First Amendment.

Current students who are found guilty of this policy will be in violation of the Student Code of Conduct of the Honor Code and will be subject to disciplinary action including probation and dismissal from the University/College.

Any student organization in violation of this policy will be subject to investigation and may face probation and disbarment of the organization from the University community. Federal and State criminal charges may also be imposed. Hazing falls under and is punishable by California Penal Code 245.6.

**STUDENT CLUB AND ORGANIZATION LISTING**

1. **Academy of Managed Care Pharmacy (AMCP) / International Society for Pharmacoeconomics and Outcomes Research (ISPOR)**

The AMCP-ISPOR student chapter unites two complimentary organizations. The chapter brings together the aspects of managed care pharmacy with pharmacoeconomics and health outcomes research. It facilitates the education, development, and promotion of medication management principles, and serves as a forum for the presentation of innovative ideas and leadership development. The chapter increases student awareness of the latest advances in the scientific knowledge of pharmacoeconomics and outcomes research, and their impact on managed care pharmacy, pharmaceutical industry, academia, and public policy.

2. **American Pharmacists Association (APhA)/ California Pharmacists Association (CPhA)**

The mission of APhA/CPhA is to be the collective voice of student pharmacists, to provide opportunities for professional growth, to
improve patient care, and to envision and advance the future of pharmacy. The California Pharmacists Association (CPhA) was founded in 1869 and has members in a variety of practice settings. The mission of the association is to act as the leader in advocating the role of the pharmacist as an essential provider of health care and to support pharmacists in providing optimal patient care. CPhA supports professional development, government, business, and public advocacy. California Pharmacists Association follows the motto of ‘One Profession One Voice’ to represent pharmacists of all practice settings throughout the state.

3. American Society of Consultant Pharmacists (ASCP)

The American Society of Consultant Pharmacists is a national organization which empowers pharmacists to enhance quality of care for all older persons through the appropriate use of medication and the promotion of healthy aging.

4. American and California Society of Health System Pharmacist (SSHP)

The American Society of Health System Pharmacists (ASHP) has 30,000 members practicing in hospitals, health maintenance organizations, long-term care facilities and other health care systems. The mission of the CNUCOP Student Chapter is to make students aware of pharmacy practice in health systems; provide information to students about career directions in pharmacy and credentials needed for pharmacy practice in health systems; and encourage membership and participation in the state society and ASHP as a student and upon graduation.

5. Clinical Pharmacy Club (ACCP/CPC)

The Clinical Pharmacy Club is Associated/Assistant with the Northern California Student Clinical Care Association. The mission of the CPC- Northstate student chapter is to provide research and leadership opportunities, hands-on clinical experience, and residency practice early on, and to prepare students with the skills necessary to apply in all settings of the pharmacy. The club is active in the community, host speaker session are held on campus, and special off-campus tours are provided such as visiting hospital pharmacies, ambulatory care facilities, and specialty pharmacy companies.

6. Christian Pharmacists Fellowship International (CPFI)

The purpose of CPFI student chapters is to motivate and equip pharmacy students to practice faith in Jesus Christ in their personal and professional lives. The purpose is also to encourage and develop an active Christian witness and evangelism through prayer, Bible study, outreach, and fellowship. The chapter should be evangelical in outlook and purpose, and activities consistent with this biblical view are encouraged and promoted. Student chapters are an opportunity for Christian students to have a common affiliation with like-minded students of their school of pharmacy and also with those of other schools of pharmacy throughout the United States and abroad.

7. Diverse Women in Practice (DWP)

Diverse Women in Practice - Sigma Club was created to enable healthcare professional students of all RACE and COLOR to realize their full potential and raise their profile by being educationally, socially, and politically active through community service events and professional association events.

8. Student Industry Association (SIA)

The mission of Student Industry Association (SIA) is to inform and provide resources for students on variety of industrial pathways one may partake. SIA will promote student and faculty research collaboration to develop critical thinking and analytical skills. Readily prepare strong individuals to pursue fellowships in pharmaceutical industry.

9. Multicultural Association of Professional Students (MAPS)

The purpose of this club is to promote a culturally aware student body through the exchange, interaction, and appreciation of the different cultures in our diverse setting. The club also aspires to implement advocacy and advance leadership of minorities within the healthcare professions through awareness activities and community service.

10. National Community Pharmacists Association (NCPA)

The student chapter of NCPA is an organization established to promote community pharmacy. It serves those who are interested in independent retail pharmacy. The association represents various specialities within pharmacy, such as compounding, long-term care consulting, home infusion, and disease state management in areas like diabetes and respiratory care. In addition, the association plays an active role in political issues that face community pharmacists.

11. Student National Pharmaceutical Association (SNPhA)
SNPhA is an educational service association of pharmacy students who are concerned about pharmacy and healthcare related issues, and the poor minority representation in pharmacy and other health related professions. The purpose of SNPhA is to plan, organize, coordinate and execute programs geared toward the improvement for the health, educational, and social environment of the community.

12. CNU Cancer Awareness Research & Education Society (CNUCARES)

CNUCARES is an organization that promotes cancer awareness through community outreach and educational services, provides translational services to the underserved, underprivileged, and uninsured in the Asian communities, and assists and enrolls patients in cancer preventative care and cancer treatment programs.

XXI. PROFESSIONAL FRATERNAL ORGANIZATIONS

Professional fraternal organizations must follow the policies and procedures for professional student organizations. Membership into professional fraternal organizations is by invitation only, as opposed to professional, club, or other University student organizations which are open to all interested students.

In order to join a professional fraternal organization, students must be registered as a full time student and be in good academic standing, with a cumulative GPA of 2.00 or better. Professional fraternities may set higher minimum academic standards.

Professional fraternal organizations may lose University/College of Pharmacy recognition for not abiding by University/College or fraternity policies. According to College of Pharmacy regulations, rushing activities may occur in the Fall, while pledging is restricted to the Spring term only. Failure to abide to these rules may result in loss of University/College recognition of the fraternity.

Risk Management Policies
Professional fraternities must adhere to University/College policies as well as Fraternal Insurance Purchasing Group (FIPG) risk management policies located at http://www.fipg.org.

PROFESSIONAL FRATERNITY ORGANIZATION LISTING

13. Kappa Psi (KY)

One of the oldest pharmacy fraternities in the County, Kappa Si was founded in 1879. Kappa Si currently has over 70,000 members throughout the United States and Canada. The objectives of the fraternity are to foster high ideals, scholarship and pharmaceutical research.

14. Phi Delta Chi (PDC)

Phi Delta Chi is America’s first professional pharmaceutical pharmacy. This co-ed fraternity annually pledges both men and women who are enrolled in a School/College of pharmacy. Phi Delta Chi promotes scholastic, professional, and social growth in its brothers. They strive to provide quality service to their patients, thereby advancing public health and strengthening themselves as health professionals. Phi Delta Chi encourages brothers to develop as leaders, as excellent pharmacists, and as well-rounded citizens. Excellent pharmacists are the most important product of Phi Delta Chi. the Gamma Iota chapter was established at CNUCOP in 2009.

15. Rho Pi Phi Fraternity (RPP)

International Pharmaceutical Fraternity (ΡΠΦ) is a co-ed professional fraternity that dedicates itself to the profession of pharmacy and to friendship, professionalism, and community service.

Rho Pi Phi was founded in November of 1918 on the campus of Massachusetts College of Pharmacy as the Ram Bam pharmaceutical Society. However, in the following year, its members agreed to form Rho Pi Phi, a pharmaceutical fraternity. Rho Pi Phi was founded to promote friendship, professionalism, and community service. International status was gained with the formation of a Canadian group, Nu Chapter, at the University of Toronto in 1926. In 1922, the first national convention was held and the Constitution was adopted. Alumni chapters were later organized in order to enable members to continue active participation in Rho Pi Phi after graduation. Today, it is an international fraternity with 20 Chapters in the United States and Canada and a member of the Professional Fraternity Association.
LOSS OF RECOGNITION: ORGANIZATIONS/FRATERNITIES

Any professional pharmacy organization or fraternity may be instructed to cease and desist for not abiding by the University/College, local, state or national policies. Any organization or fraternity that has lost its recognition may not engage in any University/College event or activity or use the University/College name, insignia or other University/College assets. Professional organizations and fraternities alleged to have violated any University/College or organization policy will go before the Professional and Academic Standards Committee.

XXIII. STUDENT COLLEGE COMMITTEES, BOARDS, COUNCILS, & LEADERSHIP

Students have representation on a number of committees and councils and are encouraged to develop leadership skills by serving on a University/College committee or council.

LISTING

Student Government – Student Body Council (SBC)
Membership - Elected

The Student Body Council is the student government body of the Associated Students of the University/College. Members of the SBC include President, Vice President, Secretary, Treasurer, Publicist, and Historian. The Assistant Dean of Student Affairs and an appointed faculty member serve as advisors to the SBC. Within their capacity as representatives of the student body, student government may fulfill a range of responsibilities, such as:

- Class officers are dedicated to promoting class unity and school spirit through class-based programming.
- Representing the interests and concerns of the student body and serving on University/College-wide committees
- Sponsoring University/College-wide programs (professional development, speakers, workshops, special celebrations, etc.)
- Chartering and regulating student organizations

Accreditation Review Committee
Membership - Appointed

Students may be asked to serve on ACPE and WASC accreditation committees as student representatives. Members will be selected by the Dean, the Senior Associate Dean of Academics, or the Assistant Dean of Student Affairs and Admissions.

Admission Interview Ambassadors
Membership - Elected/Volunteer

The student ambassadors are charged with the duty of assuring student representation and assistance during on-campus applicant interviews as well as outreach in the community. The Admission Advisors will oversee the Ambassadors, provide training, and guidance.

Class Representatives
Membership - Elected

Class leaders are elected by their peers to represent the students of a particular class. As part of this responsibility the class representative provides important announcements to the class, collects and provides class member concerns and feedback from to faculty and administrators, administers non-course related paperwork and surveys, and leads the organization of class events. Class representatives will serve as part of the Student Body Council (SBC) to represent the class.

Curriculum Committee
Membership - Appointed

Students appointed to serve as a member of the committee will be involved in the following:

- Identify benchmarks for success in the interprofessional program with the Sac State School of Nursing.
- Propose mechanisms for faculty involvement in scholarship emanating from the interprofessional program with the Sac State
School of Nursing.

- Identify strategies to collaborate on simulation training and other opportunities for interprofessional experiences with CNU’s College of Medicine.
- Determine the feasibility of adding elective hours into the PharmD curriculum.
- Assist faculty with identifying additional potential elective courses and increasing enrollment caps in existing elective courses without compromising the integrity of those existing courses.
- Determine the feasibility of offering 1 or more track options in elective courses and how those might fit into the appeal of a potential graduate or joint degree option for PharmD students.
- Identify mechanisms to select potential students into the PharmD/EMBA program with Sac State College of Business

Student Organization Leadership Council (SOLC)
Membership - Elected Presidents of Student Organizations and Fraternities

The Student Organization Leadership Council convenes on a monthly basis to establish guidance, collaboration, leadership, management and communication among organizations. The goals of the SOLC are to create a bond of respect and friendship among students, faculty and administration through social, professional, and community service events. The SOLC works together as a united student organization toward common goals such as encouraging the development of leadership and communication skills among student organization leaders, working collaboratively to provide co-curricular activities all students have the opportunity to participate in, coordinating event schedules among organizations and SBC (Student Government) to develop a CNU Organization Event Calendar, facilitating open communication between students and administration, and promote and encourage the efficient and ethical operation of all organizations.

XXIV. LICENSURE

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

California Intern Pharmacist License

Intern License Registration Requirements

To register as an intern pharmacist in California, students 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. Additional information is located in the “Intern License” section of this handbook. Complete registration instructions can be downloaded from the California State Board of Pharmacy website at [http://www.pharmacy.ca.gov/forms/intern_app_pkt.pdf](http://www.pharmacy.ca.gov/forms/intern_app_pkt.pdf). New students will receive assistance with the intern application prior to and during the New Student Orientation.

California Pharmacist License

Eligibility Requirements

To be licensed as a pharmacist in California, you must pass the North American Pharmacist Licensure Examination (NAPLEX) and the California Pharmacist Jurisprudence Exam (CPJE).

To be eligible to take the licensure examination for California, you must:
- Be at least 18 years of age
- Be a graduate of a domestic school of pharmacy or be a graduate of foreign school of pharmacy and be certified by the Foreign Pharmacy Graduate Examination Committee (FPGEC)
- Have completed at least 150 semester hours of collegiate credit, 90 of which must be from a school of pharmacy
- Have earned at least a baccalaureate degree in a course of study devoted to pharmacy
- Have completed 1,500 hours of approved pharmaceutical experience as a registered intern or one year of experience as a licensed pharmacist in another state
- Have fingerprint and background clearances.

NAPLEX/MPJE

Eligibility Requirements

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

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