

# Student Handbook 2024-2025



The information contained in this handbook serves as a student resource for policies and procedures of California Northstate University College of Pharmacy and is subject to change. Student should review the handbook at the beginning of each academic year and refer to the online version for the most current information.

#### CNU Mission:

*To advance the science and art of healthcare through education, service, research, personal wellness, and social accountability.*

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## MESSAGE FROM ASSISTANT DEAN OF STUDENT AFFAIRS

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 the rigors 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 and counseling services, 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

## 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, who 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 (CNUCOP), as part of the institution's expansion into other health care programs. California Northstate University (CNU) is accredited by the Accrediting Commission for Senior Colleges and Universities of the Western Association of Schools and Colleges.

## 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 located at 135 South LaSalle Street, Suite 4100, Chicago, IL 60503, 312-664-3575; FAX 312-664-4652, web site [www.acpe-accredit.org](http://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 WASC Senior College and University Commission (WSCUC), 985 Atlantic Avenue, #100, Alameda, CA 94501, 510-748-9001. The WSCUC web site is <http://www.wascsenior.org>.

Interested parties may obtain and review additional information describing accreditation, approval, and licensing about ACPE or WSCUC 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.

## THE MISSION, VISION, VALUES, & GOALS

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### COLLEGE OF PHARMACY MISSION:

The mission of the CNUCOP is to advance the art and science of pharmacy through active learning, research, innovative patient care, and comprehensive interprofessional education.

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### COLLEGE OF PHARMACY VISION:

In the next 10 years, CNUCOP will become a nationally recognized leader in educating the next generation of pharmacists in integrated patient healthcare.

#### **Our Values:**

- Innovation in student-centered teaching, scholarship, and practice
- Student success
- Open and clear communication
- Diversity of experience, culture, and thought
- Effective community partnerships
- Inspiration through altruism, empathy, and civic virtue
- Professionalism and integrity in all interactions

#### **Our Goals:**

- To foster critical thinking, problem-solving, clinical reasoning, and self-directed learning to provide an integrated interprofessional experience.
- To develop student skills, attitudes, values, judgment, professional behavior, and expertise in patient-centered care through experiential experiences.
- To prepare graduates to lead, collaborate, and educate others with integrity, professionalism, and compassion.
- To offer students participation in professional organizations and community projects to learn the skills required for professional advocacy.
- To support faculty in discipline-related research and other scholarly activities.
- To provide a faculty development program that nurtures and supports a learning-centered curriculum and the scholarship of teaching.
- To foster faculty engagement in professional and community activities.
- To develop a continuing education program responsive to the needs of alumni, pharmacy practitioners, and other health care professionals.
- To support a research program that promotes collaboration, innovation, and discovery.

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### NON-DISCRIMINATION

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. CNU provides equal opportunity in education and employment and does not discriminate on the basis of race, color, creed, religion, national origin, ethnicity, gender, age, sexual orientation, political affiliation, veteran status, or disability.

## DIRECTORY

### COLLEGE ADMINISTRATION

| Name   | Position  | Email Address           | Phone         |
|--|---|-------------------------|---------------|
| Xiaodong Feng, PhD, PharmD                           | Dean and Professor  | xfeng@cnsu.edu          | 916-686-8066  |
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OFFICE OF EXPERIENTIAL EDUCATION

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| Tony Joseph Eid, PharmD, REHS,<br>BCACP, APH, CHC, AACC | Associate Professor,<br>Director of Advanced<br>Pharmacy Practice<br>Education (APPE)        | tony.eid@cnsu.edu    | 916-686- 8029 |
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STAFF

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## DOCTOR OF PHARMACY DEGREE

### DOCTOR OF PHARMACY DEGREE REQUIREMENTS

The curriculum at CNUCOP consists of didactic and experiential coursework leading to a Doctor of Pharmacy (PharmD) degree. 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 PharmD degree program. Students must successfully complete all required courses, and all Milestone and Qualifying exams associated with the PharmD program to be eligible for graduation and the conferral of the PharmD 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 PharmD 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 is provided on page 19. 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, interprofessional healthcare team collaboration, and patient communication.

### ACTIVE LEARNING

CNUCOP employs various active learning strategies, including but not limited to team-based learning (TBL), case-based learning, high fidelity simulation, community pharmacy simulation, OSCEs, interprofessional education, gamification, and peer-learning throughout the first three years of the curriculum to promote 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.

|  |   |                                      |
|--|---|--------------------------------------|
| <b>Phase 1:<br/>Pre-Class Individual<br/>Study</b> | <b>Phase 2:<br/>Individual Test<br/>Team Test<br/>Written Appeals<br/>Instructor Feedback</b> | <b>Phase 3:<br/>Team Assignments</b> |
|--|---|--------------------------------------|

In Phase 1, learners study independently outside of class to learn identified objectives. This may involve audiotaped 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

### PROGRAM LEARNING OUTCOMES

Graduates of CNU are expected to demonstrate the following six Program Learning Outcomes (PLOs) 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.

## INTERPROFESSIONAL EDUCATION

Changes in healthcare practice models that encourage augmented interprofessional collaboration, cooperation, and communication are needed to address significant challenges that the U.S. healthcare system faces in the provision of equitable, efficient, affordable, and patient-centered healthcare. Early adoption of interprofessional education (IPE) across healthcare programs is a prominent strategy to effectuate impactful change within the new generation of the healthcare workforce. According to the 2010 definition of the World Health Organization, "Interprofessional education occurs when students from two or more professions learn about, from and with each other to enable effective collaboration and improve health outcomes".

To develop and implement an IPE curriculum addressing these standards, CNUCOP created a comprehensive, integrated, multi-modal IPE program (CIM-IPE) that is vertically and horizontally aligned across the curriculum of the participating colleges of the CNU including the CNUCOP, Medicine (CNUCOM), Health Sciences (CNUCHS),

Psychology and Dental programs. We also developed an integrated assessment blueprint for CIM-IPE, to satisfy the accreditation requirements for all participating professional programs.

The CNUCOP CIM-IPE is a flexible and evolving curriculum that has seen multiple phases of growth through the years. The CIM-IPE curriculum is vertically and horizontally integrated by ensuring alignment with the foundational sciences and clinical skills and pharmacotherapy components. CIM-IPE comprises of an integrated system of 5 IPE-training modalities: 1) didactic introduction to IPE (dIPE), 2) high-fidelity simulation-based IPE cases with manikins, emphasizing learning interprofessional team-dynamics and communication and organ disease state management (SimLab), 3) high-fidelity simulation-based IPE cases with manikins, emphasizing patient-centered care in a hospital setting (SimHos), 4) non-simulation IPE Case Conferences employing Problem-based Learning (ICC), and 5) a six-month long advanced IPE elective course using hotspotting (Hotspotting-ELC). SimLab occurrences are shared between facilities at CNU and CSUS-SON.

As CNU invested in program growth, the organizational and curricular structure for the CNU CIM-IPE has permitted expansion and inclusivity by addition and adaptation of the ongoing IPE curriculum. For example, in AY 2019-2020, our faculty developed and added new IPE events, expanded to include students enrolled in the CNU College of Psychology. These emerged organically in collegial discussion of content-based cases, for example in this case in “Transitions of Care” for the management of stroke patients, an IPE event that included the CNUCOM, CNUCOP, and CNU Psychology students.

The CIM-IPE is administered by CNUCOP faculty, staff in partnership with the Director of the CNU Institute of Teaching and Learning Excellence. Within the CNUCOP, oversight of the operationalization of CIM-IPE falls within the purview of the Office of the Assistant Dean of Curriculum and Program Development.

## CO-CURRICULAR LEARNING OUTCOMES

The Accreditation Council for Pharmacy Education (ACPE) requires that each pharmacy student participate in co-curricular learning activities, which are “activities, programs, and learning experiences that complement, in some way, what students are learning [in the classroom].” The co-curriculum is comprised of “activities that are connected to or mirror the academic curriculum” and provides opportunities for students to apply and further refine skills learned in the classroom by engaging in community service, leadership, and professional development experiences. The Co-Curricular Program also enables students to assess their skills and abilities through self-reflection essays and direct feedback.

## CO-CURRICULAR LEARNING OUTCOMES:

The six Co-Curricular Learning Outcomes (CoCuLOs) are defined below and are derived from select Program Learning Outcomes of the College of Pharmacy.

**CoCuLO #1: Diversity, Equity, and Inclusion**

**CoCuLO #2: Professionalism and Advocacy**

**CoCuLO #3: Self-Awareness and Learning**

**CoCuLO #4: Innovation and Entrepreneurship**

**CoCuLO #5: Public Health and Education**

**CoCuLO #6: Service and Leadership**

## IDENTIFICATION OF CO-CURRICULAR EVENTS:

Co-curricular activities and/or events can be provided or hosted by both student organizations as well as the College of Pharmacy. All co-curricular activities or events offered by our student organizations must first receive approval from the organization's faculty advisor and the Office of Student Affairs by completing and submitting a UNiform, which details how the activity or event will fulfill the CoCuLO selected. The Office of Student Affairs, along with other offices or departments within the College of Pharmacy, may also provide or host co-curricular activities or events to further support our students in achieving the CoCuLO requirements of the program. All approved CoCuLOs are tracked by the Office of Student Affairs and a list is made available to faculty and students. Students may also elect to identify their own CoCuLO activity; however, a UNiform must first be completed where the student describes why he or she feels the event corresponds to one of the CoCuLOs of the program. The student will need to identify a preceptor for the event and submit a UNiform to the Office of Student Affairs for approval. Documentation that he or she participated in the event will be required. A co-curricular menu of activities that displays examples of events or activities that may fulfill each CoCuLO is provided in this document. It is not an all-inclusive list of activities but instead serves as a guide to assist students in determining the type of events that correspond to each of the six CoCuLO categories.

## SUBCATEGORIES OF CO-CURRICULAR EVENTS/ACTIVITIES:

All co-curricular events are divided into two different categories: 1). knowledge-based activities or events and 2). experience-based activities or events. Knowledge-based events augment classroom learning and provide students with the opportunity to learn more about a particular topic usually in a classroom environment (e.g. Professional Career Development Seminars). Experience-based events facilitate hands-on advanced learning and allow students to further apply concepts learned in the classroom (e.g. healthcare services provided in the community). The Office of Student Affairs, in conjunction with the organization hosting the event and the organization advisor, will determine the category for each event. Generally speaking, P2 and P3 students are better situated to participate in experience-based CoCuLO events, while P1 students are encouraged to participate in more knowledge-based events and build upon this knowledge to engage in experience-based CoCuLO events during subsequent years.

## COCULO REQUIREMENTS

Class of 2025, 2026, and 2027 (Four-Year Program)

To fulfill the Co-Curricular Learning Outcomes (CoCuLOs) of the program, each student is required to complete at least 8 different CoCuLO events and self-reflections corresponding to the six CoCuLOs by February 1<sup>st</sup> of the P3 year, with a minimum of 4 of these events being experience-based CoCuLO events. One activity or event from each CoCuLO category must be completed, along with two additional "elective" CoCuLO activities corresponding to two different CoCuLOs. Students are encouraged to complete the two additional "elective" CoCuLO activities with an experience-based activity/event that corresponds to a knowledge-based CoCuLO that was previously fulfilled or with an event or activity that the student had difficulty in fulfilling its corresponding CoCuLO based on their skillset and self/faculty evaluation. To remain on track for completing the co-curricular requirements by February 1<sup>st</sup> of the P3 year, each student should complete three CoCuLO events/activities and corresponding self-reflections each year, with the exception of the P3 year, during which two CoCuLOs is required. No more than three events in a given year will count towards fulfilling the CoCuLO requirements of the program. Each activity or event can only fulfill one co-curricular learning outcome.

### **Class of 2027 (Three-Year Program)**

To fulfill the Co-Curricular Learning Outcomes (CoCuLOs) of the program, each student is required to complete at least 6 different CoCuLO events and self-reflections corresponding to each of the six CoCuLOs by the end of the P2 Year, with a minimum of 3 of these events being experience-based CoCuLO events. One activity or event from each CoCuLO category must be completed. To remain on track for completing the co-curricular requirements by the end of the P2 year, each student should complete three CoCuLO events/activities and corresponding self-reflections each year, during the P1 and P2 year, No more than three events in a given year will count towards fulfilling the CoCuLO requirements of the program. Each activity or event can only fulfill one co-curricular learning outcome.

#### **SELF-REFLECTION REQUIREMENTS:**

In order to fulfill a CoCuLO, upon completion of a co-curricular activity, the student must complete a self-reflection form. The specific self-reflection form that must be completed corresponds to the CoCuLO subcategory (knowledge-based vs. experience-based). On the self-reflection form, the student must first describe the event (100 word max), their involvement in the event (100 word max), and how the event fulfilled the criteria of the selected CoCuLO (100 words max). The student must then answer prompts specific to that CoCuLO pertaining to what they learned at the event (250 word max) and how their participation in the event helped their personal and/or professional development (250 word max). The student's written communication skills will also be assessed using a rubric.

Within four weeks of a student's participation in a CoCuLO event, in order to fulfill the CoCuLO, the student must upload his or her self-reflection to the *Professional Career Development and CoCuLO Course* on CANVAS as well as into the student's e-Portfolio. The student should then email their assigned faculty advisor informing him/her that they submitted a CoCuLO self-reflection on CANVAS. The faculty advisor will track and evaluate each advisee's involvement in co-curricular learning activities and assess their advisees' achievement of the CoCuLOs using a rubric located on CANVAS to score each self-reflection. If the faculty advisor feels the self-reflection does not appropriately respond to the prompt provided on CANVAS for that particular CoCuLO, then the faculty advisor can request that the student edit and resubmit their self-reflection to appropriately address the prompt. Each student is expected to meet with his or her faculty advisor at least once per semester, which provides an opportunity for students to discuss their participation and self-development in co-curricular activities.

Students are expected to achieve the developed or proficient stage for each CoCuLO rubric sub-category by February 1<sup>st</sup> of the P3 year. Students unable to achieve a total minimum score of six on the CoCuLO rubric will be asked to either re-write the self-reflection and appropriately respond to the prompt, or if it is felt that the event did not satisfy the CoCuLO selected, the student may be asked to participate in a different event that better satisfies the CoCuLO requirement. Students experiencing difficulty with their use of language or idea development will be asked to re-write their self-reflection. If upon resubmission, the student fails to achieve at least a 2 on the communication rubric, he or she may be required to complete an online writing skills seminar/workshop identified by the Office of Student Affairs and/or Academic Affairs. Proof of completion of the writing skills seminar/workshop must be submitted to the faculty advisor upon completion. The student will then have an additional opportunity to re-write the self-reflection. If again less than a 2 is achieved on the written communication rubric, additional writing seminars/workshops may need to be completed.

## REPERCUSSIONS FOR STUDENTS NOT FULFILLING COCuLO REQUIREMENTS:

As previously mentioned, a maximum of 3 CoCuLO events each year can count towards fulfilling the CoCuLO requirements of the program. Students failing to complete the CoCuLO requirements of the program prior to the start of APPE rotations may be subject to the following actions:

- The student may not be eligible to be selected to serve as an executive board or delegate of a student organization.
- The student may not be eligible to receive travel/conference funding from the Office of Student Affairs.
- The student may not be eligible to preference their IPPE (IPPE 707, 807 or 808) or APPE rotations.
- The student may not be eligible to apply for COP scholarship and awards.

## PROFESSIONAL CAREER DEVELOPMENT PROGRAM

Class of 2025, 2026, and 2027 (Four-Year Program)

The *Professional Career Development Program (PCDP)* at CNUCOP was implemented to incorporate a longitudinal component of professional development alongside the pharmacy curriculum. The PCDP consists of a series of four lectures delivered once weekly during the first four weeks of the fall semester, followed by two different Professional Career Development Series, one focused on postgraduate training preparation and the other focused career pathways within the pharmacy profession. An integral component of the PCDP is Student Advising Week, which is held each semester and requires that each student meet with his or her advisee for academic and career advising. The goal of the PCDP is to assist students in identifying their professional career goals and provide the support needed to successfully pursue and fulfill these professional goals. Attendance at the PCDP lectures and Career Pathways series is mandatory for all P1-P3 students. Attendance at the Residency and Fellowship Preparation Series is open to all students and strongly encouraged for P3s and P4s. Students planning to attend the Midyear Annual Meeting in December must participate in the Residency and Fellowship Preparation Series to ensure they are adequately prepared for the meeting. Students requesting travel support from the Office of Student Affairs will only be considered if they attended each Residency and Fellowship Preparation session and are serving in an active role at this meeting. Additional information on the Professional Career Development Program is available in the Professional Career Development and Co-Curricular course on CANVAS.

### **Class of 2027 (Three-Year Program)**

The Three-Year PharmD (3YP) program provides longitudinal professional career development activities through the Pharmacy Professional Readiness course series offered to P1 and P2 students throughout the first two years of the PharmD program.



## COURSE SCHEDULE FOR 2024-2025 FOUR-YEAR DOCTOR OF PHARMACY PROGRAM



College of Pharmacy  
Academic Program  
AY 2024-2025  
CO 2027

### CNUCOP PharmD Curriculum

| COURSE#  | COURSE TITLE  | CREDITS | COORDINATOR     |
|--|---|---------|-----------------|
| P2 - Fall Semester III (FA 2024)                                       |   |         |                 |
| PBS 701  | Pathophysiology & Pharmacology II                             | 6       | Zhuqiu Jin      |
| CAS 703  | Drug Literature Information & Evaluation                      | 3       | Olivia Phung    |
| CAS 705  | Pharmacotherapy I   | 6       | Tiffany Kreys   |
| *IPP 707   | Introductory Pharmacy Practice Experience I                   | 4       | Welly Mente     |
| PRC 709  | Longitudinal Practicum III                                    | 2       | Tarek Kassem    |
| Semester total   |   | 21      |                 |
| P2 - Spring Semester IV (SP 2025)                                      |   |         |                 |
| ELC 700  | Elective I  | 2       | Various         |
| PBS 704  | Pathophysiology & Pharmacology III                            | 6       | Linh Ho         |
| CAS 706  | Pharmacotherapy II  | 6       | Victor Phan     |
| PRC 710  | Longitudinal Practicum IV                                     | 2       | Tony Eid        |
| Semester total   |   | 16      |                 |
| P3 - Fall Semester V (FA 2025)   |   |         |                 |
| ELC 800  | Elective II   | 2       | Various         |
| CAS 801  | Pharmacy and the HealthCare System                            | 3       | Eugene Kreys    |
| PBS 803  | Immunology and Rheumatology                                   | 3       | Ashim Malhotra  |
| CAS 805  | Pharmacotherapy III   | 6       | Justin Lenhard  |
| *IPP 807   | Introductory Pharmacy Practice Experience II                  | 2       | Welly Mente     |
| PRC 809  | Longitudinal Practicum V                                      | 2       | Olivia Phung    |
| Semester total   |   | 18      |                 |
| P3 - Spring Semester VI (SP 2026)                                      |   |         |                 |
| CAS 802  | Pharmacy Law and Ethics                                       | 3       | Ivan Petzelka   |
| CAS 804  | Pharmacy Management   | 3       | Peter Tenerelli |
| CAS 806  | Pharmacotherapy IV  | 6       | Tarek Kassem    |
| *IPP 808   | Introductory Pharmacy Practice Experience III                 | 2       | Welly Mente     |
| PRC 810  | Longitudinal Practicum VI                                     | 2       | Shahanara Ahsan |
| CAS 812  | Applied Clinical Pharmacokinetics and Calculations            | 2       | Welly Mente     |
| Semester total   |   | 18      |                 |
| P4 – Year-6 Blocks over Summer, Fall and Spring (SU-FA 2026 – SP 2027) |   |         |                 |
| APP 901  | Advanced Pharmacy Practice Experience: Community              | 6       | Tony Eid        |
| APP 902  | Advanced Pharmacy Practice Experience: Hospital/Health System | 6       | Tony Eid        |
| APP 903  | Advanced Pharmacy Practice Experience: General Medicine       | 6       | Tony Eid        |
| APP 904  | Advanced Pharmacy Practice Experience: Am Care                | 6       | Tony Eid        |
| APP 905  | Advanced Pharmacy Practice Experience: Specialty I            | 6       | Tony Eid        |
| APP 906  | Advanced Pharmacy Practice Experience: Specialty II           | 6       | Tony Eid        |
| APP 910  | Advanced Pharmacy Practice Experience: Seminar I              | 1       | Jason Wong      |
| APP 911  | Advanced Pharmacy Practice Experience: Seminar II             | 1       | Jason Wong      |
| Year total   |   | 38      |                 |
| Program total credits  |   | 148     |                 |

\*Students might be required to complete IPPEs in the Summer or Winter Breaks and must be completed prior to the start of the P4 Year.

Version date: 7/26/2024 (subject to change)

**COURSE SCHEDULE FOR 2024-2025 THREE-YEAR DOCTOR OF PHARMACY PROGRAM**

| Year 1           |               | Block | Course # | COURSE TITLE   | Credits | Coordinator |
|------------------|---------------|-------|----------|--|---------|-------------|
| <b>2024-2025</b> | <b>Fall</b>   |       |          | <b>Fall Trimester I (Mon 8/26/24 - Mon 11/18/24)</b>   |         |             |
| Trim 1           | 2024          | A     | PBS 601  | Cell and Molecular Biology and Biochemistry            | 4       | Vinall      |
| Trim 1           | 2024          | A     | IPP 607  | Introduction to Pharmacy Practice and Professionalism  | 3.5     | Frausto     |
| Trim 1           | 2024          | B     | PBS 605  | Pharmaceutics  | 4       | Saha and Le |
| Trim 1           | 2024          | B     | PRC 609  | Longitudinal Practicum I                               | 1       | Le          |
| Trim 1           | 2024          | B     | PRC 613  | Pharmaceutical Calculations                            | 1.5     | Fatima      |
| Trim 1           | 2024          | B     | PPR-1    | Pharmacy Professional Readiness-1 Part 1               | 0.25    | T.Kreys     |
| Trim 1           | 2024          | C     | CAS 608  | Introduction to Clinical Topics                        | 5       | S. Ahsan    |
| Trim 1           | 2024          | C     | PRC 610  | Longitudinal Practicum II                              | 1       | Mente       |
| Trim 1           | 2024          | C     | PPR-1    | Pharmacy Professional Readiness-1 Part 2               | 0.25    | T.Kreys     |
|                  |               |       |          | Semester total   | 20.5    |             |
| <b>2024-2025</b> | <b>Spring</b> |       |          | <b>Spring Trimester II (Mon 1/6/25 - Mon 03/31/25)</b> |         |             |
| Trim 2           | 2025          | A     | CAS 606  | Biostatistics and Pharmacoepidemiology                 | 3       | E. Kreys    |
| Trim 2           | 2025          | A     | PBS 603  | Medicinal Chemistry & Physical Pharmacy                | 3       | Woldemariam |
| Trim 2           | 2025          | B     | PBS 604  | Biopharmaceutics & Pharmacokinetics                    | 5       | Saha        |
| Trim 2           | 2025          | B     | CAS 703  | Drug Literature Information & Evaluation               | 3       | Phung       |
| Trim 2           | 2025          | B     | PPR-2    | Pharmacy Professional Readiness-2 Part 1               | 0.25    | T.Kreys     |
| Trim 2           | 2025          | C     | PBS 701  | Pathophysiology & Pharmacology I: (Renal and CV)       | 6       | Jin         |

|                  |             |   |          |  |      |           |
|------------------|-------------|---|----------|--|------|-----------|
| Trim 2           | 2025        | C | PPR-2    | Pharmacy Professional Readiness-2 Part 2   | 0.25 | T. Kreys  |
|                  |             |   |          | Semester total   | 20.5 |           |
| <b>2024-2025</b> | <b>Sum</b>  |   |          | <b>Summer Trimester III (Mon 04/28/25 - Mon 07/21/25)</b>  |      |           |
| Trim 3           | 2025        | A | CAS 706  | Pharmacotherapy I: (Cardiovascular, Renal, Autoimmune and Anemia Disorders)  | 6    | Phan      |
| Trim 3           | 2025        | A | PRC 709  | Longitudinal Practicum III (2 credit units)-Part 1   | 0.66 | S. Ahsan  |
| Trim 3           | 2025        | B | CAS 804  | Pharmacy Management and Economic Principles  | 3    | Tenerelli |
| Trim 3           | 2025        | B | PRC 709  | Longitudinal Practicum III (2 credit units)-Part 2   | 0.67 | S. Ahsan  |
| Trim 3           | 2025        | B | PBS 803  | Immunology and Rheumatology  | 3    | Malhotra  |
| Trim 3           | 2025        | C | CAS 805  | Pharmacotherapy II: (Infectious Diseases)  | 6    | Lenhard   |
| Trim 3           | 2025        | C | PRC 709  | Longitudinal Practicum III (2 credit units)-Part 3   | 0.67 | S. Ahsan  |
| Trim 3           | 2025        | C | IPP 707* | Introductory Pharmacy Practice Experience I (Community Practice)   | 4    | Mente     |
|                  |             |   |          | Semester total   | 24   |           |
| <b>Year 2</b>    |             |   |          |  |      |           |
| <b>2025-2026</b> | <b>Fall</b> |   |          | <b>Fall Trimester IV (Mon 08/25/25 - Mon 11/17/25)</b>   |      |           |
| Trim 4           | 2026        | A | PBS 704  | Pathophysiology & Pharmacology II: (Endocrine, Pulmonary, Gastrointestinal and Genito-Urinary Disorders, and Cancer) | 6    | Ho        |
| Trim 4           | 2026        | A | PRC 710  | Longitudinal Practicum IV (2 credit units)-Part 1  | 0.66 | Eid       |
| Trim 4           | 2026        | B | CAS 806  | Pharmacotherapy III: (Endocrine, Pulmonary, Gastro-Intestinal, and Oncology)   | 6    | Kassem    |
| Trim 4           | 2026        | B | PRC 710  | Longitudinal Practicum IV (2 credit units)-Part 2  | 0.67 | Eid       |
| Trim 4           | 2026        | B | PPR-3    | Pharmacy Professional Readiness-3 Part 1   | 0.25 | Eid       |
| Trim 4           | 2026        | C | CAS 812  | Applied Clinical Pharmacokinetics and Calculations   | 2    | Mente     |

|                  |               |   |             |   |      |           |
|------------------|---------------|---|-------------|---|------|-----------|
| Trim 4           | 2026          | C | ELC 700     | Elective I  | 2    | Varies    |
| Trim 4           | 2026          | C | PRC 710     | Longitudinal Practicum IV (2 credit units)-Part 3                                       | 0.67 | Eid       |
| Trim 4           | 2026          | C | PPR-3       | Pharmacy Professional Readiness-3 Part 2  | 0.25 | Eid       |
| Trim 4           | 2026          | C | IPP 807*    | Introductory Pharmacy Practice Experience II (Hospital)                                 | 2    | Mente     |
|                  |               |   |             | Semester total  | 20.5 |           |
| <b>2025-2026</b> | <b>Spring</b> |   |             | <b>Spring Trimester V (Mon 01/5/26 - Mon 03/30/26)</b>                                  |      |           |
| Trim V           | 2026          | A | PBS 602     | Pathophysiology & Pharmacology III: (Neuro- & Psychiatric, Pediatrics, Geriatrics)      | 6    | Clark     |
| Trim V           | 2026          | A | PRC 809/810 | Longitudinal Practicum V (2 credit units)-Part 1  | 0.66 | Phung     |
| Trim V           | 2026          | A | CAS 802     | Pharmacy Law and Ethics-Part 1  | 1    | Petrzelka |
| Trim V           | 2026          | B | CAS 705     | Pharmacotherapy IV: (Neuro, Psychiatric, Pediatrics, Geriatrics, & Therapeutics Review) | 6    | T. Kreys  |
| Trim V           | 2026          | B | PRC 809/810 | Longitudinal Practicum V (2 credit units)-Part 2  | 0.67 | Phung     |
| Trim V           | 2026          | B | CAS 802     | Pharmacy Law and Ethics-Part 2  | 1    | Petrzelka |
| Trim V           | 2026          | B | PPR_4       | Pharmacy Professional Readiness-4 Part I  | 0.25 | Eid       |
| Trim V           | 2026          | C | ELC 800     | Elective II   | 2    | Various   |
| Trim V           | 2026          | C | CAS 801     | Pharmacy and the HealthCare System  | 3    | E.Kreys   |
| Trim V           | 2026          | C | PRC 809/810 | Longitudinal Practicum V (2 credit units)-Part 3  | 0.67 | Phung     |
| Trim V           | 2026          | C | CAS 802     | Pharmacy Law and Ethics-Part 3  | 1    | Petrzelka |
| Trim V           | 2026          | C | PPR_4       | Pharmacy Professional Readiness-4 Part II   | 0.25 | Eid       |
| Trim V           | 2026          |   | IPP 808*    | Introductory Pharmacy Practice Experience III (Specialty)                               | 2    | Mente     |

|        |           |            |            |  |            |  |
|--------|-----------|------------|------------|--|------------|--|
|        |           |            |            | Semester total   | 24.5       |  |
| Year 3 | 2026-2027 |            |            | <b>APPE Rotations (05/18/26 - 05/28/27)</b>                      |            |  |
|        |           | APP<br>910 | APP<br>910 | Advanced Pharmacy Practice Experience: Self-Directed Learning I  | 1          |  |
|        |           | APP<br>901 | APP<br>901 | Advanced Pharmacy Practice Experience: Community                 | 6          |  |
|        |           | APP<br>902 | APP<br>902 | Advanced Pharmacy Practice Experience: Hospital/Health System    | 6          |  |
|        |           | APP<br>903 | APP<br>903 | Advanced Pharmacy Practice Experience: General Medicine          | 6          |  |
|        |           | APP<br>904 | APP<br>904 | Advanced Pharmacy Practice Experience: Am Care                   | 6          |  |
|        |           | APP<br>905 | APP<br>905 | Advanced Pharmacy Practice Experience: Specialty I               | 6          |  |
|        |           | APP<br>906 | APP<br>906 | Advanced Pharmacy Practice Experience: Specialty II              | 6          |  |
|        |           | APP<br>911 | APP<br>911 | Advanced Pharmacy Practice Experience: Self-Directed Learning II | 1          |  |
|        |           |            |            | Semester total   | 38         |  |
|        |           |            |            | <b>Program total credits</b>                                     | <b>148</b> |  |

\*Students might be required to complete IPPEs during Breaks and must be completed prior to the start of the P3 Year.

## BACKGROUND CHECK CLEARANCE

CNUCOP requires entering and continuing students to 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 application to the pharmacy program. Any such actions taken while a current student is enrolled in the Doctor of Pharmacy program must be immediately disclosed to the OSAA and/or the Experiential Education Office, such actions could, depending on the circumstances, be grounds for revocation of an offer of admission or disqualification from the program.

CNUCOP requires a background check on at least two 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 required 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. Students not receiving a clear background check at this stage will not progress to the APPEs and may be disqualified from the program. Additional background checks may be required by certain IPPE and APPE rotation sites prior to starting a rotation. The Experiential Education Office will notify students of any additional requirements needed prior to Introductory Pharmacy Practice Experiences (IPPEs) and APPEs. 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**.

## DRUG SCREENING & TEST CLEARANCE

The Office of Experiential Education 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 IPPE/APPE 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 his/her rotations. The PASC must notify The Office of Experiential Education when the student is cleared to continue their IPPE or APPE rotations.

CNU 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.

Students must pass all drug tests and/or screenings. Students who do not meet or pass the drug test requirement as outlined above for both IPPE and APPE rotations 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 and/or preceptor.

## DRUG SCREENING REQUIREMENTS

The Student will be required to have a background check and/or a drug screen prior to beginning any IPPE or APPE rotations. It is the responsibility of the student to obtain such

background/drug screening and make sure the requesting facility and the College both receive the final report prior to the beginning of the rotation. The student may be responsible for any financial obligations for such screenings and reporting to the College and as required according to respective IPPE/APPE site procedures.

## LIABILITY/MALPRACTICE INSURANCE

All incoming students are enrolled in California Pharmacists Association (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.

## 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 are required to set up an online account with CORE and Certiphi and are responsible for the annual fee for this service while enrolled in the University. 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. Establishing 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 CORE account in order to matriculate into the program successfully:

- Hepatitis B – complete a 2 or 3 dose vaccination series OR 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 a negative 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.
- COVID-19 –Proof of initial vaccination series plus boosters if eligible based on CDC guidelines for healthcare professionals. Students who are not vaccinated against COVID due to religious beliefs must complete a Religious Exemption Waiver. Please note, rotation sites may be limited in choice due to compliance requirements at specific sites. Please see the Office of Experiential Education for more

information.

## HEALTH INSURANCE REQUIREMENTS

All students are required to maintain health insurance prior to matriculation and while enrolled at CNU. Students not participating in the Student Health Plan must obtain private insurance and maintain evidence of coverage uploaded to CORE ELMS. Do not send evidence of coverage to the Office of the Registrar; it will not be processed. Failure to provide evidence of insurance coverage may result in cancellation of registration. Questions relating to this requirement should be directed to the Office of Student Affairs.

## STUDENT HEALTH PLAN

To help students meet the health insurance requirement, CNU now offers a Student Health Plan (SHP) through UnitedHealthcare. To be eligible for this option, you must be a CNU student who is enrolled full-time.

If you plan to enroll in the SHP through UnitedHealthcare, please be sure to include the SHP cost in your estimated cost of attendance when filing for financial aid and for budget-planning. Students not participating in the SHP through UnitedHealthcare must obtain private insurance. Students are not required to enroll in the SHP if they have secured private insurance and have uploaded it in their CORE ELMS account. For information related to the SHP through United Health Care, please visit: <https://www.cnsu.edu/registrar/student-health-plan.php> Questions related to coverage should be directed to UnitedHealthcare. All students who will not be enrolling in the Student Health Plan must complete a waiver for the Student Health Plan. Failure to complete the waiver by the stated deadline will result in the student being automatically enrolled in the Student Health Plan.

## STUDENT DENTAL PLAN

This is an optional plan available to students. For more information and a quote, please follow the link to the Ameritas website: Student Dental Plan-McGrew Maher. The cost of these plans is not included in your tuition or fees. You pay directly for the plan that you select. If you have questions, please follow the instructions on the Ameritas website.

## 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 on the Office of the Registrar’s website, to the Registrar. Paper forms are available in the display outside the Office of the Registrar. Students may view their current form in the Documents section of their Student Portal. Students are also responsible for inputting and updating emergency contact information and address information into the student portal.

## TRANSPORTATION & HOUSING REQUIREMENTS

Students are responsible for providing their own transportation and/or housing needs related to their experiential education pharmacy sites to which they are assigned and must 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 their IPPE and/or APPE year. The CNU sites are primarily based in the Greater Sacramento Area, Bay Area, Central Valley, and Southern California Areas. The location site will be determined by various factors developed by the



Experiential Education Office for site allocation. More information regarding site allocation can be obtained through the Experiential Education Office staff and the Experiential Education Handbook.

Students are responsible for expenses incurred for ALL rotation-related, as well as compliance-related, purposes. For instance, expenses associated are NOT limited to costs incurred for performing student background checks, drug screening requirements, parking fees, toll bridges, vehicle usage, transportation, document retrievals, childcare, meals, etc. These cannot be reimbursed by the College of Pharmacy.

## PROFESSIONAL & TECHNICAL STANDARD REQUIREMENTS

CNUCOP endeavors to select applicants who have the ability to become highly competent pharmacists. The college adheres to the accreditation standards set forth in 2016 by the American Council for Pharmacy Education and known as the 2016 Standards. Within these standards, 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 a holistic review of the application, including 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. During the rigorous four-year pharmacy school curriculum, 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 foundational 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. CNUCOP students 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, 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 the ability to

relay information to and receive information from patients in a 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 the senses, including 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 for 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 as well as 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, and be able to work effectively and professionally as part of a team during

the pharmacy curriculum and as a member of a healthcare team after graduation.

Students must be able to participate in a culturally diverse classroom and practice environment; 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.

## ACADEMIC INFORMATION

### ACADEMIC ADVISING: MENTORING AND ACADEMIC SUCCESS PROGRAM

As part of the Mentoring and Academic Success Program, each first-year pharmacy student is assigned to a faculty advisor from the Pharmaceutical and Biomedical Sciences (PBS) Department, if available, since the majority of the coursework delivered during the first year of the program is focused on the basic sciences. The PBS faculty member may remain your advisor throughout the first two years of the four-year PharmD and a CAS faculty member will serve as the advisor for the last two years. For students in the three-year program, a PBS faculty member will serve as the advisor for the first three trimesters. Thereafter, a CAS faculty member will become the advisor for the remainder of the pharmacy program. Although each student is assigned to a faculty advisor, all CNUCOP faculty have an open-door policy, meaning students are able to seek the assistance of other faculty if interested in doing so, who may be more knowledgeable in a specific area of pharmacy the student is interested in pursuing.

Each student is expected to meet with the faculty advisor at least once per semester/trimester. To help facilitate student meetings with their advisor, one to two weeks from each semester/trimester is designated as Student Advising Week, during which time both faculty, staff, and students are asked to refrain from scheduling meetings outside of advisor-advisee meetings. During this time, faculty advisors will review the students' progress in completing the co-curricular requirements of the program, the students' e-Portfolio, and will discuss students' career development plans and professional career goals. The faculty advisor serves as a valuable resource to students as they transition into the professional degree program and throughout the duration of the pharmacy program. Faculty advisors can help direct students to academic and non-academic resources they may need to successfully complete the program, including tutoring services, counseling services, disability services, etc. Faculty advisors are also alerted when their advisee(s) are placed on academic alert in order to provide early intervention to their advisees. Students are expected to respond to advisor emails in a timely manner and maintain open communication with their advisor to optimize the benefits of the Mentoring and Academic Success Program.

### FACULTY ADVISOR-ADVISEE RESPONSIBILITIES

| ADVISOR RESPONSIBILITIES  | ADVISEE RESPONSIBILITIES   |
|---|--|
| <ul style="list-style-type: none"> <li>● Post and maintain regular office hours; notify advisees of hours at the beginning of the semester</li> <li>● Inform advisees of their responsibilities</li> <li>● Get to know advisees</li> <li>● Maintain records of advisee's educational progress</li> <li>● Help advisees to develop a course of study that</li> </ul> | <ul style="list-style-type: none"> <li>● Know your advisor (phone number, locations, office hours)</li> <li>● Read the Student Handbook, General Catalog, and Experiential Education Handbook to become familiar with program requirements and policies</li> <li>● Be aware of important dates on the academic calendar</li> </ul> |

|   |   |
|---|---|
| <p>takes into consideration their personal, educational, and career goals in pharmacy</p> <ul style="list-style-type: none"> <li>● Answer advisee’s questions about academic regulations and professionalism</li> <li>● Provide information about planning and actions to improve course grades when they are in jeopardy of failing or placed on academic alert</li> <li>● Inform advisees about academic and non-academic support through the College and University, such as tutoring, disability services, and mental health and counseling referrals</li> <li>● Review advisees’ progress in completing the co-curricular requirements of the program</li> <li>● Review advisees’ e-Portfolios</li> <li>● Discuss career specialty areas, residency, and fellowship options with advisees</li> <li>● Write letters of recommendation for advisees</li> </ul> | <ul style="list-style-type: none"> <li>● Schedule appointments in advance of important deadlines; keep your appointments with faculty advisors</li> <li>● Prepare specific questions for your advisor and ask for contact persons on questions the advisor cannot answer</li> <li>● Maintain a file of materials that relate to your academic progress</li> <li>● Gather information needed to make academic and career decisions</li> <li>● Accept responsibility for informing your advisor about you and your interest. Be prepared to discuss personal, educational and career goals</li> <li>● Seek help from your advisor when needed, and ask about other ways that you can participate effectively in the advising process</li> </ul> |
|---|---|

## FACULTY CLASS ADVISORY PROGRAM

In addition to our Mentoring and Academic Success Program, beginning in the 2019-2020 academic year, CNUCOP developed and instituted a Faculty Class Advisor Program, with specific faculty serving as the official advisors to each cohort. The intent of the program is to enhance communication between students, faculty, and administrators, provide support, guidance, and mentoring for all students, and at the same time enhance student citizenship, confidence, and constructive engagement with the program. It is envisioned that through regular meetings with the professional year cohorts, Faculty Class Advisors will provide regular class-specific programmatic and institutional updates and collect student feedback, while also engaging our learners in receiving feedback from the CNUCOP Assessment, Curriculum and other college and university committees. Overall, the Faculty Class Advisors will host the Class Town Hall meetings to augment the existing rapport with the student body, facilitate continuous quality improvement, and serve as a contact point for students. This system is in addition to the traditional advisor-advisee program which remains in place.

## 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 of less than 70%. 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. The 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, to 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 who are in the top twenty percent of the class, are invited to join the Rho Chi Honor Society in the spring semester of the second professional year (P2) of the program. 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 in the graduation program. 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://northerncaliforniaeducationfoundation.com>.

## 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. If the appeal is approved by the Course Coordinator and Department Chair, the Course Coordinator returns the completed grade appeal form with section III completed, to the Office of Academic Affairs along with a completed Grade Change Form, which will be further submitted to the Office of the Registrar. If the appeal is denied, the Course Coordinator will return copies of the grade appeal form, to the Office of Academic Affairs and the Registrar, while returning the original copy to the student in case they wish to pursue the matter further. If the student accepts the outcome, the process ends here.

## SECOND STEP - APPEAL TO THE OFFICE 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 Office of Academic Affairs. The Office 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 Office of Academic Affairs, 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 Assistant/Associate Dean of Academic Affairs, the student may appeal the decision directly to the Dean.

## THIRD STEP – THE DEAN OF THE COLLEGE

If the Office of Academic Affairs denies the appeal, and only in exceptional cases when the student needs to pursue the matter further, the student has 3 business days from receipt of the decision from the Office 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 Dean will refer the matter to the Office of Academic Affairs, which will consult with the CNUCOP PASC for a holistic review of the student's dossier. 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>.

## THE PHARMACY PRIMER PROGRAM

California Northstate University College of Pharmacy initiated the annual "Pharmacy Primer Program" (PPP) in AY 2018-2019. This optional on-boarding program is aimed at assisting students in each year's incoming class. The idea behind this free, student-oriented, faculty-taught preparatory program is to facilitate the following student-centered goals and outcomes: 1) promote learning outcomes by providing a foretaste of Pharm.D. program, 2) review prerequisite content and help incoming students better align their understanding of prerequisites with courses in the first year of the Pharm.D. program, 3) adequately prepare students for the rigors of pharmacy school, and 4) encourage academic success in pharmacy school. The Pharmacy Primer is jointly administered by the CNUCOP Offices of the Assistant Dean of Student Affairs and Admissions, the Assistant Dean of Accreditation and Program Development and the Office of the Dean.

The Pharmacy Primer is offered to incoming First Professional Year students (P1s). This non-mandatory, voluntary, tuition-free, program offers a primer of select topical coverage in key areas of pharmacy and pharmaceutical sciences to give students a flavor for pharmacy school and a preview of some challenging course content. The Primer is typically delivered over a period of one to two weeks and is offered a week or two before New Student

Orientation and the official start of school. Each day is about 6 hours long, with 3 hours in the morning and the afternoon, interspersed with an hour-long lunch break. Examples of content covered during the Primer includes foundational sciences, pharmaceutical calculations, pharmacy career paths, professionalism, and peer-led strategies for success in school. Typically, 3-4 CNUCOP faculty, many current CNUCOP students and staff are engaged in the program which also offers excellent networking opportunities for incoming students to meet other members of their class. Also included on each day are a number of social-fun events and activities.

The advantage of attending this free program is to give students a “head start” with learning some of this course content to be better prepared to tackle this material in classes during the first semester of pharmacy school.



## NEW STUDENT ORIENTATION

First-year orientation, known as New Student Orientation, is mandatory for all new students to the pharmacy program. All new international students must also attend an International Student Orientation, in addition to New Student Orientation. 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(s). Students must obtain permission from the Office of Student Affairs prior to any absence during the orientation(s). The student will be required to provide documentation for the absence and complete a make-up orientation within the first few weeks of school, in addition to attending scheduled classes and maintaining course requirements.

Registration for classes requires all admission contingencies be fulfilled, 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.

## COURSE REGISTRATION DEADLINES

Registration is conducted by the Registrar prior to the start of each semester/trimester for new and continuing students. Students with business, financial, or other registration holds on their account will not be registered until the Registrar is notified that the hold has been cleared. Students who are non-compliant with institutional requirements, including but not limited to health insurance and/or immunization documentation, or who have a registration hold on their student account at the time of registration are required to satisfy the requirement, and may also be required to submit the Course Add/Drop form by the end of the Add/Drop period, to register or make schedule changes. A student should not be attending class for which he or she is not registered. Course registration



can be viewed through the Student Portal.

The Registrar performs block registration for all didactic courses. IPPE and APPE rotation placements are provided to the Registrar by the COP Experiential Education Office

Students are encouraged to review their semester/trimester registrations through the Student Portal on a regular basis to ensure accuracy. At minimum, students should check their Portal at the beginning of the semester/trimester, after any requested course/rotation changes, and shortly before the end of the course and/or semester.

## ELECTIVE COURSE REGISTRATION

Students who meet the course prerequisites take an elective course during the P2 spring semester and P3 fall semester. Instructions for elective course registration are emailed by the Office of Academic Affairs

## COURSE ADD/DROP DEADLINE

The COP course add/drop deadline is 5:00 p.m. on the fifth instructional day of the semester/trimester. To make schedule changes, the Course Add/Drop request form must be submitted to the Office of the Registrar for processing. The form is available from the Registrar's website, <http://www.cnsu.edu/office-of-the-registrar/registrar-services> and paper copies are available at the Registrar's office shelf case.

## 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. The student must then obtain approval 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 provides proof 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 using computerized exam-taking software 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 not result in extra time. The exam will end after the allotted time (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. Students taking exams online are required to work independently without the use of textbooks, notebooks, audio or visual aids, 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 (e.g., cell phones, pagers, digital timers, smart watches 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 three 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. Students must sign and integrity statement at the beginning of the exam.

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. Students may not go to the restroom after the first exam has been turned in except in the case of a health emergency.

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 the detailed Excused Absence 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. If approved as a low stakes absence that was checked, signed and dated by their respective Course Coordinator, it is then submitted to the Office of Academic Affairs and the process ends; but if it is checked as a high stakes absence, then the final approval will be decided by the Associate Dean of Academic Affairs. The student and concerned parties will then be notified by email and the process here is concluded.

## MAKEUP EXPECTATIONS

Students are responsible for contacting the course coordinator to arrange makeup coursework. The ability to

makeup missed coursework, as well as the makeup time, date, format, duration, and scoring is determined at the sole discretion of the 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

## ATTENDANCE POLICY: PHARMACY PRACTICE EXPERIENCES

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

## EXPERIENTIAL EDUCATION

The College of Pharmacy has identified a diverse mixture of sites for experiential education at various locations throughout California and the US. CNU works with multiple 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 College has also worked with a variety of community practice settings, including independently owned pharmacies and multiple chain drug stores. Other clinical sites for APPEs that have been integrated into our curriculum include 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. Students should keep in mind the possible additional cost of relocation when they arrange for financial aid.

## PROFESSIONAL AND ACADEMIC STANDARDS

The Honor Code of CNUCOP is a formal code of conduct 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. The Professional and Academic Standards Committee reviews violations of the Honor Code, described below.

### 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 goodwill 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. Teamwork 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 teamwork and team-based learning, with respect for differing points of view 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
- 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
- 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.

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 California Northstate University College of Pharmacy curricular requirements in a timely fashion, not to exceed seven (7) years from the date of initial enrollment (including approved leave of absence) for students in the four-year program and four and one-half years from the date of initial enrollment for students in the three-year program.
- Passed all high stakes exams
- Fulfilled all tuition and financial requirements and completed all necessary paperwork for California Northstate University and the 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 in the graduation program. The honor will be noted on the degree.

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

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

**Cum Laude** - Cumulative grade point average of 3.50-3.69

## GRADING

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

The breakdown for assignment of letter grades and grade points for each letter grade are as follows:

90.0 to 100% = A = 4.0

80.0 to 89.9% = B = 3.0

70.0 to 79.9% = C = 2.0

60.0 to 69.9% = D = 1.0

Below 60% = F = 0.0

Remediation=Y=0.0

## ASSIGNMENT OF CREDITS

For each semester/trimester, one (1) unit of credit equates to 15 hours of time in the classroom or direct faculty didactic instruction (that is, per hour of lecture or student in class time). For courses that include workshop and/or laboratory time, one (1) unit of credit may equate to up to 45 hours of class time. 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, 6-week APPE block.

## MILESTONE EXAMS

The P1 and P2 Milestone Examinations cover course material taught during previous program years and are administered annually. Each exam consists of several sections made up of multiple-choice and fill-in-the-blank questions developed by faculty, practitioners, or outside trainers. Exam questions cover all courses offered up to the students' present status in the program.

To encourage and incentivize the students' participation and performance in the Milestone exams, students are allowed to designate a single course in the subsequent semester to potentially allocate 2% bonus points credit based on each student's performance on the Milestones. Percentage points will be added to a student's team grade if the student's individual grade in the course is  $\geq 70\%$ . If a student fails to achieve the passing threshold, the student will be required to remediate the Milestone exam. The exam includes questions based course topics from the previous academic years. The students who are on an extended academic plan will take the Milestone exams with their graduating class. If a student fails the Milestone exam, the student will be allowed multiple remediation attempts until they pass the Milestone exams. The passing criteria for remediation exams are identical to the original exam yet the students will not be eligible to receive bonus points..

## QUALIFYING EXAM SERIES DURING APPE YEAR

Each year all APPE students are required to take a proctored Qualifying Exam Series of three exams prior to graduation. If proctoring online is necessary, students will be provided with instructions on how to use their secondary device in order to be online proctored. Successful completion and passing of at least one of the three Qualifying Exams with a minimum of 70% is required in order to successfully be conferred the PharmD degree by vote of the Faculty. All three exams are mandatory unless the student achieves the required passing threshold at which point the student can choose to take any of the subsequent to gain further experience. This series of Qualifying Exams are considered a **HIGH STAKE EXAMINATION**. Faculty recommends the candidates for the degree of Doctor of Pharmacy (PharmD). Therefore, students who do not successfully pass or remediate and pass the Qualifying Exam in a timely manner will not receive conferral of degree by faculty, which means they are not eligible to be conferred the PharmD at graduation in May of their graduation year. Therefore, it is extremely advisable for students to study and prepare to pass the Qualifying Exam Series in order to graduate on time. In the event that a student fails all three Qualifying Exams, remediation will be provided until the student successfully meets the remediation criteria.

## CONSEQUENCES OF NOT PASSING REQUIRED EXAMS

This is a reminder that the Doctor of Pharmacy Degree Requirements stipulates expected educational outcomes of

the Doctor of Pharmacy degree program. For instance, the curriculum at CNUCOP consists 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, all Milestone Examinations, , and Qualifying Exam, associated with the Doctor of Pharmacy program to be eligible for graduation and the conferral of the Doctor of Pharmacy degree. Successful remediation will be required and opportunities will be provided until the review session in May. NAPLEX/MPJE/CPJE

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## ELIGIBILITY REQUIREMENTS

To take the NAPLEX and/or CPJE, 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>.

## NAPLEX/CPJE REVIEW

Pharmacy school graduates must pass the North American Pharmacist Licensure Examination (NAPLEX), a program of the National Association of Boards of Pharmacy (NABP), and the jurisprudence exam (CPJE or MPJE) prior to entering the workforce. In preparation, the CPJE and NAPLEX Review courses will occur in May and are considered mandatory for students, hence, students are expected to attend in person each day during these live CPJE and NAPLEX Review courses.

## 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.

## ACADEMIC PROGRESSION

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

### ACADEMIC PROGRESSION POLICY

#### I. POLICY STATEMENT

This policy establishes California Northstate University's College of Pharmacy's (COP) standards of academic progression. They are defined to ensure students advance through the curriculum in a timely manner, while



maintaining high standards of academic performance and professional conduct. The typical curriculum schedule is found in the student handbook.

## II. PURPOSE

The purpose of this policy is to ensure students reach and maintain high standards of learning throughout their time at COP and accomplish all course learning objectives. The policy delineates the process for academic progression. A student must complete the program within a maximum time period of 7 calendar years (84 calendar months) from the time they register and attend their first core course. Students are required to pass all courses with a grade of C or high for the PharmD degree.

## III. SCOPE/COVERAGE

This progression policy applies to all didactic classes and all annual summative exams in the PharmD program ( i.e., Milestone Examinations and Qualifying Exam Series).

## IV. DEFINITION OF SATISFACTORY ACADEMIC PROGRESSION

Refer to the General Catalog for policies related to academic progression.

For a student to successfully progress through the COP PharmD program, they must pass or remediate all courses each semester **and** maintain a minimum grade point average (GPA) of **2.0**. Students must also pass or remediate all annual summative exams (e.g., the Milestone Examinations and the Qualifying Exam Series).

## PROGRESSION ISSUES

### I. PROGRESSION

The policy outlines the expectations to guide California Northstate University College of Pharmacy (CNCUOP) Doctor of Pharmacy (PharmD) students through their academic journey to progress timely and successfully towards the completion of the program.

#### REASON FOR REVISION

In February 2024, CNUCOP received approval from the Accreditation Council for Pharmacy Education to transition from a 4-year to a 3-year accelerated PharmD program. The new 3-year PharmD will commence in the fall of 2024. This revised CNUCOP Academic Progression Policy and Procedure (5101) document will apply to both students enrolled in the current 4-year and the new 3-year PharmD program from fall 2024 onwards.

### II. SCOPE

The policy and procedures outlined here include i) the overall definition of timely progression, ii) the number of remediation opportunities available to the students for on-time graduation, iii) opportunities for extended learning/remediation through specialized academic plans, iv) the number of courses students may remediate, v) remediation requirements for courses with “core” skills or components, and vi) tracking student progression through the use of a “negative strikes” system for D and F grades received through the duration of the PharmD program. This policy and procedure document was created through a revision of the previously existing academic progression policy and adopted at CNUCOP through an all-faculty vote on February 2, 2024.

### III. POLICY STATEMENT

CNUCOP has established a set of guidelines and expectations associated to the development and acquisition of knowledge, skills, and competencies necessary to successfully advance in the PharmD program towards graduation.

#### A. Course Remediation

Remediation consists of taking a comprehensive remedial examination that covers the material presented throughout the course. Both course grades of D and F are now eligible for remediation. 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. Satisfactory mastery of the material will be decided by the course coordinator/director/instructor, generally representing a score of at least 70 percent on the comprehensive remedial examination.

##### 1. Remediation Criteria

- a. CNUCOP uses a “strike” system for GPA calculations. Students may not stay in the program with a cumulative GPA below 2.0 and cannot earn more than 7 strikes cumulatively throughout the PharmD program. A “D” counts as one strike and an “F” counts as two strikes. For example: students can have 7 “D” courses or a maximum of 3 “F” courses plus one “D” course, all of which they can remediate. Beyond this, they are subject to dismissal.
- b. For all didactic courses, a student who receives a course grade between 59.95 and 69.94 earns a “D,” while a student with a grade of 59.94 and below earns an “F,” as defined in course syllabi. Both D and F grades require remediation. If students pass the remediation, their F or D grades will be changed to a C. The fact of remediation will be reflected as a transcript record.
- c. Students in the 4-year PharmD track are allowed a total of 3 opportunities to remediate the same course through the duration of the program, followed by a dismissal from the PharmD program. This includes the extended learning plan (a 5-year plan). Please refer to the procedure below.
- d. Students in the 3-year PharmD program are allowed a total of 4 opportunities to remediate the same course through the duration of the PharmD program. This includes an extended learning plan (a 4-year plan). Please refer to the procedure below.
- e. Students may remediate any number of courses within a given semester (for the 4-year PharmD) or trimester (within the 3-year PharmD) per the items above with the contingency that they need to complete the PharmD program within 1.5 years of degree program length (6 years for the 4-year program).
- f. Remediation for P1-P3 courses with required/core passing components: The PharmD program has several courses that incorporate the teaching and learning of required skills. These skills are assessed by assignments and are placed as required passing components of select courses. The most common examples are “practicum” courses, abbreviated as PRCs. The PRC courses are offered in all didactic years of the PharmD program. Example courses for the 4- and 3-year PharmD programs: PRC sequence of courses and the CAS 812 course. This provision does NOT apply to P4 years clinical rotation courses called “Advanced Pharmacy Practice Experiences or APPE courses. Students will

receive a total of 4 attempts to pass the required components including the initial attempt, remediation 1, remediation 2, and remediation 3 or extended remediation.

#### **B. Academic Probation**

If a student fails a course, or if remediation is unsuccessful, the Office of Academic Affairs and Accreditation (OAAA) 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 in the 3-year PharmD program is placed on a four-year schedule and a student in the 4-year PharmD program is placed on the five-year schedule to complete the program.
- b. The program must be completed within the stated number of consecutive years from the date of the first day the student begins the program.

#### **C. Incomplete Grade or Withdrawal from a Course**

- a. 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.
- b. 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.
- c. Failure to complete the course will result in an earned F grade for the course and placement on Academic Probation.
- d. Withdrawal from a course must first be approved by the course coordinator and the Office of Academic Affairs and Accreditation. 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.

#### **D. Dismissal from the Program**

1. The decision to dismiss is solely at the discretion of the CNUCOP Office of Academic Affairs and Accreditation (OAAA) and will be based on the academic performance of the student. However, the OAAA will consult with CNUCOP Professional and Academic Standards Committee (PASC) as outlined below.
2. Dismissal decisions may be appealed to the Dean, whose decision will be final.
3. PASC will make recommendations to the OAAA based on professionalism, honor code, and similar issues PASC may also be convened upon a request by the OAAA.

### **IV. PROCEDURES**

#### **1. General Remediation Procedure.**

- 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.
- b. Eligibility for remediation is determined by the CNUCOP Office of Academic Affairs and Accreditation (OAAA) based on the number of courses where an F or D grade is achieved in a semester.

- c. If eligible, instructors will make arrangements with the student to remediate.

## 2. Number of Remediation Opportunities and Remediation Placements

### *For the 4-year PharmD Program*

- a. For the 4-year program, the first remediation will occur at the end of the semester.
- b. If the student does not pass, the second remediation will occur at the end of the academic year.
- c. If the student does not pass, they will be placed on a 5-year academic plan and will need to retake the course. If they pass, their earned grade will be recorded.
- d. If they fail the course final exam again (third and final attempt),
- e. Students who fail again will be dismissed from the program.

### *For the 3-year PharmD Program*

- a. Remediations 1 and 2 will occur at the end of each trimester.
- b. Students who do not pass remediation 2, will be allowed to progress with courses with the stipulation that they conduct approved self-directed study along with taking the new courses.
- c. They will get a third remediation opportunity at the end of the immediate following trimester.
- d. If they fail, they will be placed on a 4-year academic plan and will need to retake the course (fourth and final attempt). If they fail, they will be dismissed from the program.

## 3. Remediation for P1-P3 Courses with Required/Core Passing Components.

- a. Remediation 1 will be scheduled during the semester. If a student fails Remediation 1, they must consult their course instructors to review eligibility for Remediation 2. If a student passes Remediation 1, their grade on the **assessment of the core component** will be changed to 70%.
- b. Remediation 2 will be scheduled after the instructional period (during the remediation period). If a student fails Remediation 2, they will get a grade of "incomplete" or "I" in the course and may be eligible for Remediation 3 (extended remediation). If the student passes Remediation 2, their grade on the **assessment of the core component** remains the same as the score from the original attempt.
- c. Remediation 3 (extended remediation) will be scheduled during the summer. If a student fails the extended remediation, they will get a D for the course. If they pass the extended remediation, they will get the maximum grade of a C (70%).

## 4. Dismissal Appeals

- a. Students dismissed from the College may appeal the decision in writing within ten business days of notification of the dismissal.
- b. The Dean will render a decision in writing within 3 business days of receipt of the formal written appeal.
- c. The Dean's decision is final.

## 5. IPPES and APPE

- a. A failed IPPE or APPE cannot be remediated except by retaking the rotation.

- b. If the IPPE or APPE is not successfully remediated the student will be dismissed from the program. If more than one Block is failed, the student will be dismissed. Students have the right to appeal dismissal decisions according to this policy and per the CNUCOP appeals policy.
- c. 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.
- d. Students should refer to the EEP Handbook for specific requirements regarding progression through IPPEs and APPEs.

## V. GRADUATION REQUIREMENTS

Degree approval is awarded provided that the student has:

- Conducted themselves in an ethical, moral, professional, and lawful manner.
- Satisfactorily completed the curricular and co-curricular requirements in a timely fashion, not to exceed 1.5 times the expected program duration (e.g. 6 years for the four-year program and 4.5 years for the three-year program) from the date of initial enrollment.
- Passed all high stakes exams including course final exams, milestone exams, qualifying exams, and other examinations as outlined in the graduate catalog.
- Fulfilled all tuition and financial requirements and completed all necessary paperwork .
- Attends graduation and commencement ceremonies in person. Under special circumstances, the Dean of the College may release the attendance requirement in the preceding sentence.

### 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 policies.

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 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

## *VIOLETION 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 Assistant/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, methamphetamines, heroin, Ecstasy, GHB, Ketamine, LSD, PCP, and so-called “designer drugs”, as well as “counterfeits” purported to be such drugs) and trafficking in marijuana and hashish are felonies. Depending upon the quantity of drugs involved, penal ties 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 of 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 (<http://www.leginfo.ca.gov>).

#### 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 by appointment. Confidentiality will be maintained unless authorized by the student or a threat to the student’s life or another occurs.

## MISCELLANEOUS: NON-ACADEMIC POLICIES

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### 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.

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### 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 guests 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.\*

| <b>California Northstate University Building Hours*</b> |                     |
|---|---------------------|
| Monday-Friday   | 8:00 AM to 12:00 AM |
| Saturday and Sunday                                     | 8:00 AM to 10:00 PM |
| Holidays  | Closed              |

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### CELL PHONES

Out of courtesy for others, all cell phones must be turned-off or silenced 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 being 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 referral to PASC.

## 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 daycare 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.

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## 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 degrees 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.

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## 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.

## COMPLAINT/GRIEVANCE POLICY

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### ACADEMIC COMPLAINTS/GRIEVANCES

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

| <u>Complaint/Grievance</u> | <u>Discuss or file complaint with</u>                         |
|----------------------------|---|
| Course-related             | Faculty Coordinator; if unresolved, then the Department Chair |
| Faculty-related            | The Department Chair  |

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### 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 Assistant 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 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 web site. 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 Assistant Dean of Student Affairs. 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 Assistant Dean of Student Affairs and Admissions.

### 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 Assistant Dean of 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

Assistant 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> 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>. 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>.

#### 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, and 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](#) to 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](http://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 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](http://www.copyright.gov) and [www.copyright.gov/help/faq](http://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 based on 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:

### **Students are permitted to wear the following:**

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

### **Students are not permitted to wear the following:**

- Jeans, sweatpants, shorts, short skirts or dresses
- T-shirts, mid-riffs, tank tops
- Revealing clothing of any description
- Flip flops, sneakers
- 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
- Only hair dye of natural colors permitted
- 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 are permitted on Wednesdays, which is designed at School Spirit Day

#### 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.

**Hair** must be worn in such a way that it does not impede vision or come into contact with open flames or the general work area/equipment and/or reagents being used.

**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 or lab conditions.

#### EMAIL COMMUNICATION POLICY

**The use of e-mail to a student's CNU issued email address is the 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 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.

## 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.

## CLASSROOM READINESS

To provide a learning environment conducive for optimal learning and minimal distractions, daily maintenance of the classroom is of key importance. All students are responsible for contributing to daily classroom maintenance, while SBC Class Co-Presidents are accountable for ensuring the environment is "classroom ready" each day.

- Daily classroom maintenance consists of performing the following tasks:
- Microphones: All microphones should be placed on the charging station after each class or event
- Doc Cam, Computer, and Projector: Each of these items should be powered-off after each class
- Tables: Each table should be wiped-down as needed using wipes provided by the COP and housed at the podium
- Chairs: Each table should have six chairs; if chairs are moved, they should be returned to their original position after use
- Team Assignments: Each team pod should have one team card placed at the front-center of the table towards the podium with the team number facing the podium; the table should be clutter free- all flyers, snacks, etc. should be removed at the end of each class
- Alpha Cards: Each team should have one set of A-B-C-D-E cards
- Bulletin Boards: Each classroom's bulletin board should be appropriately maintained to display up-to-date- flyers only; once an event has passed, the flyers should be removed
- Spills: For spills occurring in the classroom, the front desk should be contacted immediately (916-686-7300)
- Food: Lunch may be eaten in the classrooms between the morning and afternoon classes; meals should be finished and tables cleared five minutes prior to the start of the next class
  - Only small snacks and drinks in spill-proof containers are permitted during class
  - During examinations, only drinks in spill-proof containers are permitted; no food or snacks are permitted
- Food is not permitted in the laboratories
- Lost and Found: Any non-perishable items remaining in the classroom after the last class of the day should be taken to the Lost and Found, which is housed at the front desk, by the Student Body Council Co-Presidents; perishable items should be disposed of.

- Posters: Posters placed on classroom walls should be re-adhered to the wall using tape if they begin to fall-off. The instructor for the class in which the posters were made should remove the posters prior to the next exam.

## FREE SPEECH

The University/College supports the right of students to free speech, as characterized by civil discourse. Students are expected to be respectful, professional, and considerate during discourse.

## 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 advisors signature, must be submitted with the request to a Student Affairs Coordinator. Once the proposal is deemed complete it is sent to the Assistant Dean of Student Affairs 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>.

## 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-HARRASSMENT 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-HARRASSMENT 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 official 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.

## CNU TITLE IX COORDINATOR

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

**Title IX Coordinator Specialist for CNU Employees and Students:** Melissa Sheldon

**Phone number:** (916) 378-3574

**Email address:** melissa.sheldon@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, administrators, 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 orientation at the start of the Professional Year 1 (P1). Intern applications will be completed during orientation and collected by the Experiential Education Office. The Experiential Education Office or Office of Student Affairs submits the applications for the those who have submitted them to us in a timely manner, by the deadline given, 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.

If an intern license is not obtainable or currently inactive for any reason, students are required to notify the Experiential Education Office prior to being enrolled, starting, or currently attending IPPE and/or APPE rotations. Failure to notify the Experiential Education Office is subject to being referred to the Professional and Academic Standards Committee (PASC) and grounds for dismissal from the PharmD program.

## 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 Assistant/Associate Dean of Academics. If a student is requesting a leave of absence, the Assistant/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 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 badges immediately to the IT Department. Additional names badges 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.

## PARKING

The University/College currently charges no fee for parking on campus. Off-campus parking for students at experiential education sites must be paid for 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 students from 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/or 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

### CLEARLY 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.cnsu.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 credible 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.

## THEFT

Any attempted or actual theft of property of the University/College, of a member of the campus community, and/or a 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: <http://www.cnsu.edu/office-of-the-registrar/registrar-request-a-transcript> Requests may be submitted in person to the Registrar, mail, or email to [CNRegistrar@cnsu.edu](mailto: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/office-of-the-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.

## 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

|   |                |
|---|----------------|
| <b>Local/Community Resources</b>                                |                |
| Alcoholics Anonymous (24 Hours)                                 | 916-454-1100   |
| Alcoholics Anonymous (Office)                                   | 916-454-1771   |
| Al-Anon   | 916-344-2971   |
| Cocaine Anonymous Hotline                                       | 916-386-3545   |
| Narcotics Anonymous   | 1-800-600-4673 |
| Adolescent Chemical Dependency Program                          | 916-482-1132   |
| <b>National Council on Alcoholism and Drug Dependence-NCADD</b> |                |
| Options for Recovery  | 916-922-5110   |
| Prevention  | 916-922-5118   |
| Hope Line   | 916-922-5122   |
| Emergency Contact   | 911            |

|   |              |
|---|--------------|
| <b>Primary Local Assessment and Treatment Centers</b> |              |
| Bi-Valley Medical Clinics                             |              |
| Capitol Clinic  | 916-442-4985 |
| Carmichael Clinic                                     | 916-974-8090 |
| Norwood Clinic  | 916-649-6793 |

|   |                |
|---|----------------|
| Sutter Health-Center for Psychiatry                           | 916-386-3620   |
| Midtown Mental Health Center                                  | 916-577-0200   |
| Addiction Treatment Program                                   | 916-525-6100   |
| Mental Health Center – Kaiser Patients                        | 916-631-3034   |
| Mental Health Center – Kaiser, after hours emergencies        | 916-973-5300   |
| Alcohol and Drug System of Care                               | 916-874-9754   |
| <b>Toll-Free Numbers</b>                                      |                |
| Alcohol Abuse 24-Hour Assistance and Treatment                | 1-800-234-1253 |
| Alcohol Abuse and Crisis Intervention                         | 1-800-234-0246 |
| Cocaine Abuse 24-Hour Assistance & Treatment                  | 1-800-234-1253 |
| Cocaine Abuse & Crisis Intervention                           | 1-800-234-0246 |
| Drug and Alcohol 24-Hour Information, Assistance, & Referrals | 1.800-662-4357 |
| Talk One 2 One – 24/7 Confidential Support for Students       | 1-800-756-3124 |

## WEBSITE RESOURCES

Alcohol and Your University/College Experience: <http://www.factsontap.org>

Alcoholics Anonymous: <http://www.aa.org>

Drug Help: <http://www.drughelp.org>

Student Resources: <http://www.MyStudentBody.com>

The National Council on Alcoholism and Drug Dependence: <http://www.ncadd.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.

## CNUCOP ALUMNI PROGRAM

CNUCOP values its alumni and continuously develops programs to partner with college alumni to enhance our community footprint. The primary goal of the CNUCOP Alumni Program 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. The CNUCOP Alumni Program is committed to updating graduates with alumni social events, continuing education course information, career resources and services, fundraisers, speaking engagements, e- newsletters, news about fellow classmates and faculty, and support services to help alumni continue to grow as professionals.

## 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 California Board of Pharmacy Pharmacist Licensure Applications. The Assistant Dean of Student Affairs sends out application tips, answers to frequently asked questions, and examination updates from the NABP and California State Board 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 BATCH 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
- 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 Registrar's website: <http://www.cnsu.edu/office-of-the-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.

## HELPFUL WEB SITES

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)

CJPE <http://www.pharmacy.ca.gov>

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

Self-Query [www.npdb-hipdb.hrsa.gov](http://www.npdb-hipdb.hrsa.gov)

## PROFESSIONAL DEVELOPMENT/CAREER SERVICES

The *Professional Career Development Program (PCDP)*, and the associated Residency and Fellowship Preparation Series and Career Pathways Series, was implemented by the College of Pharmacy in the Fall of 2019 and delivers a longitudinal component of professional development alongside the pharmacy curriculum. The goal of the PCDP is to assist students in identifying their professional career goals and provide the resources and support needed to pursue and fulfill these professional goals. During the first four weeks of the fall semester the PCDP is dedicated to delivering informative sessions on a variety of topics, which may include career development, leadership, cultural inclusivity, grit and resilience, emotional intelligence ,etc. The Residency and Fellowship Preparation Series, a component of the PCDP, consists of monthly seminars delivered during the fall semester focused on residency and fellowship preparation. During the spring semester, the Career Pathways Series of the PCDP consists of monthly seminars delivered by external speakers who work in unique pharmacy practice settings to further expose students to the different career pathways available within the pharmacy profession. An integral component of the PCDP is Student Advising Week, which is held each semester and requires that each student meet with his or her advisee for academic and career advising. Attendance at the PCDP lectures and Career Pathways series is mandatory for all P1-P3 students. Attendance at the Residency and Fellowship Preparation Series sessions is open to all students and strongly encouraged for P3s and P4s. Students planning to attend the Midyear Annual Meeting in December must participate in the Residency and Fellowship Preparation Series to ensure they are adequately prepared for the meeting. Students requesting travel support from the Office of Student Affairs will only be considered if they attended each Residency and Fellowship Preparation session and are serving in an active role at this meeting. Additional information on the Professional Career Development Program is available in the Professional Career Development and Co-Curricular course on CANVAS.

Certain assignments corresponding to the topics delivered as part of the PCDP must be completed by the students. For instance, during the fall of the P1 year, all students must create an electronic portfolio and CV/resume, each of which is to be updated each semester by the students. Students are also required to write a letter of intent or cover letter, as well as a thank you note.

PCDP sessions are mandatory for all P1, P2, and P3 students. Students who must miss a PCDP session must notify the Assistant Dean of Student Affairs prior to the scheduled PCDP session and provide supporting documentation for any absence. Students receiving an unexcused absence will be given an assignment to complete. Failure to complete an assignment may necessitate a referral to the Professional and Academic Standards Committee for further action.

The Office of Student Affairs hosts an annual Graduate Interview and Career Preparation Day during the fall semester, where P4 students have the opportunity to network and interview with a number of healthcare organizations and systems for potential pharmacist positions. Faculty-led mock interviews are also provided during this time to prepare our students to interview for residency, fellowship, retail, hospital, and other pharmacist positions. During the spring semester, a Pharmacy Internship and Networking Fair is hosted by the Office of

Student Affairs to provide pharmacy students with the opportunity to meet with different employers offering internship positions or IPPE rotations.



## 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 ensuring 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 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.

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### 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.

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### 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).

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### 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 Student Affairs annually.

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## 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 healthcare 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

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## 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 than 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

## MATERNITY/CHILDBIRTH/ADOPTION ACCOMMODATIONS

This policy is intended to provide an accommodation for the temporary academic disruption that pregnancy,

childbirth, adoption, and the care of a newborn may place on the student. It is designed to make it possible for the student to maintain the “enrolled student status”, and to facilitate return to full participation in classwork, and, where applicable, research, and clinical/experiential training in a seamless manner.

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

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

\*Students may opt to use a leave of absence in lieu of the benefits provided by the accommodation policy. 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, CANVAS, email, and system assistance to all faculty, staff and students. A brief introductory session to CANVAS, our learning management system, is provided to new students during orientation. CANVAS is the educational platform 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. University Student Affairs complements these services with ensuring that 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.

## LIBRARY/LEARNING RESOURCES

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### 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  
Public Computers  
Electronic Catalog

Classroom Resources  
CNUCOP Electronic Library  
Interlibrary Loan Program

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### LIBRARY 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 whenever the building is open. The building hours when the school is not in session, including holidays and spring break, will vary.

There is a librarian available at either the Elk Grove and the Rancho Cordova campuses. Their staffing hours are Monday-Friday 9:00 a.m. to 5 p.m. (Elk Grove campus) and Tuesday-Friday 9:00 a.m. to 5:00 p.m. (Rancho Cordova campus). Librarians may occasionally be unavailable to due to other commitments.

## LIBRARY STAFF

The Learning Resource Center is managed and operated by a full-time health sciences librarian and an associate librarian. The health sciences librarian provides training and consultation to students and faculty on how to access good information and efficiently use electronic resources. The associate librarian works with the health sciences librarian to update, maintain, and operate electronic systems in the resource center.

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### 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:

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## 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.

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## LIBRARY COMPUTER SYSTEM

A designated area of the learning resource center is dedicated as a computer lab. The computers 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.

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## LIBRARY COLLECTION

The library subscribes to over 10,000 scholarly electronic journals, over 250,000 electronic books and keeps approximately 1300 books in print.

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## INTERLIBRARY LOAN PROGRAM

With the large number of University/Colleges and universities in the Sacramento valley, the Library has affiliation agreements with the libraries at other institutions. Interlibrary loan requests may be made for material not available in our collection. Request forms are available online or you may see the librarian for details.

## MENTAL HEALTH COUNSELING

California Northstate University recognizes that students will begin their respective programs with various levels of academic ability and psychological robustness. Some students will most likely experience trying personal circumstances outside the curriculum that may impact their ability to perform at an optimum level of academic performance. To assist students in times of need, three counseling services are available and include TimelyCare, mental health services provided by your own insurance, and the College of Psychology clinic. Free, 24-7 counseling services are available to CNU students through TimelyCare, a virtual mental health and well-being platform. Students can visit [timelycare.com/cnsu](https://www.timelycare.com/cnsu) for more detailed information. Also, since all CNU students are required to have personal health insurance coverage, mental health services are available through your personal insurance as well. CNU's College of Psychology also provides a free, confidential, mental health clinic to CNU students. The clinic offers both live and virtual services and is located in Rancho Cordova. Services are provided by psychology doctoral students, and there is no limit to the amount of sessions that a student can receive. To schedule an appointment, please call **916-378-3581**.

More information can be found on the CNU Counseling Webpage at .

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## TUTORING – ACADEMIC REFERRAL

Students experiencing difficulty in any course(s) 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 Assistant Dean of Academic Affairs, 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. Individual or group tutoring may be offered, depending upon tutor

availability.

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#### TUTORING – PREEMPTIVE

Additional academic support may be provided through the Office of Student Affairs in the form of preemptive tutoring. Preemptive tutoring may be available to students based on tutor availability, budget, and past academic performance in the program. Students experiencing academic difficulty are encouraged to reach –out to the course coordinator and instructors for assistance, during which time the appropriateness of preemptive tutoring will be discussed. The course coordinator, in conjunction with the Office of Student Affairs, will work together to determine if preemptive tutoring can be provided.

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#### TUTORING – CSI

Additional tutoring is offered free of charge as part of the CSI (Classroom Supplemental Instruction) Tutoring program. 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.

### STUDENT RECORDS (OFFICE OF THE REGISTRAR)

#### OFFICE OF THE REGISTRAR

The Registrar retains official enrollment, registration, and academic information for students and alumni. Downloadable request forms related to academic transcripts, enrollment/degree verifications, contact and personal information changes, grade changes, duplicate diploma requests, FERPA release authorization, emergency contact updates, leave of absences, and college withdrawals are available from the Office of the Registrar website. Students are strongly encouraged to become familiar with the Office of the Registrar website.

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#### CONTACT INFORMATION

Office of the Registrar

9700 West Taron Drive

Elk Gove, CA 95757

(P) 916-686-7400

Email: [Registrar@cnsu.edu](mailto:Registrar@cnsu.edu)

Website: <http://www.cnsu.edu/office-of-the-registrar>

The main office is located on the second floor of the Elk Grove campus. A Registrar Office staff member is available on the Rancho Cordova campus on various days during the week during normal business hours. Please contact the Office for specific availability dates or to make an appointment.

#### STUDENT RECORDS

The academic transcript is a permanent student record maintained by the Office of the Registrar. Other student records as prescribed by California Code of Regulations 71920, are maintained by the institution for a minimum of five years from completion of or withdrawal from the CNU academic program. For assistance in accessing a record, please contact the Office of the Registrar or the department responsible for maintaining the record. Access to

student records are governed by the Family Education Rights and Privacy Act of 1974 (FERPA). Please see the Directory Information and Access to Student Records section of this handbook or contact the Registrar for more information.

## CAMS STUDENT PORTAL

Some records can be reviewed and updated online through the CAMS Student Portal. The Portal allows the student to:

- Update contact information
- View official grades, print unofficial transcripts, and review course narratives
- Register for classes
- View course schedules
- Track submitted documents

To access the Student Portal, go to: <http://www.cnsu.edu/office-of-the-registrar/student-portal>. Be sure to use either Internet Explorer, Firefox, Mozilla, or Safari. You must allow pop-ups in your browser so using Chrome will cause issues in using the Portal.

Students access the Student Portal with unique credentials provided by the CNU IT department prior to matriculation to the college. If you do not know your password, you can reset your password from the log-in screen. If you do not know your username, contact [CAMSSupport@cnsu.edu](mailto:CAMSSupport@cnsu.edu) and IT staff will assist you.

A PDF users guide is available on the website. Technical issues related to CAMS Student Portal should be directed to [CAMSSUPPORT@cnsu.edu](mailto:CAMSSUPPORT@cnsu.edu).

Please note that the Student Portal is different than and is not related to Canvas. Canvas is the learning management system (LMS) used by CNU. Grades displayed in Canvas are not official. Students use Canvas to participate in courses. Questions regarding Canvas should be directed to CNU IT department.

## VIEWING FINAL GRADES IN THE STUDENT PORTAL

First, log into the Student Portal using either Internet Explorer or Firefox/Mozilla. Please do not use Chrome as you must allow pop-ups within your browser.

1. Log into the correct term/semester (e.g. COP FA 2018, COP SP 2019, etc.)
  - i. If you need to change semesters once logged in, click Change next to the current term in the upper left hand corner under your name.
2. You have two ways to view your final grades:
  - i. Letter Grades: Under My Grades>click Letter Grades>Grade Type = Final Grades. Your final grades for the term selected will be displayed.
  - ii. Full unofficial transcript: Go to My Transcript> click Letter Transcript.
    1. For a printer-friendly version of your unofficial transcript click the printer icon in the top left corner of the transcript page.

## CHANGES OR CORRECTIONS TO PERSONAL INFORMATION

Students are responsible for immediately report any change in their personal information (e.g. name, address,

telephone number, etc.) to the Office of the Registrar. CNU will not be held responsible for any mail sent to the wrong address due to an incorrect address on file. The postage cost for remailing may be at the expense of the student.

Corrections to date of birth, social security number, and sex/gender require submission of the Change of Personal Information form and supporting legal documentation to the Office of the Registrar.

The request form is available at <http://www.cnsu.edu/office-of-the-registrar/registrar-services>.

## LEGAL NAME CHANGE REQUEST

Official CNU records and academic transcripts must reflect the student's name as it appears on government issued photo identification, such as a driver's license or U.S. Passport.

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

1. A completed Change of Personal Information request from the Office of the Registrar's Service and Forms webpage.
2. Government-issued photo ID showing new legal name
3. Acceptable proof of name change (marriage certificate or court order)
4. Current student identification card

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

1. Business Office
2. Experiential Education
3. Financial Aid Office
4. Library - All library resources
5. OSAA
6. IT Department – The LMS (Canvas), new student identification badge, new email address
7. Student Records - Official Academic file, Student roster, academic advisor

The request form is available at <http://www.cnsu.edu/office-of-the-registrar/registrar-services>.

## CHANGE OF ADDRESS

Current students should update their address, phone number and email through the Student Portal or by submission of the Change of Address Request form.

Former students must submit the request form to update their contact information. The request form is available on the Office of the Registrar website and in the forms display near the Office.

Submitted forms typically take 5 to 7 business days to process. Updates submitted through the Student Portal are reflected immediately, but may take 5-7 business days to be reflected in all University systems. This change will not update your W-9. To update the address on your W-9 you must submit a new W-9 to the Business Office.

### **Enrollment and Degree Verifications; Letter of Good Standing**

The Office of the Registrar provides confirmation of student enrollment status to financial institutions, organizations, or agencies in writing at the student's request. Students may request proof of enrollment or degree by completing an Enrollment, Degree, & Good Standing Verification Request form located on the Office of the Registrar's web page.

The student must complete the form and submit it to the Registrar. Complete requests are typically processed within 5 business days. Verification letters are printed on official letterhead and include the Registrar's signature as well as the University seal. Requests are typically processed within 5 business days.

Information about verifications and the request form are available at: <https://www.cnsu.edu/office-of-the-registrar/enrollment-degree-verification-request>.

## TRANSCRIPT REQUESTS

A student's academic transcript is a permanent record. Students and former students may request an official transcript through the Office of the Registrar by:

- A) Submission of the Transcript Request Form
  - The Transcript Request form is available on the Office of the Registrar website and in the display case outside of the Office. The ordering fee is posted on the order form and payment is due at time of order submission. Complete requests are typically processed within 5 business days.
- B) Order Online: [www.parchment.com](http://www.parchment.com).
  - Official transcripts may be ordered through Parchment's online record ordering service. Credit card is required and additional service fees are applicable.

Unofficial transcripts can be viewed online through the Student Portal or ordered free-of-charge using the Transcript Request form.

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

Ordering instructions and request form are available at: <https://www.cnsu.edu/office-of-the-registrar/registrar-request-a-transcript>.

## APPLICATION FOR GRADUATION

Students applying for graduation must meet all academic and financial requirements prior to submitting the Petition to Graduate. Students who have completed all the requirements to graduate are required to submit the Petition to Graduate to the Office of the Registrar for processing prior to the graduation application deadline. The Petition to Graduate form is available on the Office of the Registrar Services and Forms web page.

## DIPLOMAS

The Office of the Registrar oversees the release of CNU diplomas. The student's degree must be awarded and posted to the Official Transcript before a diploma can be sent. Diplomas will include any applicable CNU honors



(cum laude, magna cum laude, and summa cum laude).

Students must complete and submit the Graduation Clearance Form before their diploma will be mailed. The Clearance Form verifies that the student has no outstanding balances or University requirements. A diploma will not be provided until all student account requirements are met.

Diplomas are typically mailed first class to the permanent address listed on the Petition to Graduate approximately 6-8 weeks following graduation/degree conferral for students who have met all clearance requirements. CNU uses a third-party vendor to print and mail all diplomas. CNU is not responsible for lost, stolen, or returned diplomas.

Diplomas returned to the school as undeliverable will be held for five (5) years. Repeat shipping is at the cost of the student.

## DIRECTORY INFORMATION AND ACCESS TO STUDENT RECORDS

### 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.
3. 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.
4. 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.
5. 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.
6. 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.

7. The right to file a complaint with the U.S. Department of Education concerning alleged failures by California Northstate University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5901.

## INSTITUTIONAL STUDENT PROCEDURES FOR FERPA

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

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

Student Directory Information Disclosure and Access California Northstate University reserves the right to disclose certain directory information. Personally identifiable information such as student directory information (student name, address, telephone number, email address, field of study, cohort classification, enrollment status, dates of University attendance, club and/or organization memberships, degrees, honors and awards received, photograph, and the most recent educational agency or institution attended) is considered public information and may be disclosed by the University without prior written consent. The student may request that directory information be withheld from sources outside the University, excluding law enforcement, or within the University to anyone who does not have a need to know status.

Parents have no inherent rights to inspect their child's educational records after age 18. Students requesting that directory information not be disclosed should must submit the Directory Opt-Out Request Form to the Registrar before the last day to add a class in a semester.

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

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

## ANNUAL DISCLOSURE AND RECORD ACCESS

Students receive an annual FERPA notification from the Office of the Registrar prior to or 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](http://www.cnsu.edu/shareddocs/Registrar/CNU_FERPA_Notice.pdf).

## 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 the re-registering of existing organizations. All organizations must register with the OSAA to be recognized by the University/College.



## 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 twenty members, including two officers.
- Any student officer whose semester grade point average is below a 2.8 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.

## 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 website at <https://pharmacy.cnsu.edu/dept/student-affairs/student-organizations.php>

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 website at <https://pharmacy.cnsu.edu/dept/student-affairs/student-organizations.php>

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## 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.

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## RIGHTS AND PRIVILEGES

Professional student organizations and fraternities may use the University/College facilities for meetings or events. Requests for reservations of facilities must be made to the front desk attendant within (7) days of the scheduled meeting or event.

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

## STUDENT OFFICER REGULATIONS

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 board member position must have a cumulative GPA of at least a 2.8 on a 4.0 grade scale (based on the 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 3.0 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.
  - d. Students must be on-track with completing the co-curricular requirements of the program.
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 GPA of 2.8 if one officer position and 3.0 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.

Students interested in running for more than one officer position or students who have already been elected as an organization officer and plan to run for an additional officer position with another organization must complete a Request for Two Officer Positions Form located on the CNUCOP webpage under the Office of Student Affairs tab.

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## STUDENT ORGANIZATIONS

California Northstate University College of Pharmacy has a diverse array of student organizations and fraternities. The College is comprised of 18 student organizations, focused on different specialty areas within pharmacy, three professional pharmaceutical fraternities, one professional honor society, and one professional leadership society. Additionally, our students serve on a number of college and University-level committees.

### 1. AMERICAN ASSOCIATION OF PSYCHIATRIC PHARMACISTS (AAPP) – STUDENT CHAPTER

CPNP aims to promote the specialty of psychiatric and neurologic pharmacy by raising awareness of the role that pharmacists play in this field of pharmacy. Creating opportunities for student pharmacists to network and connect with psychiatric pharmacists is another initiative of our student chapter, along with increasing the awareness of current issues facing the psychiatric and neurologic pharmacy profession .

### 2. AMERICAN COLLEGE OF CLINICAL PHARMACY-STUDENT COLLEGE OF CLINICAL PHARMACY (SCCP)

SCCP aims to familiarize students with the field of clinical pharmacy by providing information about careers and opportunities within the field of clinical pharmacy; promoting dedication to excellence in patient care, research, and education; and encouraging the professional development necessary to function within an interdisciplinary team. The student chapter also strives to advocate for the role of clinical pharmacists in providing direct patient care, including evaluation of the patient and his or her pharmacotherapeutic needs; initiation, modification, or discontinuation of patient-specific pharmacotherapy; and ongoing pharmacotherapeutic monitoring and follow-up.

### 3. 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 healthcare 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

### 4. 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. The student chapter of ASCP strives to empower the elderly to serve as advocates for their health and to educate them on the importance of medication adherence.

5. AMERICAN SOCIETY OF HEALTH-SYSTEM PHARMACISTS- STUDENT SOCIETIES OF HEALTH SYSTEM PHARMACY (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 later pharmacist.

6. 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.

7. CNU CANCER AWARENESS RESEARCH & EDUCATION SOCIETY (CNU-CARES)

CNU-CARES was founded in 2011. Their mission is to provide culturally and linguistically appropriate health care services that focus on preventive care education, cancer awareness, referral for screenings, and social support for the underserved communities. They achieve this through organizing and participating in community outreach events throughout the Sacramento region, by making and sharing multilingual posters and guides to raise cancer awareness, by participating in and supporting cancer research, and by hosting an annual cancer symposium at CNU.

8. INDUSTRY PHARMACIST ORGANIZATION (IPHO)

The mission of IPHO is to inform and provide resources for students on a variety of industrial pathways. IPHO promotes student and faculty research collaborations to develop critical-thinking and analytical skills. IPHO also aims to readily prepare students to pursue fellowships in the pharmaceutical industry.

9. 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 specialties 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.

10. STUDENT AMBASSADOR ADVISORY COUNCIL

The SAAC assists with pharmacy applicant interviews by serving as part of the interview panel with a faculty member. Additionally, SAAC members may host a student life discussion/presentation (either virtually or in-

person) to answer any questions our prospective applicants have about the pharmacy program. SAAC members may also be asked to participate in College of Pharmacy and CNU Open Houses, which can take place either virtually or in-person, and they may have the opportunity to participate in outreach events focused on the recruitment of students in the Sacramento area.

#### 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.

### 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 student organizations or clubs, 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.

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### 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

#### 1. KAPPA PSI (KY)

One of the oldest pharmacy fraternities in the country, Kappa Psi was founded in 1879. Kappa Psi 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.

#### 2. 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.

### 3. PHI LAMBDA SIGMA (PLS)

The mission of PLS is to support pharmacy leadership commitment by recognizing leaders and fostering leadership development. PLS promotes professionalism and leadership throughout the campus by hosting speakers and delivering presentations to our pharmacy students focused on leadership development.

### 4. RHO CHI SOCIETY

The Rho Chi Society is a national academic honor society in pharmacy. The Rho Chi Society seeks to advance pharmacy through intellectual leadership. The honor society aims to recognize and reward exceptional scholarly achievement and encourages and stimulates outstanding leadership.

### 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.

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### 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.

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### 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 TRAVEL

California Northstate University College of Pharmacy encourages our students to network with other pharmacy professionals and expand their learning opportunities through attendance at pharmacy-related meetings and conferences. Students serving in an active role at a pharmacy conference or meeting may be eligible to receive funding assistance from the Office of Student Affairs. A student assuming an active role at a meeting or conference is defined by a student's participation as a competitor in a competition, a poster or podium presenter, and/or a delegate for an organization or fraternity. More detailed information about requesting funding assistance is provided below.

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### REQUEST FOR TRAVEL APPROVAL AND/OR FUNDING ASSISTANCE

Certain eligibility criteria must be met and specific steps must be taken to receive approval and/or funding to attend a meeting or conference as a CNUCOP student representative. Firstly, all students interested in attending a meeting or conference must notify their organization's president at least six weeks in advance of the early bird registration deadline for the meeting. The organization's president will be tasked with submitting the Student Travel Request Packet to the Office of Student Affairs at least four weeks prior to the early bird registration deadline for the meeting/conference.

- The Student Travel Request Packet will consist of the following documents:
  - The Student Travel Request Form, which lists each student's name and reason for travel, year in the program, and whether or not funding is being requested,
- Supporting documentation of each student's reason for travel, which may include a copy of the poster that was accepted, official notification of the student's role as a competitor or presenter at a meeting, etc.,
- Excused Absence Request Forms that have been signed by the course coordinators for any students needing to miss one or more classes to attend the meeting, and...
- Conference/Travel Funding Request Forms for students assuming active roles at the meeting and requesting funding assistance, along with supporting documentation for each cost.

OSAA and OAA will determine if each student meets the minimum eligibility requirements to travel and/or miss class, as displayed below in Table 1. OSAA will personally notify any students who are not approved to travel and provide an updated list to the president, which will include names of only those students who have been approved to travel.

Please note, no travel arrangements or purchases should be made prior to receiving official approval to travel or approval for funding assistance by the Office of Student Affairs. For those students receiving approval for funding assistance, within two weeks after the meeting or conference, the student must complete and submit the *Conference/Travel Reimbursement Request Form*, along with original receipts, to receive reimbursement from the Office of Student Affairs. Students will be reimbursed only up to the approved funding amount. Furthermore, any student who chooses to attend a professional meeting or conference but did not receive prior approval from the Office of Academic Affairs and the Office of Student Affairs will not be eligible to receive 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. 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).

**Table 1. MINIMUM ELIGIBILITY REQUIREMENTS FOR STUDENT TRAVEL**

1. The student must be in good academic standing during the current semester and have a minimum cumulative GPA of  $\geq 2.8$  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.

## STUDENT ORGANIZATION BUDGET PROPOSALS

Each student organization should work together with its membership to identify activities they plan to organize, participate in, and/or host during the upcoming school year, and complete and submit a Student Organization Budget Proposal Form, which is available on the CNUCOP webpage under the Student Affairs tab, by August 31<sup>st</sup> of each year. The Student Organization Budget Proposal Form and supporting documents should be submitted to the Office of Student Affairs. For major activities or events requiring substantial funding (e.g. hosting regional meetings, conferences, or dinners, or participation in other large events), each organization should establish a proposed budget for the event(s) with supporting documents that specifically delineate how the money will be allocated. This budget and supporting documentation should be attached to the Student Organization Budget Proposal. When listing each activity, the organization's leadership, in conjunction with their faculty advisor, should identify if students will have the opportunity to demonstrate their level of proficiency in one or more co-curricular learning outcomes. If so, a description of how the activity will provide the opportunity for students to meet one or more co-curricular learning outcomes should be provided. Board members of each student organization are also expected to update their organization's page in the Student Organization Chronicles, which is an annual newsletter highlighting the student organizations' accomplishments this past year and listing goals and activities for the upcoming year. Updates to the newsletter must be received before any organization funding can be disbursed. A list of all student members of each organization should be submitted to the Office of Student Affairs shortly after each organization's membership drive.

## STUDENT REPRESENTATION ON CNUCOP COMMITTEES

A number of opportunities are available for our students to become involved with both college and university-level committees. Through student membership on committees, students gain leadership experience and insight into the inner-workings of academia. Student representatives provide valuable feedback to the committee, and likewise provide the student body with up-to-date information on the committee proceedings. The process by which students can apply to serve on a committee is highlighted below.

### SELECTION OF PHARMACY STUDENT REPRESENTATIVES FOR CNUCOP COMMITTEES

At the beginning of the Fall semester of each academic year, the Office of Student Affairs will compile a list of all College of Pharmacy committees seeking student membership. Through an online form, students will have the opportunity to view all of the committees seeking student membership and apply accordingly. Committees interested in recruiting student members to serve on their committees will be asked to provide the following in

written narrative form to the Office of Student Affairs: the name of the committee, the number of students needed to serve on the committee and the desired year in the program of the student members (P1s, P2s, P3s), the charges of the committee, the specific roles and responsibilities of the student members and the meeting dates and times.

This information will be made available to students on the online application form. Students will have the opportunity to view all of the committees seeking student membership and apply accordingly. Students interested in serving on a committee will be asked to provide the following in written narrative form: The student's name and year in the program, a description of why the student is interested in serving as a student representative on a particular committee, any unique experiences or qualifications that the student may possess that may be beneficial to the committee, how participation on this committee is in alignment with the student's professional career goals (if applicable), and information on other leadership positions the student currently holds and their time-management skills.

All students submitting a narrative will be initially screened by the Office of Student Affairs and Office of Academic Affairs to ensure no academic or professional issues exist. A minimum GPA of a 3.0 will be required for students, unless otherwise noted for specific committees. After the screening process, the committee chair, in conjunction with the committee membership, will review the narratives and select the most appropriate student representative(s). Students who do not currently hold leadership positions within SBC or student organizations are encouraged to apply to allow the College to provide different students with the opportunity to serve on a committee as a student leader. A student will only be permitted to serve on a single standing committee per academic year. Once the student(s) has/have been selected by the committee, the committee chair will notify the Office of Student Affairs and Office of Academic Affairs of the appointment and provide a signed committee appointment letter, which is to be signed by both the chair of the committee and the new student member, to the Office of Student Affairs.

#### ONBOARDING PROCESS FOR SELECTED PHARMACY STUDENT REPRESENTATIVES

After the student representatives have been selected for an academic year, the Office of Student Affairs will notify the student representatives to attend a mandatory orientation that will include: the Chairs of standing CNUCOP committees with student representation, the Assistant Dean of Curriculum and Program Development, and assigned faculty advisors for the P1, P2, and P3 pharmacy classes. During the orientation, faculty class advisors will have the opportunity to introduce themselves to the student representatives to develop a rapport for working together throughout the academic year. Faculty will also broadly review the responsibilities of student representatives as described in the following section of this document. After the mandatory orientation meeting, student representatives and committee Chairs will meet for a one-on-one session to allow Chairs to directly describe the function of the assigned committees, as well as review the specific responsibilities the student representatives will have for their assigned committees. If a student representative is unable to attend the orientation session, the student representative should meet individually with the committee Chair and the faculty advisor for the students' pharmacy class to learn about the role of student representatives.

#### RESPONSIBILITIES OF PHARMACY STUDENT REPRESENTATIVES

As outlined in the preceding section, student representatives will be educated on their role in shared governance during the mandatory orientation session. Pharmacy student representatives have several responsibilities, which include but are not limited to:

- 1) Importantly, committee chairs will work with student representatives to develop a concise verbal

summary of recent committee announcements during the monthly class advisor meetings. Committee chairs will also create a PowerPoint slide for the student representatives to use during the faculty class advisor updates to create a visual presentation of monthly committee reports, if applicable.

- 2) During the reorientation session at the beginning of the academic year, student representatives will introduce the committee Chair and the role of their assigned committee to the student representative's pharmacy class.
- 3) Student representatives will periodically meet with the student body and student leaders to discuss topics related to their committee assignments.
- 4) Student representatives will attend all of their designated committee meetings, unless the student representative is excused from the meeting.
- 5) During committee meetings, student representatives will provide a succinct summary of student feedback to prior decisions made by the committee. The representative will also provide a student's perspective on the current topic of discussion.
- 6) Student representatives of the P2 and P3 class may be asked to provide a summary of committee proceedings to the P1 class as well.
- 7) For matters that are not related to a student representatives' assigned committees, the student representatives will follow the normal channels of communication to present their viewpoints to the CNUCOP faculty and administration.

#### ACCLIMATION TO ASSIGNED COMMITTEES

Following the mandatory orientation session, student representatives will meet with the faculty Chairs of the representatives' assigned committees. It is the responsibility of the committee Chairs to describe the following logistics to the student representatives: The function of the committee, which areas of discussion are appropriate for the committee, the meeting dates and times, and responsibilities of the student representative that are specific to the committee.

#### DURATION OF SERVICE

Student representatives may be invited to join their new committees as early as the Spring semester of the academic year. During the summer time, participation on the standing committees by student representatives is encouraged but not mandatory; however, student representatives will be expected to serve on their committees during the subsequent Fall and Spring semester. Committee chairs may elect to invite student representatives to participate on their committees for a second term if the chair and student representative agree that future service will be mutually beneficial; however, student representatives are limited to serving two terms to increase leadership opportunities for other students. 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.

**Student representatives may be eligible to serve on the following COP or CNU standing committees:**

#### COP ACCREDITATION REVIEW COMMITTEE

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

Student Affairs and Admissions.

#### COP ADMISSIONS COMMITTEE

Student membership, input and insights will be respected and valued contributions to the Standing CNUCOP Admissions Committee. Student members on Admissions will also be invited to be included in Outreach activities, including Open House and related on-campus or off-campus events.

#### COP ASSESSMENT COMMITTEE

The CNUCOP Assessment Committee is a college level committee that develops and applies assessment methods to evaluate curricular and educational outcomes. In simpler terms, the committee provides constructive feedback regarding the creation and administration of various exams, surveys, and other tools used to assess the success of the current program. The committee also oversees the analysis of multiple assessments and ensures that the results are forwarded to relevant stakeholders that are positioned to enact positive change within the College. The perspective provided by student representatives on the committee is critical to the optimal creation, administration, and interpretation of the numerous assessments used by the College.

#### CNU INTERPROFESSIONAL EDUCATION COMMITTEE (IPE)

The CNU IPE Committee is a university level committee charged with planning interprofessional activities and events. The student members will be tasked with sharing student feedback from IPE events, thereby serving as a conduit to relay information back to the IPE Committee.

#### COP CURRICULUM COMMITTEE

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
- 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

**In addition to the aforementioned committees, other leadership opportunities available to the student body are listed below.**

#### CLASS CO-PRESIDENTS

Class Co-Presidents are elected by their peers to represent the students of a particular class. As part of this responsibility, the co-presidents provide important announcements to the class, collect and provide class member concerns and feedback to faculty and administrators, administer non-course related paperwork and surveys, and lead the organization of class events. Class Co-Presidents will serve as part of the Student Body Council (SBC) to represent the class.

## STUDENT GOVERNMENT – STUDENT BODY COUNCIL

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/administrator 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

## COP STUDENT HEALTH AND WELLNESS COMMITTEE

The COP's subcommittee of the university's Student Health and Wellness Committee aims to promote physical and emotional health through student-centered programming. Presentations on health and wellness, along with social activities, are provided through the committee to foster student well-being and provide an environment of support.

## STUDENT ORGANIZATION LEADERSHIP COUNCIL (SOLC)

The Student Organization Leadership Council is comprised of the presidents of each student organization or fraternity and convenes twice monthly 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.

## LICENSURE

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

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## 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 [New students will receive assistance with the intern application prior to and during the New Student Orientation.](#)

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## 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.

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