



**Ph.D. in Pharmaceutical & Biomedical
Sciences Program**

**Student Handbook
2025-2026**

TABLE OF CONTENTS

TABLE OF CONTENTS	2
HISTORY OF THE UNIVERSITY/COLLEGES	4
ACCREDITATION INFORMATION	5
MISSION & GOALS	6
DIRECTORY	7
DOCTOR OF PHARMACEUTICAL & BIOMEDICAL SCIENCES DEGREE.....	11
COURSES AND SCHEDULING	13
HEALTH REQUIREMENTS	18
NEW STUDENT ORIENTATION, ACADEMIC ADVISING	21
ACADEMIC POLICIES AND PROCEDURES	23
PROFESSIONALISM EXPECTATIONS, HONOR CODE	31
GRADUATION REQUIREMENTS	37
ACADEMIC PROGRESSION	39
ACADEMIC COMPLAINT, GRIEVANCE POLICY	42
MISCELLANEOUS NON-ACADEMIC POLICIES.....	45
IT EXPECTATIONS AND SUPPORT, LIBRARY SERVICES	47
DISABILITY, ANTI-HARASSMENT POLICIES.....	49
CONTACTS FOR EMERGENCY ASSISTANCE	52
SAFETY AND SECURITY	53
STUDENT SERVICES.....	56
STUDENT RECORDS (OFFICE OF THE REGISTRAR).....	63

STUDENT TRAVEL.....69

HISTORY OF THE UNIVERSITY

California Northstate University (CNU) is an institution of higher education dedicated to developing and training professionals who are leaders in healthcare science, education, administration, and research. The university's mission is to advance the art and science of healthcare, and its vision is to provide innovative education and healthcare delivery systems (<https://www.cnsu.edu/>). CNU was founded in 2006 and currently offers 4 other doctoral programs which are housed in our colleges of Pharmacy (PharmD, inaugural class in 2008), Medicine (MD, inaugural class in 2015), Psychology (PsyD, inaugural class in 2018), and Dental Medicine (DDM, inaugural class in 2022). The CNU Ph.D. program is the first doctoral program to be offered by our college of Graduate Studies (CGS). CGS currently offers a master's degree in Pharmaceutical Science (inaugural class in 2018) and a master's degree in Healthcare Administration (inaugural class in 2020). CNU college of Health Sciences (CHS) offers an undergraduate degree program (inaugural class in 2015) as well as a post-baccalaureate program (inaugural class in 2015). CNU is fully accredited by WSCUC and BBPE.

The CNU Ph.D. in Pharmaceutical & Biomedical Research program provides advanced training in pharmaceutical and biomedical research as well as mentorship and guidance for the development of leaders in the field. Graduates will be competitive for research-related leadership positions in academia and industry at local, state, and federal government institutions.

ACCREDITATION INFORMATION

Western Senior College and University Commission (WSCUC)

California Northstate University is accredited by the Accrediting Commission for Senior University/Colleges and Universities of the Western 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 WSCUC accreditation through the address and web sites listed above.

Bureau for Private Postsecondary Education (BPPE)

Approval to operate as a degree-granting institution was obtained from the Bureau for Private Postsecondary Education (BPPE) in 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 & GOALS

Ph.D. in Pharmaceutical and Biomedical Sciences Program Mission Statement:

To advance health science through the training and mentorship of future leaders in pharmaceutical & biomedical science research.

Ph.D. in Pharmaceutical and Biomedical Sciences Program Goals:

- Provide foundational knowledge regarding modern drug design, drug development and drug delivery
- Teach essential technical skills and competencies relating to pharmaceutical and biomedical research
- Develop critical thinking and problem-solving skills which allow for successful design and implementation of innovative research strategies to address complex research questions
- Develop student written and verbal communication skills which allow for effective explanation of ideas, supporting data, and processes
- Promote an environment based on academic and ethical rigor and in which open communication and sharing of ideas is encouraged

NON-DISCRIMINATION

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

DIRECTORY

College of Graduate Studies Administration and Staff

Name	Position	Email Address
Catherine Yang, Ph.D.	Professor and Dean	Catherine.yang@cnsu.edu
Ahmed El-Shamy, Ph.D	Assistant Dean of Research	<ahmed.elshamy@cnsu.edu>
Aashna Pillay	Administrative Assistant	aashna.pillay@cnsu.edu

Program Director and Program Committee members

Name	Position	Email Address
Ahmed ElShamy, Ph.D.	Associate Professor and Program Director	Ahmed.elshamy@cnsu.edu
Fakhrul Ahsan, Ph.D.	Professor	Fakhrul.ahsan@cnsu.edu
Eslam Mohamed	Assistant professor	Eslam.mohamed@cnsu.edu
Han-Rong Weng, Ph.D.	Associate Professor	Han-Rong.weng@cnsu.edu
Yihui Shi, Ph.D.	Professor	Yihui.shi@cnsu.edu

Potential dissertation advisors and research rotation mentors

Name	Position	Email Address	Primary research interests, Webpage
*Fakhrul Ahsan, Ph.D.	Professor	Fakhrul.ahsan@cnsu.edu	Pharmaceutics (microfluidic chips, PAH), https://pharmacy.cnsu.edu/directory/bios/fakhrul-ahsan.php

*Arpita Vyas, M.D.	Professor	Arpita.vyas@cnsu.edu	Diabetes (pediatric diabetes), https://medicine.cnsu.edu/directory/bios/arpita-vas.php
*Hang-Ron Weng, Ph.D.	Associate Professor	Han-Rong.weng@cnsu.edu	Pain management (neuroinflammation), https://medicine.cnsu.edu/directory/bios/han-rong-weng.php
*Yihui Shi, Ph.D.	Professor	Yihui.shi@cnsu.edu	Cancer (breast cancer), https://medicine.cnsu.edu/directory/bios/yihui-shi.php
*Dipongkor Saha, Ph.D.	Assistant Professor	Dipongkor.saha@cnsu.edu	Cancer (oncolytic viruses), https://pharmacy.cnsu.edu/directory/bios/dipongkor-saha.php
Ahmed ElShamy, Ph.D.	Assistant Professor	Ahmed.elshamy@cnsu.edu	Virology (HCV, HBV), https://pharmasciences.cnsu.edu/directory/bios/ahmed-elshamy.php
Hongbin Wang, Ph.D.	Assistant Professor	Hongbin.wang@cnsu.edu	Inflammation (complement activation pathway), https://pharmasciences.cnsu.edu/directory/bios/hongbin-wang.php
Abdel Farahat, Ph.D.	Assistant Professor	Abdelbasset.farahat@cnsu.edu	Drug design (DNA minor groove binding), https://pharmasciences.cnsu.edu/directory/bios/abdelbasset-farahat.php
Eslam Mohamed, Ph.D.	Assistant Professor	Eslam.mohamed@cnsu.edu	Immunology (antitumor immunity), https://pharmasciences.cnsu.edu/directory/bios/eslam-mohamed.php
Ruth Vinall, Ph.D.	Professor	rvinall@cnsu.edu	Cancer (prostate cancer), https://pharmacy.cnsu.edu/directory/bios/ruth-vinall.php

Linh Ho, Ph.D.	Associate Professor	Linh.ho@cnsu.edu	Adipogenesis (sirtuins)
Zhuqiu Jin, Ph.D.	Associate Professor	Zhuqiu.jin@cnsu.edu	Cardiovascular disease (sphingolipids), https://pharmacy.cnsu.edu/directory/bios/Zhuqiu-Jin.php
Islam Mohamed, Ph.D.	Assistant Professor	Islam.mohamed@cnsu.edu	Cardiovascular disease (shear stress modulation), https://pharmacy.cnsu.edu/directory/bios/islam-mohamed.php
Tibebe Woldemariam, Ph.D.	Professor	twoldemariam@cnsu.edu	Medicinal chemistry (natural products), https://pharmacy.cnsu.edu/directory/bios/tibebe-woldemariam.php
Uyen Le, Ph.D.	Associate Professor	Uyen.le@cnsu.edu	Pharmaceutics (nanoparticle drug delivery), https://pharmacy.cnsu.edu/directory/bios/uyen-minh-le.php
Ashim Malhotra, Ph.D.	Associate Professor	Ashim.malhotra@cnsu.edu	Cardiovascular disease (cardiomyopathy, mitochondrial mechanisms), https://pharmacy.cnsu.edu/directory/bios/ashim-malhotra.php
Justin Lenhard, PharmD	Associate Professor	Justin.lenhard@cnsu.edu	Infectious disease (bacterial resistance), https://pharmacy.cnsu.edu/directory/bios/justin-lenhard.php
Damon Meyer, Ph.D.	Associate Professor		Genome stability, DNA damage and repair, https://healthsciences.cnsu.edu/directory/bios/Damon-Meyer.php
Reem Olaby, Ph.D.	Assistant Professor		Genetics and epigenetics of Fragile X Syndrome,

			https://healthsciences.cnsu.edu/directory/bios/Reem-AIOlaby.php
--	--	--	---

*Potential dissertation advisor, all faculty members listed are potential research rotation mentors.

DOCTOR OF PHARMACEUTICAL & BIOMEDICAL SCIENCES DEGREE

Doctor of Pharmaceutical & Biomedical Sciences Degree Requirements, Curriculum

The curriculum consists of didactic and lab-based coursework leading to a Doctor of Pharmaceutical & Biomedical Sciences degree (Ph.D.). The core curriculum is defined as a series of courses within each major sub-discipline (i.e. biomedical and pharmaceutical sciences) that will provide adequate depth, scope, timeliness, quality, sequence, and experiences needed to accomplish the expected educational outcomes of the degree program. Students must successfully complete all required courses and pass the qualifying exam and their dissertation defense to be eligible for graduation and the conferral of the Doctor of Pharmaceutical & Biomedical Sciences degree.

A complete list and associated descriptions of the core curriculum courses and elective courses is included in this handbook. A copy of the course catalog can be obtained by contacting the Registrar.

Active Learning

Didactic classes will be taken alongside CNU College of Pharmacy (COP) students or CGS Masters of Pharmaceutical Science (MPS) students. All classes employ active learning strategies, including but not limited to team-based learning (TBL), problem-based learning (PBL), gamification, and peer-learning to help promote judgment, mastery of content, communication, teamwork skills, problem-solving, and critical thinking.

TBL and PBL emphasize 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. For TBL and PBL classes, students will be assigned to a team comprised of 5 to 6 students. All students will be accountable for their individual and group work. Peer evaluations will be performed once or twice a semester.

LEARNING OUTCOMES

PROGRAM LEARNING OUTCOMES

Graduates of CNU are expected to demonstrate the following five Program Learning Outcomes (PLOs) at the developed level:

PLO 1: Demonstrates an understanding of foundational knowledge relating to modern drug design, drug development and drug delivery.

PLO 2: Uses essential technical skills relating to pharmaceutical and biomedical research to generate and interpret high quality data

PLO 3: Designs innovative research strategies to address complex research questions through the use of critical thinking and problem-solving skills.

PLO 4: Evaluates and explains ideas, supporting data, and processes relating to pharmaceutical and biomedical research in both oral and written formats

PLO 5: Applies academic and ethical rigor as well as collegiality while participating in pharmaceutical and biomedical research and research discussions

AVAILABLE COURSES FOR THE 2023-2024 ACADEMIC YEAR AND SUGGESTED TIMELINE FOR COURSE COMPLETION

Courses Offered in Ph.D. Degree in Pharmaceutical and Biomedical Sciences

Course	Course Name	Credits	Coordinator	Instructor
MPS 501	Introduction to Pharmaceutical Sciences 1	3	Dr. Wang	Drs. Wang, Lenhard, and ElShamy
MPS 502	Techniques in Pharmaceutical & Biomedical Sciences	2	Dr. Wang	Dr. Wang
MPS 504	Literature and Technical Writing	2	Dr. ElShamy	Dr. ElShamy
MPS 511	Introduction to Pharmaceutical Sciences 2	3	Dr. Farahat	Dr. Farahat
MPS 513	Biostatistics & Research Methods	3	Dr. ElShamy	Dr. ElShamy
PBS 601	Cell and Molecular Biology & Biochemistry	4	Dr. Vinall	Drs. Vinall, Ho, Mohamed, and Wang
PPBS 701	Research rotation I	3	TBD	TBD
MPS 512	Principal of FDA Regulatory Affairs and Drug Discovery	2	Dr. Hazem Ali	Dr. Hazem Ali
MPS 505	Journal seminar	1	Dr. ElShamy	Dr. ElShamy
PPBS 702	Research rotation II	3	TBD	TBD
PPBS 703	Qualifying exam preparation	2	TBD	Dissertation advisor
MPS 514*	Clinical Biochemistry	3	TBD	TBD

MPS 515*	Medical Immunology	3	Dr. Mohamed	Dr. Mohamed
MPS 518*	Advances in Drug Delivery Systems	3	Dr. Hazem Ali	Dr. Hazem Ali
MPS 601*	Drug design	3	Dr. Farahat	Dr. Farahat
PBS 604*	Pharmacokinetics	3	Dr. Ahsan	Drs. Ahsan and Le
PSBS 704	Dissertation project	48 total	Dissertation advisor	Dissertation advisor

* Elective course, choose two

Suggested timeline for completion: Year 1, Year 2, Years 3 and 4

COURSE DESCRIPTIONS

Core Courses

MPS 501: Fundamental Pharmacology

This course will provide students with an overview of fundamental understanding of current concepts of pharmacology, signal transduction and pharmacotherapies. Topics relating to the following subject will be covered: Drug-receptor interactions, pharmacodynamics, pharmacokinetics, drug metabolism, drug transporters, drug toxicity, pharmacogenetics and pharmacotherapy in diseases like cancer, cardiovascular diseases, neuronal diseases, diabetes mellitus, and microbial and viral infection.

MPS 502: Techniques in Pharmaceutical Sciences

Techniques in Pharmaceutical Sciences (MPS502) will provide MPS students with an overview of some basic Lab techniques and their applications. Topics relating to the following subject will be covered: General lab organization and procedures; Basic lab techniques, including Cell culture, Western blots, Quantitative PCR (qPCR), Enzyme-linked immunosorbent assay (ELISA), and Immunofluorescences and Microscopy techniques. In addition, Animal models in drug discovery; High throughput Screening Methods , including Microarray, Yeast-Two Hybrid, phage display, and cell-based screening methods will be discussed in the course. The course will provide a lab demonstration with Youtube videos of those essential technical skills. Students will have chances to observe how to operate those techniques.

MPS 504: Literature & Technical Writing

This graduate-level course is designed to train students in the art and practice of written and oral communication in the context of biological and pharmaceutical sciences. Skills acquired in this course include application of the scientific technical writing to research design, summary and discussion of results, literature review, grant and fellowship applications, writing and publishing scientific papers, along with the creation and delivery of effective oral presentations.

MPS 512: Principals of FDA Regulatory Affairs and Drug Discovery

This course focuses on regulatory strategy, guidance and regulatory compliance, legal and ethical issues, processes for product development and the business components of regulation in clinical research, all while reinforcing the science behind the methods. The regulatory affairs course provides students with the knowledge and understanding for the key elements of the regulatory process in various industries, governmental agencies, and consultancies worldwide.

MPS 513: Biostatistics and Research Methods

This course is designed to introduce major concepts in biostatistics and research methods in pharmaceutical sciences, two topics that are closely intertwined. Students will develop the ability to interpret and critically evaluate medical literature and to identify findings that have implications for their practice. Emphasis will be placed on an examination of how observational study designs draw upon epidemiologic techniques to address drug effectiveness, safety, outcome assessment and regulatory decision making. Students will also acquire skills in applying statistical analysis concepts learned throughout this course with the use of common computer software.

PBS 601-Cellular and Molecular Biology and Biochemistry

The Cellular and Molecular Biology and Biochemistry course is designed to provide students with a fundamental understanding of current concepts of cellular and molecular biology, and human biochemistry. Students are provided an overview of prokaryotic and eukaryotic cell structure and function, virus biology, cellular signal transduction, human carbohydrate, lipid and protein metabolism, biomedical aspects of human nutrition, genetic regulation, the molecular basis of inherited genetic diseases and acquired diseases, principles of commonly used biotechnologies, drug targets screening, and biopharmaceutical products generation.

PPBS 701, 702: Research rotation

Students will learn new lab techniques and/or improve competency in lab techniques through working on a research project with their research rotation mentor. Students are expected to work on the research rotation project for a minimum of 9 hours per week. All required safety training as well as the

CITI responsible conduct of research course must be completed prior to starting the course. It is the student's responsibility to check in with both the PI and lab manager to determine the exact requirements necessary prior to beginning each rotation.

PPBS 703: Qualifying exam preparation

This course will help students prepare for the written and oral components of their qualifying exam. Focus will be placed on supporting students as they generate the following: a description of the research problem and its significance, a scientific hypothesis and related specific aims, a review of supporting literature, proposed research strategy. Students will receive training and formative feedback from their dissertation advisor and co-advisor throughout the course.

PPBS 704: Thesis project and defense

Students are expected to work on their dissertation project for a minimum of 36 hours per week and are expected to make substantial progress towards meeting graduation requirements. During the course, students must meet with their dissertation advisor at least once per week and meet with their dissertation co-advisor and dissertation committee members at least once, to discuss progress and/or challenges. To graduate from the CNU Ph.D. in Pharmaceutics & Biomedical Sciences program, students must complete a total of at least 48 dissertation course units and make a convincing case, both in written and oral formats, that they have made a significant research contribution to the field. Typically, students will publish at least one peer reviewed publication prior to graduation.

Elective Courses

MPS 514: Clinical Biochemistry

This course provides a clear and comprehensive introduction to the biochemical basis of disease processes, how these diseases are investigated in biomedical laboratories, and selected clinical cases as framework for class discussion activities. In the class, the students learn new trends of clinical cases and their biochemical basis to further emphasize the link between theory and practice while helping them engage with emerging diseases and how to treat them. In addition, the course provides a biochemical foundation for the understanding of drug action, drug absorption and drug metabolism in the treatment of these diseases.

MPS 515: Medical Immunology

MPS 515 is a broad-spectrum course that covers the fundamentals and clinical aspects of Immunology. The course is divided into 4 major modules: (1) Introduction to Immunology, (2) Innate and adaptive Immunity, (3) T and B cells development and (4) Clinical Immunology. Each module will be followed by an exam covering all the discussed topics within that module. In addition, students will be engaged in journal club activity for classical articles known to be the pillars in the Immunology field.

MPS 518: Advances in Drug Delivery Systems

This course gives the students an overview on Drug Delivery Systems in terms of Formulation, Manufacture, and Quality Control. Students will learn Oral, Topical, Parenteral, Transdermal and other Modified-release Drug Delivery Systems. Details are given with respect to advanced technologies such as 3D Printing for Personalized Medicine and Nanoparticle Delivery Systems for Protein and Vaccine Therapeutics. The course also covers basic Pharmacokinetics and Pharmacodynamics considerations, Pharmaceutical Compounding and Calculations.

PBS 604: Pharmacokinetics

This course focuses on understanding and applying pharmacokinetic principles for optimizing drug dosage. It is divided into 3 modules: descriptive, quantitative, and pharmacokinetics of special populations. Descriptive pharmacokinetics provides a basic introduction to the key pharmacokinetic principles. This module enables the student to conceptualize principles such as drug bioavailability, distribution, clearance, and excretion. Concepts of drug absorption, metabolism, protein binding, and pharmacokinetic drug interactions will be discussed as well. Quantitative pharmacokinetics covers the mathematical aspects, including the calculation of pharmacokinetic parameters following drug administration and compartment modeling. The third module covers the process of using pharmacokinetic principles to optimize the dose for special population patients.

Health 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. Questions relating to this requirement should be directed to the Dr. Fakhru Ahsan, the CNU Ph.D. program in Pharmaceutical & Biomedical Sciences director.

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: <http://www.cnsu.edu/office-of-the-registrar/student-health-plan>. 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.

Immunization requirements

Students are required to present proof of immunization prior to new student orientation, immunization requirements are shown in the table below. Students must complete the immunization form which can be found in Canvas and have a physician review their vaccination records and sign the form and then upload the signed form into their Canvas account. The person who signs the form must be a US licensed health care provider. Students must also upload proof of immunization through myRecordTracker.com prior to the student orientation date. Students are expected to update their vaccinations records as needed to stay compliant with the requirements listed below.

IMMUNIZATION	REQUIREMENTS	NOTES
Hepatitis B – 3 Vaccinations AND Positive Titer	A complete history of all immunizations given. If the vaccination series is in process, you must attach the records for each dose that has been completed until the series is complete and a titer can be drawn. If you have not had the Hepatitis B vaccination series, you will need to start them immediately.	If your titer result is negative, you must repeat the series of vaccinations and upload proof of a second titer (with positive results). The requirement is proof of 3 doses and a laboratory report (blood test/titer). Please upload evidence of all your doses and your lab results showing you are positive for immunity.
Tetanus, Diphtheria, and Pertussis (Tdap)	Proof of a booster shot within the past 10 years	Immunization must have been administered within the past 10 years.
COVID-19 Vaccination	Card showing full vaccination series	
Varicella (Chicken Pox)	Positive titer results showing immunity	Documentation of previous vaccinations is acceptable. History of the disease does NOT fulfill the requirement
Measles, Mumps, and Rubella (MMR)	Positive titer results showing immunity	If your titer result is negative or equivocal, you must repeat the series of vaccinations and upload proof of a second titer (results showing immunity).
Tuberculosis (TB) PPD Skin Test	2 PPD skin tests administered more than 7 days apart OR A negative chest x-ray report (for those who have previously had a positive PPD result)	For a student who has documentation of a previous positive PPD, no further skin testing is needed. Instead, the

		student must submit a negative chest x-ray report within the last year
Influenza (Flu) Shot Vaccination	Proof of a flu shot must be administered before the start of influenza vaccination season October 31 of the current year.	You will receive a reminder notice in the fall. Please do not wait until the last minute (late October) to get the vaccination

Visual

Students must be able to observe and participate in lab-based research. In order to ensure safety and effectiveness, students must be able to make accurate observations. Thus, functional use of vision is necessary (close and at a distance).

Oral-Auditory

Students must be able to communicate effectively orally (must be able to speak and hear) and in written formats. Students must be fluent in English.

Motor

Students must possess the motor skills necessary to perform lab-based experiments. Students should be able to execute motor movements reasonably required to for lab-based experiments including coordination of both gross and fine muscular movements, equilibrium, and functional use of the senses, including touch and vision.

Strength and Mobility

Students must have sufficient posture, balance, flexibility, mobility, strength and endurance for standing, sitting, and participating in the laboratory and classroom.

Cognitive

In order to effectively solve research-related 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 those around them. 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 research.

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 Ph.D. in Pharmaceutical & Biomedical Sciences curriculum and prepare to become a leader in this field.

Students must exercise good judgment and adhere to research laws and ethics, and be able to work effectively and professionally as part of a team.

Students must be able to participate in a culturally diverse environment; be sensitive and behave in a professional manner during interactions with others; maintain regular, reliable, and punctual attendance for classes, complete research lab training and responsibilities; be responsible for contributing to collaborative, constructive learning environments; accept constructive feedback from others, and respond with appropriate modifications.

New student orientation

Once a student is accepted in the program and a start date is agreed on, new students will be scheduled to have a one-on-one meeting with Dr. Fakhru Ahsan, Director of the Ph.D. Program, as well as their assigned dissertation advisor and co-advisor. These meetings are mandatory. All new international students must also attend an International Student Orientation. Students are expected to thoroughly review the student handbook prior to attending these meetings and be ready to ask questions and/or voice concerns so that any issues can be quickly and efficiently addressed.

NAME BADGES, E-MAILS ACCOUNTS, ACCESS TO THE CNU LEARNING MANAGEMENT SYSTEM

New students will be scheduled to meet with an IT staff member during the orientation process to receive their name badge and be set-up with access to the CNU e-mail system and access to the CNU learning management system. Name badges will be provided to all students during orientation and must be worn on-campus. Students must report any missing, lost, or stolen badges immediately to the IT Department. Additional name 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.

Academic Advising: Mentoring and Academic Success

Active mentorship will be provided to students throughout the curriculum to help support student success. This will be provided by course instructors, research rotation advisors, dissertation advisors and committee members, as well as peers and the CNUPPBS program committee members. Students will select a faculty member to serve as their dissertation advisor during the admissions process, the Ph.D. program committee will also assign each student a co-advisor who is a member of the Ph.D. program committee during the admissions process. Students are expected to meet with their dissertation advisor and co-advisor at least once per semester during the didactic component of the curriculum. During research rotations and the qualifying exam course, students will be expected to meet with their research mentors and advisors at least once per week to discuss progress and/or challenges. During the dissertation component of the curriculum, students must meet with their dissertation advisor at least weekly and must meet with their co-advisor and dissertation committee members at least once per semester.

Dissertation advisor-advisee responsibilities

DISSERTATION ADVISOR/CO-ADVISOR RESPONSIBILITIES	ADVISEE RESPONSIBILITIES
<ul style="list-style-type: none"> ● Be available to meet with advisee on a regular basis and as needed ● Inform advisees of their responsibilities ● Get to know advisees ● Maintain records of advisee's educational progress ● Help advisees to develop a course of study that takes into consideration their personal, educational, and career goals ● Answer advisee's questions about academic regulations and professionalism ● Provide information about planning and actions to improve course grades when they are in jeopardy of failing or placed on academic alert ● Inform advisees about academic and non- 	<ul style="list-style-type: none"> ● Know your advisor contact info (phone number, location) ● Read the Student Handbook and General Catalog, become familiar with program requirements and policies ● Be aware of important dates on the academic calendar ● Schedule appointments in advance of important deadlines; keep your appointments with faculty advisors ● Prepare specific questions for your advisor and ask for contact persons on questions the advisor cannot answer ● Maintain a file of materials that relate to your academic progress ● Gather information needed to make

<p>academic support through the College and University, such as tutoring, disability services, and mental health and counseling referrals</p> <ul style="list-style-type: none"> ● Review advisees' progress in completing the co-curricular requirements of the program ● Review advisees' e-Portfolios ● Discuss career specialty areas, residency, and fellowship options with advisees ● Write letters of recommendation for advisees 	<p>academic and career decisions</p> <ul style="list-style-type: none"> ● Accept responsibility for informing your advisor about you and your interest. Be prepared to discuss personal, educational and career goals ● Seek help from your advisor when needed, and ask about other ways that you can participate effectively in the advising process
●	●

Academic policies and procedures

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 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 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, the Course Coordinator returns the completed grade appeal form with section III completed, to the Ph.D. Program Committee Chair 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 provide copies of the grade appeal form to the Ph.D. Program Committee Chair 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 Ph.D. program committee chair

If the appeal is denied by the course coordinator, 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 Ph.D. Program Committee Chair. The Ph.D. Program Committee Chair 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 Ph.D. Program Committee Chair, 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 Ph.D. Program Committee Chair, the student may appeal the decision directly to the Dean.

Third Step – The Dean of the College

If the Ph.D. Program Committee Chair denies the appeal, and the student wishes to pursue the matter further, the student has 3 business days from receipt of the decision from the Ph.D. Program Committee Chair to submit an appeal in writing to the College Dean. The Dean will render the final decision in writing within 5 business days of receipt of the formal appeal. The final Course Grade Appeal form must be submitted to the Office of the Registrar for processing.

Course Registration Deadlines

Registration is conducted by the Registrar prior to the start of each semester 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 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. Students are encouraged to review their semester 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, after any requested course/rotation changes, and shortly before the end of the course and/or semester.

Course Add/Drop Deadline

The course add/drop deadline is 5:00 p.m. on the fifth instructional day of the semester. 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

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. 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 Ph.D. Program Committee Chair.

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.

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.

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 an 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

Students are expected to attend and participate in all classes and lab-based experiences and must 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. In total, *excused and unexcused absences* shall not exceed five academic days per semester. Absences exceeding five academic days per semester may require a student to request a leave of absence or a withdrawal. Please contact the Ph.D. Program Committee Chair for further information.

A student seeking an excused absence should complete the Excused Absence Request Form 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 and the process ends; but if it is checked as a high stakes absence, then the final approval will be decided by the Ph.D. Program Committee Chair. 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

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 re-apply 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 of the first 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.

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 their dissertation advisor and co-advisor as well as the Chair of the Ph.D. program committee. If a student is requesting a leave of absence, the Chair of the Ph.D. program committee 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).

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 and www.copyright.gov/help/faq.

Disciplinary Action for Violations

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

PROFESSIONALISM EXPECTATIONS, HONOR CODE

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

CNU 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 CNU 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 CNU or a member of the CNU community; slander, libel, or defamation (slander, libel, and defamation all involve lying) against CNU or a member of the CNU community; a hate crime against a member of the CNU 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 CNU or a member of the CNU community while off campus on a CNU related matter.

2. HONESTY AND INTEGRITY

CNU is dedicated to teaching, scholarly activity, research, and service with honesty and integrity, both on and off campus. We are committed to teaching, scholarly activity, and professional preparation in a learning environment in which all individuals are personally accountable and adhere to the tenets of honesty and integrity in the classroom, research lab, and beyond. 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 CNU or a member of the CNU community; theft or destruction of research materials owned by CNU or a member of the CNU 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

CNU is dedicated to behavior that follows legal and ethical standards in teaching, scholarly activity, research, and service. 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. 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

CNU is committed to providing teaching, scholarly activity, research and service in a professional manner. We display professional attitudes, values, and behaviors in the classroom, at preceptor sites, and in the community. We encourage team-work, with respect for differing points of views of team-members. At the same time we expect individual competence, performance, and accountability in a professional manner.

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.

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 didactic classes and while attending 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: 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 not permitted to wear the following:

- Revealing clothing of any description
- Flip flops
- Clothing that shows excessive wear, fading, rips, holes or tears
-

Name Badges - A name badge with photo ID must be carried in all academic settings and in professional environments

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 per the CITI Biosafety training course.

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 meet with the Ph.D. program committee to discuss the incident.

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 prohibited from:

- 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.

FREE SPEECH

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

FUNDRAISING

Students must first obtain permission from the Ph.D. program committee to sell any items on campus. Use of the University/College insignia or logo is prohibited unless prior authorization for use is granted. Soliciting funds from an outside company without prior approval (such as pharmaceutical companies, employers, alumni) is prohibited. Requests may be made the Ph.D. program committee.

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.

GRADUATION REQUIREMENTS

Students are recommended and approved for the Pharmaceutical & Biomedical Science Doctoral degree by the program committee. Approval is awarded provided that the student has:

- Conducted her or himself in an ethical, moral, professional, and lawful manner
- Satisfactorily completed all curricular requirements in a timely fashion, not to exceed six (6) years from the date of initial enrollment (including approved leave of absence)
- Cumulative GPA > 3.0
- Passed the qualifying exam
- Passed the dissertation defense
- 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.

GRADING, DIDACTIC COURSES

A letter grade equal to or greater than a C is considered satisfactory performance (passing) for completion of a course. In order to progress in the program, students must pass all courses with a letter grade of C or higher and maintain a minimum cumulative grade point average (GPA) of 3.0.

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

GRADING, LAB-BASED COURSES

All lab-based courses (research rotations, qualifying exam preparation course, dissertation course) have pass/fail grading.

Assignment of Credits

For each 15-week semester, one (1) unit of credit is assigned per hour each week of classroom and a minimum of two (2) hours of out-of-class student work (homework). For courses that include workshop and/or laboratory time, one (1) unit of credit is assigned per two (2) hours each week of student time spent in this activity. For dissertation courses, one (1) unit of credit is assigned per three (3) hours each week spent in this activity.

DISSERTATION COMMITTEE

A dissertation committee will be formed for each student once they are enrolled in and have started the Qualifying Exam Preparation Course. The dissertation defense committee will comprise of the student's dissertation advisor and co-advisor in addition to 3 ranked faculty members who are affiliated with the CNU Ph.D. program. Students may make suggestions for these additional 3 members to the Chair of the Ph.D. program committee, however, final decisions will be made by the Ph.D. program committee. The Ph.D. program committee will appoint one of the members as committee chair.

QUALIFYING EXAM

Students must pass a Qualifying Exam prior to starting their dissertation project. To be eligible to schedule their Qualifying Exam students must have passed all didactic courses and research lab rotation courses and be enrolled in the Qualifying Exam Preparation Course. This course provides time and resources for students to generate the written and oral components which will be evaluated by their dissertation committee and which constitute the Qualifying Exam.

DISSERTATION PROJECT SUBMISSION AND DEFENSE

Students must complete at least 48 dissertation course units prior to submitting an electronic copy of their written dissertation project to their dissertation committee for review and evaluation. Students must make a convincing case, both in written and oral formats, that they have made a significant research contribution to the field. Typically, students will publish at least one peer reviewed publication prior to graduation. The oral component of the evaluation will be scheduled after students have submitted the written dissertation project to their dissertation committee.

ACADEMIC PROGRESSION

The Academic Progression Policy applies to all students in the Ph.D. in Pharmaceutical & Biomedical Sciences program.

ACADEMIC PROGRESSION POLICY

I. POLICY STATEMENT

This policy establishes California Northstate University's Ph.D. program in Pharmaceutical & Biomedical Sciences 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 in the program and accomplish all program learning objectives. The policy delineates the process for academic progression. A student must complete the program within a maximum time period of 6 calendar years (72 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 higher.

III. SCOPE/COVERAGE

This progression policy applies to all didactic classes and lab-based courses as well as the Qualifying Exam and Dissertation Defense.

IV. DEFINITION OF SATISFACTORY ACADEMIC PROGRESSION

For a student to successfully progress through the CNU Ph.D. in Pharmaceutical & Biomedical Sciences program, they must pass or remediate all courses each semester and maintain a minimum grade point average (GPA) of 3.0. Students must also pass or remediate the Qualifying Exam and the Dissertation Defense.

Progression Issues

1. Course Remediation

- A. In the event that a student receives a D or F, the Course Coordinator will complete the Remediation Form and send it to the Ph.D. program committee for review.
- B. **The remediation of course work is a privilege, not a right. Eligibility is determined by the Ph.D. program committee.** Their decision will be based on the total number of courses where

an F or D grade is achieved in addition to the student's demonstrated effort in the course, including but not limited to attendance, completion of all high stakes course assessments, the student's required responses to course instructor concerns, participation in recommended tutoring, and/or advising from the course instructor.

- C. Preparation for remediation is the sole responsibility of the student. It may consist of, but is not limited to, self-study, tutoring, and/or meetings with the course instructor(s) and/or dissertation committee members as deemed necessary for the student to satisfactorily meet all learning objectives.
- D. The format of the remediation will be at the discretion of the course coordinator or dissertation committee. At the conclusion of the remediation period the student must complete a remediation exam. Satisfactory mastery of the material will be decided by the course coordinator or dissertation committee, but generally will be a score of at least 70% on the remediation examination.
- E. The remediation attempt should occur within 3 weeks following course or exam failure.
- F. If the student passes the remediation exam, the Course Coordinator or dissertation committee chair will complete the Remediation Form and send it to the Ph.D. program committee, which will subsequently report the grade change to the Office of the Registrar for the course(s) for which the remediation examination was satisfactorily completed. A grade of D will be replaced with a grade of C, and a grade of F will be replaced with a grade of C and will be reflected on the student's transcript, indicating that the student completed class by remediation. The student's semester and cumulative GPA will be recalculated using the C grade.
- G. If a student does not pass the remediation attempt, they will be dismissed from the program.
- H. Students may remediate up to 3 courses. If a student fails more than 3 courses, they will be dismissed from the program.

2. Extended Study Academic Plan

The Ph.D. program offers a sequential curriculum that is designed for completion in 4 years. Under certain circumstances a student may be placed on an Extended Study Academic Plan. Students must complete the program within a total of six years or less from the time a student registers and attends their first course.

- A. Leave of Absence - A student may request a leave of absence for up to one year for medical or personal reasons. Leaves of absence must be approved by the Ph.D. program committee. Appropriate documentation may be required for approval.

3. Academic Probation

A student will be placed on Academic Probation if:

- the student fails a course
- the student fails to comply with the conditions of an I grade

If either of these conditions occur, the Ph.D. program committee will automatically place the student on Academic Probation and notify the student and the Registrar in writing of the action. When a student has been placed on Academic Probation, the following apply:

- A. Within one week of the date that the student receives notification of their dissertation advisor and co-advisor to discuss and establish an academic plan to help support their future success.
- B. Once the plan has been agreed, it must be signed by both the student and the dissertation advisor and co-advisor. Failure to sign will mean the student will not be allowed to continue in the program. A copy of the plan will be shared with the Chair of the Ph.D. program committee, the Office of the Registrar, and the Business Office.
- C. While on Academic Probation, the student may not hold office in any College or University organization.
- D. Students may be removed from academic probation once they demonstrate competency. Typically, competency is demonstrated by passing all courses during the subsequent semester. Students must petition the Ph.D. program committee to be removed from academic probation.

4. Dismissal

A student may be dismissed from CNUCOP for a variety of reasons:

- A. Failure of more than 3 courses
- B. Failure to maintain a cumulative GPA > 3.0
- C. Failure to meet any terms of **Remediation or Academic Probation**
- D. Conduct subject to dismissal as described in the Honor Code section of the Student Handbook and decided by the Ph.D. program committee
- E. Foregoing an academic semester without obtaining an approved leave of absence

- F. Failure to complete the degree requirements in a maximum of 6 consecutive academic years from the date of the first day the student begins the program.
- G. All dismissals must be reviewed and approved by the Ph.D. program committee.

5. Appeal of Dismissal

Students dismissed from the program may appeal the decision in writing within ten (10) business days of notification of dismissal to the Dean of the College of Graduate Studies. The Dean will render a decision in writing within 3 business days of receipt of the formal written appeal. The Dean's decision is final. Dismissal can only be appealed once.

COMPLAINT/GRIEVANCE POLICY

ACADEMIC COMPLAINTS/GRIEVANCES

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

Course-related grievance: Student should discuss or file the complaint with the course coordinator; If unresolved, then the student should discuss or file the complaint with the Chair of the Ph.D. program Committee.

Faculty-related grievance: Student should discuss or file the complaint with the Chair of the Ph.D. program committee. If the issue is with the Chair of the Ph.D. program committee, then the student should discuss or file the complaint with the Dean of CNUCGS.

NON-ACADEMIC COMPLAINTS/GRIEVANCES

General complaints or concerns should be directed to the Chair of the Ph.D. program committee. The Chair of the Ph.D. program committee 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 Chair of the Ph.D. program committee 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 Chair of the Ph.D. program committee 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 Chair of the Ph.D. program committee within 14 days of the occurrence. A completed Complaint/Grievance form should be included with the letter. The form can be found on the college website. Students may also submit an email or letter without the form if needed. All complaints will be reviewed immediately. If the situation warrants, the incident will be investigated by a committee. If the complaint/grievance is related to harassment under Title IX or the SaVE Act a committee trained in this area will conduct the investigation. The complaint and investigation will be handled in a confidential manner. Investigations will usually be completed within seven (7) business days from the receipt of the complaint.

At the conclusion of the investigation, a report will be provided to the individuals in the situation stating the findings and recommendations. In unforeseen circumstances, or due to the complexity of the investigation, the report time limits may need to be modified. If the outcome was not satisfactory, the complainant may appeal the decision of the committee to the Dean of the College.

The written appeal request must be received in the Office of the Dean within five (5) business days from the written recommendation provided by the 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 Chair of the Ph.D. program committee.

ACCREDITATION STANDARD COMPLAINTS/GRIEVANCES

California Northstate University encourages students to seek internal resolution to any conflict. Complaints may be made directly to the Chair of the Ph.D. program committee. 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 WSCUC (regional 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.

Accrediting Commission for Senior University/Colleges and Universities of the Western Senior College and University Commission (WSCUC)

Accreditation by the Accrediting Commission for Senior University/Colleges and Universities of the Western Senior College and University Commission (WSCUC) represents the Commission's judgment that an institution is satisfactorily achieving its mission and educational purposes and that it meets or exceeds the Commission's standards of quality, integrity, and effectiveness. The Commission values information provided by students, employees, and others in determining whether an institution's performance is consistent with the Standards of Accreditation and Commission policies and procedures. The Commission has two established means for receiving comments from students, employees and members of the public about its member institutions: 1. Complaints, 2. Third-party comments

As a general rule, complaints are written by employees and students who have grievances that draw into question the member institution's adherence to one or more Commission Accreditation Standards or Policies. Third-party comments are usually more general comments of a substantive nature about a member institution. Individuals should review the [Policy on Complaints and Third- Party Comments in the WASC Policies Manual](#) 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

MISCELLANEOUS: NON-ACADEMIC POLICIES

BICYCLES

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

BUILDING ACCESS/HOURS

Student identification cards are programmed with an electronic key access code. The card provides access to the building as well as some of the interior classrooms and other spaces designated for student use. The campus building hours will be posted prior to each semester and the hours may be extended prior to exam dates. Student card entry is logged and entry information is monitored by University/College administrators. Professional behavior dictates respect of equipment, furnishings, and building access by all 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.*

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

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 the Ph.D. program committee.

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 or laboratory settings. The student is responsible for obtaining handouts or lecture notes etc when class time is missed.

UNIVERSITY CLEARANCE

Graduating and students exiting or withdrawing from the University/College must complete a Clearance Form. The Clearance Form requires signatures of staff in various departments. The completed form with all signatures must be submitted to the Registrar's Office as part of the student separation/exit requirements. The University/College will not furnish academic transcripts or 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.

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. Any additional ornamentation must signify recognized University/College organizations and must be approved in advance of commencement.

PARKING

The University/College currently charges no fee for parking on campus. Off-campus parking for students at experiential education sites must be paid by the student. No refunds or reimbursements will be made by the University/College. The University campus parking area is delineated into four areas - students, employees, handicapped, and visitor. All vehicles parked on the campus lot must have a CNU parking decal displayed in the front window. Student parking is limited to the east lot. Parking policy prohibits student parking in any space marked Visitor, Executive, Evening Employee, or Faculty/Staff. Security will issue orange warning stickers to individuals who violate the parking policies established by the campus administration. These violations are recorded by security, and individuals who commit a second violation will receive a \$50.00 fine and an automatic financial hold placed on their student account.

PERSONAL AND CONTACT INFORMATION CHANGES

A student may request an official name change and/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 Wg you must submit a new Wg 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.

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

Smoking or using smokeless tobacco is not permitted on the campus.

IT EXPECTATIONS AND SUPPORT

Every student must have a personal laptop and external access to computer resources to complete academic requirements. 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, will be provided to new students at the start of the program by an IT staff member. CANVAS is the educational platform the University/College uses for course information, grades, and assignments. 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.

Students having difficulty accessing the student Learning Management System, CANVAS, or who have other IT-related issues, have access to in-person technical support on campus during regular school hours. Students may also contact our IT department via e-mail: help@cnsuedu.on.spiceworks.com.

LIBRARY/LEARNING RESOURCES

LIBRARY FACILITIES

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

Library Facility and Collection
Computer Lab
Library Computer System

Classroom Resources
CNU Electronic Library
Interlibrary Loan Program

Career Resources

FACILITY HOURS

The library facility is a significant part of the Learning Resources Center. It houses the library collection and provides space for individual and group study. It is open five days a week. The hours of operation when the school is not in session, including holidays and spring break, will vary. The hours of operation can be found on the library webpage: <https://www.cnsu.edu/library/>

LIBRARY STAFF

The Learning Resource Center is managed and operated by a full-time health sciences librarian. The librarian provides training and consultation to students and faculty on how to access good information and efficiently use electronic resources. An Information technology specialist works with the librarian to update, maintain, and operate electronic systems in the resource center. The librarian will be available during regular business hours or by appointment.

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:

Electronic Learning Resources

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

Library Computer System

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

Library Collection

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

Interlibrary Loan Program

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

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 doctoral degree in Pharmaceutical & Biomedical Sciences. 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.

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-Harassment Training and Prevention Programs

Students will become familiarized with the Anti-Sexual Harassment/Harassment/Assault and Disruptive Conduct Policy at orientation. Training programs focused on awareness, prevention, bystander intervention, and self-defense classes will be offered to students and employees during the academic year. Anti-harassment resources, webinars, and prevention tips are available to students at any time through the MyStudentBody portal. Notification of College/University sponsored Anti-Harassment Training and Prevention Programs will be provided to students by the Office of Student Affairs and Admissions.

Definitions of Harassment

Sexual harassment: consists of interaction between individuals of the same or opposite sex that is characterized by unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term

or condition of an individual's employment, living conditions and/or educational evaluation; (2) submission to or rejection of such conduct by an individual is used as the basis for tangible employment or educational decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive working or educational environment.

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

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

LESBIAN, GAY, BISEXUAL & TRANSGENDER (LGBT) NON-DISCRIMINATION POLICY

The University/College has a no tolerance policy for any type of sexual harassment including harassment or discrimination of LGBT students. The policies and protection acts that focus on this non-discrimination stance include: *Equal Protection Clause of the 14th Amendment* All students has a federal constitutional right to equal protection under the law.

This means that schools have a duty to protect lesbian, gay, bisexual, and transgender (LGBT) students from harassment on an equal basis with all other students.

1st Amendment, Equal Protection & Due Process Clauses

A transgender student's right to dress in accordance with his or her gender identity may be protected under the First Amendment and the Equal Protection and Due Process Clauses of the U.S. Constitution. The First Amendment limits the right of school 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.

Title IX Coordinator for the Institution

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

SAFETY AND SECURITY

CLEARY ACT

The Jeanne Clery 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 CNU web site. 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/>.

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.

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.

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.

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 Chair of the Ph.D. program committee, 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 Chair of the Ph.D. program committee 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 Chair of the Ph.D. program committee 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 dissertation advisor or co-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.

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.

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.

STUDENT SERVICES

ALCOHOL & DRUG PREVENTION AND REFERRAL SERVICES

The CNU 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 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

Local/Community Resources	
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
National Council on Alcoholism and Drug Dependence-NCADD	
Options for Recovery	916-922-5110
Prevention	916-922-5118
Hope Line	916-922-5122
Emergency Contact	911

Primary Local Assessment and Treatment Centers	
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
Toll-Free Numbers	
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.

CNU Alumni Program

CNU values its alumni and continuously develops programs to partner with college alumni to enhance our community footprint. The primary goal of the CNU 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 CNU 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.

PROFESSIONAL DEVELOPMENT/CAREER ADVISE

Students are encouraged to attend all CNU research-related events including the CNU Thursday Research Seminar Series and the CNU Annual Research Symposium. They are also encouraged to attend CNU Institute of Teaching and Learning Excellence (ITLE) seminars and workshops.

Students are expected to meet with their dissertation advisor and co-advisor at least once per semester during the didactic component of the curriculum. Once they start their dissertation project, they are expected to meet with their dissertation advisor at least weekly and are expected to meet with their dissertation committee at least once per semester. During these meetings, students are encouraged to seek professional development and career advise from the advisors and dissertation committee members. Students are also encouraged to join professional organizations which can also help advance their professional development.

DISABILITY SERVICES

Any student requiring disability assistance may apply for services through the CNU 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 Chair of the Ph.D. program committee. If the disability develops during the school year and accommodations are requested, the student must notify the Assistant Dean or designee in writing as soon as he/she becomes aware of the disability. The Assistant Dean serves as the advisor to CNUCOP students with disabilities and as a liaison between students with disabilities and the faculty.

ELIGIBILITY FOR SERVICES

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

TYPES OF DISABILITIES

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

STUDENT SELF-REPORTING RESPONSIBILITY

Students enrolled at CNUCOP are required to self-identify if they would like to request services on the basis of a disability. Students are required to meet with the Chair of the Ph.D. program committee 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 Chair of the Ph.D. program committee annually.

DOCUMENTATION GUIDELINES

Both medical and functional elements of the disability must be explicitly documented. Documentation must be printed on appropriate letterhead and prepared by a qualified 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

RECOMMENDATIONS FOR ACCOMMODATIONS

The student's request for accommodations will be assessed by the Chair of the Ph.D. program committee 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 Chair of the Ph.D. program committee 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 dissertation advisor and co-advisor and the Chair of the Ph.D. program committee
- 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.

HEALTHY LIFESTYLE SERVICES AND PROGRAMMING

The CNU 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. 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. 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 in-person assistance to students who experience IT problems during normal business hours and can also be contacted via e-mail: help@cnsuedu.on.spiceworks.com.

MENTAL HEALTH COUNSELING REFERRAL SERVICES

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, the university offers free confidential counseling services to support students in meeting their emotional needs and personal goals. Counseling involves creating a safe, therapeutic relationship between the therapist and student. The therapist listens without making judgments to understand the student and what she/he/they would like to accomplish in counseling. The therapist helps the student set and work towards achieving goals. College students may come to the counseling office with mental health issues including increased stress, depression, and anxiety as well as concerns about their academic progress, daily living, adjustment to college and relationships with others. Students may also seek counseling if they are in crisis, however, students do not need to be in crisis to benefit from counseling services. All students can request counseling no matter what the issue by emailing any of these four available counselors, Irene Sanchez-Ortiz, LMFT (Available Evenings) irene.sanchez-ortiz@cnsu.edu, Ashley S. Cruz, LMFT (Available Evenings) ashley.song@cnsu.edu, Katelyn Shields, LMFT (Full Time) katelyn.shields@cnsu.edu or Tracy Papagiannis, LMFT (Full Time), tracy.papagiannis@cnsu.edu. The counseling office is in the Stone Lake Shopping Center, address is 2525 Elk Grove Blvd, Suite 140, Elk Grove, CA, 95757 and the confidential phone number for this office is (916) 686-8549. Appointments may be requested through e-mail or over the phone. Students may also drop-in if the counselor is available. Sessions are made either in person, or over video/phone, whichever the student prefers. More information can be found on the CNU Counseling Webpage at <https://www.cnsu.edu/counseling/>. Counseling is confidential, free, and separate from any academic student records. Students may also seek assistance with receiving referrals for specialized care, either for themselves or loved ones. The counseling office continues to strive to support students outside of the counseling room by providing workshops, webinars, presentations, and activities that promote student wellbeing and reducing stigma in seeking services. The counseling office encourages ongoing feedback from students on how to improve services and increase support. Please don't hesitate to contact any of the counselors via email for support and or suggestions. We look forward to meeting you soon!

TUTORING SERVICES

Tutoring – Academic Referral

Students experiencing difficulty in any course(s) are urged to seek the help and assistance of the course coordinator or their dissertation advisor and co-advisor before the problem becomes unmanageable. If academic problems arise, school-funded tutoring services are available. Students requiring tutor assistance for a specific course must be referred for the service by the course coordinator or their dissertation advisor or co-advisor. 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.

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.

Contact Information

Office of the Registrar
9700 West Taron Drive
Elk Gove, CA 95757
(P) 916-686-7400
Email: CNRegistrar@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 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.

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
 - 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. Financial Aid Office
3. Library - All library resources
4. Chair of the Ph.D. program committee
5. IT Department – The LMS (Canvas), new student identification badge, new email address
6. 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.
 - Official transcripts may be ordered through Parchment's online record ordering service. Credit card is required and additional service fees are applicable. Orders placed through

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 or service obligations.

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.

STUDENT TRAVEL

California Northstate University encourages our students to network with other doctoral students and expand their learning opportunities through attendance at relevant meetings and conferences. Students serving in an active role at a conference or meeting (e.g. poster presentation) may be eligible to receive funding assistance. Please contact your dissertation advisor or co-advisor of the Chair of the Ph.D. program committee for more details.