



# STUDENT HANDBOOK

2024-2025

9700 West Taron Drive  
Elk Grove, CA 95757

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



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<https://medicine.cnsu.edu/>



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**Please Note:** The information in this handbook serves as a student resource for policies and procedures of California Northstate University College of Medicine. The College reserves the authority to amend its policies and procedures. The College will provide notice to all students, Faculty and staff of any change in policies and/or procedures. Students are responsible for familiarizing themselves with the content of the Student Handbook, including all associated policies and procedures and all updates at the beginning of each academic year. Updated versions of this handbook, and/or relevant policies referred to therein, may distributed from time to time and will supersede previous versions of those same policies. The most up-to-date version of the Handbook can be found at: <http://medicine.cnsu.edu/>.

# WELCOME

## Message from the Dean

Our commitment is to help meet our nation's need for physicians with an emphasis on training in primary care, service and social accountability. Our goal is to educate students from their first week of enrollment employing clinical case presentations. We want them to be critical thinkers and self-learners. A parallel set of courses will concentrate on learning clinical skills and socially relevant areas where the art of medicine will be taught. A major theme in all four years is team learning and inter-professional experiences with students in Pharmacy and Health Sciences.

Our commitment is also to excellence and innovation in medical education. The curriculum has been carefully developed with an incorporation of basic science into the foundation of clinical medicine using weekly clinical presentations of disease. Students will explore medical problems as well as their scientific rational within courses organized around organ systems such as the cardiovascular, pulmonary, renal system and others. The clinical presentations, introduced at the beginning of each week, will be reinforced with experiences in the simulation center in the process of solving clinical cases. Finally, clinical clerkships and electives will provide our students real-life experiences with diverse patient populations, working with our clinical educational partners in the community.

We have assembled a dynamic and dedicated group of MD, PhD and MD/PhD biomedical educators with expertise in preclinical and clinical disciplines. We are committed to supporting an academic culture that respects diversity, encourages social accountability, and fosters compassion to change our medical students into professionals who will be leaders in healthcare. We expect that our graduates will be role models in their respective communities.

## Message from the Assistant Dean of Student Affairs

Welcome to the College of Medicine!

The Offices of Student Affairs and Admissions at California Northstate University College of Medicine aspire to admit, assist, and cultivate future physicians with the highest ethical, professional, and academic standards. The rigorous course of

study leading to a Doctor of Medicine degree can be challenging and stressful for students at times, but ultimately leads to a fulfilling career.

The programs and services coordinated through the Offices of Student Affairs and Admissions support and enrich the overall professional College of Medicine experience. The Assistant Dean of Student Affairs and staff serve as liaisons between students and faculty, oversee student government and overall operations of all student clubs and student interest groups, oversee and promote health and wellness activities, assist students in developing professional and leadership skills, coordinates peer tutoring, and may refer students to the Office of Academic and Career Advising. The Office of Student Affairs Team works together to support students from admissions, throughout their medical education, and all the way to graduation.

The ultimate goals of our OSAA Team are to provide all students with the support and services they need to be successful, to help foster the development of an exemplary professional attitude that honors the patient-doctor relationship, to promote personal health and wellness, to inspire servant-leaders who are compassionate advocates for their patients and community, and to encourage a lifestyle of service, teaching, and research to advance the art and science of medicine.

## ABOUT CNUCOM

### History of the College

California Northstate University (CNU) was founded in 2007 by a group of visionary leaders to meet the needs of our communities. The successful launch of the College of Pharmacy led to the establishment of the CNU College of Medicine.

A group of local community healthcare providers and leaders realized the growing local and national shortage of primary care physicians, and committed to design the College of Medicine to meet the need for more physicians in the Central Valley of California.

The local healthcare community provided visionary leadership, funding, and resources to develop and run the college. Much of the preliminary design of the structure of the College of Medicine and its curriculum was in place by July 2011.

The College of Medicine successfully completed all necessary

planning and accreditation procedures, and in June 2015, received its preliminary accreditation by the LCME. The College of Medicine was subsequently granted provisional accreditation in 2019 and is currently focused on achieving full accreditation. The inaugural class matriculated in September 2015.

## Mission, Vision, and Core Values

### Mission Statement

To advance the art and science of medicine through education, service, scholarship, personal wellness, and social accountability.

- **Education:** To provide the environment for its graduates to become life-long learners in the field of medicine.
- **Scholarship:** To identify leaders in basic science, translational, clinical, and educational research, development of educational materials and processes, and thought leadership in science and education to foster a scholarly environment for the medical school.
- **Personal Wellness:** To assist future healthcare providers in establishing a sustainable lifestyle with efforts toward their own physical and mental wellness.
- **Service:** To assist in serving the underserved in the community as a critical function of the medical school.
- **Social Accountability:** To stress community service, community health, access to health care, global health, global health education, health care policy and advocacy, and diversity as essential elements of the medical school.

### Vision

To develop a community-based medical school that delivers innovative programs in education, research, and patient care.

### Core Values

The six core values of California Northstate University College of Medicine are:

- Excellence in Medical Care
- Professionalism
- Ethics
- Compassion
- Social Accountability
- Innovation

## Accreditation

### Liaison Committee on Medical Education (LCME)

The U.S. Department of Education recognizes the LCME as “the reliable authority for the accreditation of medical education programs leading to the MD degree.” CNUCOM is currently provisionally accredited, on probation. According to LCME, “programs placed on probation retain their accredited status with all the rights and privileges conveyed by such status.” Students remain eligible to take all medical license exams, participate in the Match, go on to residency programs and get licensed in the state of their choosing.

For more information on LCME: <http://www.lcme.org>.

### Complaints Related to LCME Accreditation

According to the LCME, it will “consider complaints about program quality, third-party comments, and information from public sources that may constitute noncompliance with accreditation standards or unsatisfactory performance in one or more elements. The LCME will not intervene on behalf of individuals regarding matters of admission, appointment, promotion, or dismissal.

The LCME will attempt to maintain confidentiality of complaints and comments; however, 1) any information about a program or school may be released to the dean of the medical school, members and staff of the LCME, respective attorneys, and other persons authorized by the dean, required by law, or at the discretion of the LCME to investigate the comment; 2) individuals and corroborators will be required to sign an authorization release of the written comments and information.”

Complaints, comments, and questions may be addressed to the LCME Secretariat at [lcme@aamc.org](mailto:lcme@aamc.org). Complaints and comments must include a completed [consent form](#).

### Western Association of Schools and Colleges (WASC) Senior College and University Commission

The University is accredited by the WASC Senior College and University Commission (WSCUC), 1001 Marina Village Parkway, Suite 402, Alameda, CA 94501, 510.748.9001.

For more information on WSCUC: <https://www.wscuc.org/>.

## Complaints Related to WSCUC Accreditation

According to the WSCUC, accreditation “represents the Commission’s judgment that an institution is satisfactorily achieving its mission and educational purposes and 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 concerned stakeholders about its member institutions: complaints and third-party comments. Complaints are usually filed by employees and students who have grievances regarding adherence to one or more Commission Accreditation Standards or Policies. Third-party comments are typically general comments about a member institution.

Individuals are advised to review the [Complaints and Third-Party Comments Policy](#) on the WSCUC website to determine the appropriate avenue for complaints or comments.

## ADMINISTRATION & FACULTY

To view the College of Medicine Administration directory, please [click here](#).

### Department of Basic Sciences

To view the College of Medicine faculty directory for the Department of Basic Sciences, please [click here](#).

### Department of Clinical Sciences

To view the College of Medicine faculty directory for the Department of Clinical Sciences, please [click here](#).

### Department of Clinical Medicine

To view the College of Medicine faculty directory for the Department of Clinical Medicine, please [click here](#).

## PROGRAM DESCRIPTION

### Educational Philosophy

The College of Medicine curriculum is designed to help students become physicians who are self-directed and lifelong learners. The four-year curriculum is designed to facilitate and optimize student learning in a progressive and integrated manner both in didactic and experiential courses. CNUCOM recognizes the need to implement varied educational styles for students to become competent self-directed, life-long learners. Therefore, there will be a variety of formats for instruction ranging from lecture to completely self-directed.

The curriculum is a completely clinical presentation-based, integrated curriculum. Clinical presentations frame the introductory material in the Foundations of Clinical Medicine course. All subsequent courses in the pre-clerkship Phase A curriculum (Year 1 and Year 2) are divided based on body systems, and integrate biochemistry, cell biology, embryology, genetics, anatomy, histology, immunology, microbiology, pathology, pharmacology, nutrition, and physiology with relevant clinical presentations.

The Medical Skills course runs concurrently with the systems-based courses and is designed to integrate doctoring skills each week in order to reinforce and enhance the information being taught in the rest of the curriculum.

The Colloquium is a biweekly course designed to foster professionalism, ethics, global health knowledge and behaviors throughout the Phase A curriculum.

The required clerkships and electives in Phase B (Year 3 and Year 4) carry our clinical presentation curriculum through completion of the medical education program. CNUCOM has aligned many of our Phase A clinical presentations with nationally recognized “must see” cases during the clerkship years. Students will have the opportunity to master the basic sciences and foundational clinical skills associated with the clinical presentations in Phase A. Students will then see these clinical presentations again with actual patients in Phase B and hone their clinical skills to develop a deeper understanding of therapeutics and treatment.

Detailed course descriptions are accessible for students online at <http://medicine.cnsu.edu> and in the syllabi provided prior to the start of each course.



## Learning Outcomes

### Institutional Learning Outcomes

Students are expected to demonstrate a developed level of proficiency for each of the Institutional Learning Outcomes (ILOs) that are expected of every student at California Northstate University). While the approach and specific outcomes vary in each program, all program and course learning outcomes are derived from these six ILOs:

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

### Educational Program Objectives

Upon successful completion of CNUCOM Doctor of Medicine program, students will be able to demonstrate competency in the COM Educational Program Objectives (EPOs), as defined below and in [Appendix A: CNUCOM EPOs](#)

1. **Patient Care.** Students must provide evidence-based care that is compassionate, appropriate, and effective for the promotion of health and the treatment of illness. Students should be able to evaluate relevant diagnostic information.
2. **Medical and Scientific Knowledge.** Students must demonstrate knowledge about established and evolving biomedical and clinical sciences. They must showcase an ability to apply this knowledge to the practice of medicine. Students should be able to appraise and assimilate scientific evidence into their own ongoing learning, research, and patient care.
3. **Communication and Interpersonal Skills.** Students must demonstrate compassionate and effective interpersonal communication skills toward patients and families necessary to

deliver effective medical care and promote shared decision making. Students must be able to articulate information and ideas (written and oral) in an organized and clear manner to educate or inform patients, families, colleagues, and community.

4. **Professionalism.** Students must demonstrate a commitment to the highest standards of professional responsibility and adherence to ethical principles. Students must display the personal attributes of compassion, honesty, integrity, and cultural competence in all interactions with patients, families, and the medical community.

5. **Healthcare Systems.** Students must demonstrate knowledge of and responsibility to the larger context of health care (social, behavioral, economic factors). They should have the ability to effectively call on system resources to provide optimal care.

6. **Reflective Practice and Personal Development.** Student must be able to reflect upon their experiences with the goal of continual improvement. They must also demonstrate habits of analyzing experiences that affect their well-being, relationships with groups and individuals. They must demonstrate self-motivation, and awareness and responsiveness to their own limitations.

### Co-Curricular Learning Outcomes

Upon successful completion of CNUCOM Doctor of Medicine program, students will be able to demonstrate competency in the COM Educational Program Objectives (EPOs), as defined below and in Appendix A.

1. **Social Awareness and Cultural Sensitivity.** Demonstrate awareness of and responsiveness to social and cultural differences by adapting behaviors appropriately and using effective interpersonal skills.
2. **Professionalism and Advocacy.** Demonstrate professional behavior and effective interactions with other healthcare professionals, community members, and/or patients and advocate for initiatives to improve patient care, health outcomes, and the profession of medicine.
3. **Self-Awareness and Learning.** Demonstrate self-awareness through reflection and the development of appropriate plans for self-directed learning and development.
4. **Innovation and Entrepreneurship.** Demonstrate innovation and creativity to develop novel strategies to accomplish professional goals, or students demonstrate an understanding

for how innovation and creativity influence the development of novel strategies to accomplish professional goals.

**5. Public Health and Education.** Apply skills learned in the classroom to create and effectively deliver public health initiatives and health-related education to the community.

**6. Service and Leadership.** Demonstrate the ability to lead and work collaboratively with others to accomplish a shared goal that improves healthcare.

## ACADEMIC CALENDARS & HOLIDAY SCHEDULE

The academic calendar and holiday schedule is posted to the [CNUCOM website](#).

Students are to remain local and not travel out of the area until the end of each semester term.

## INTERNATIONAL STUDENTS

The Office of Student Affairs provides several resources and services to students joining CNU from other countries. Some of these services include information about applying for a social security card, opening a U.S. bank account, and assistance with how to obtain a California ID and driver's license. University Student Affairs complements these services with ensuring that the student and school meet international student visa standards and tracking compliance. In addition to New Student Orientation, International Students are required to attend a special orientation session that will cover required policies and standards. The International Student Handbook provides information about the visa process, planning travel to the campus, local housing and utility companies, required personal identification assistance, and other important guidelines. Please refer to the [CNU International Student Handbook](#) for additional information.

## HONOR CODE

The Honor Code of CNUCOM 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, staff, and administrators are held responsible. Reports of Honor Code violations are received by

the Office of Student Affairs, and may be considered by the CNUCOM Honor Council, the Student Promotions Committee, or General Council, depending on the nature of the specific violation, and according to the [Ethics and Professionalism Policy](#).

### Respect

CNUCOM 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 descriptors such as race, ethnicity, 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 all people. As members of the medical community, we promote the good of every patient in a caring, compassionate, and confidential manner, with respect to their right to privacy.

### Honesty and Integrity

CNUCOM is dedicated to teaching, scholarly activity, research, and service with honesty and integrity, both on and off campus. Medical students have a duty to be truthful in professional and professional-patient relationships. We are committed to teaching, scholarly activity, and professional preparation in a team-based learning environment, in which all individuals are personally accountable and adhere to the tenets of honesty and integrity in the classroom and in the community. Cheating, plagiarism, and other forms of academic dishonesty are not tolerated. Individual work is to be based solely on the effort of the individual. Teamwork and professional relationships are to be based on the 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.

### Legal Standards and Ethical Behavior

CNUCOM is dedicated to behavior that follows legal and ethical standards in teaching, scholarly activity, research, and service. We are committed to following the law, professional practice standards, and the American Medical Association Code of Medical Ethics. 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.

## Professionalism

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

## Personal Accountability and Expectations

All students, faculty, and staff of the CNUCOM community must 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 CNUCOM related matter or a member of the CNUCOM community, including, but not limited to, patients and clinical clerkship sites participating in the CNUCOM clinical 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 CNUCOM shall know, uphold, and promote the Honor Code in daily life both on and off-campus, as well as report Honor Code violations to the appropriate personnel, seek appropriate advice if unsure or in doubt, and cooperate with investigations of Honor Code violations.

## Consequences of Honor Code Violations

All violations of the Honor Code are processed as appropriate

through the Office of Student Affairs and Admissions, or the responsible governing body, according to the [Ethics and Professionalism Policy](#). 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 are subject to appropriate disciplinary action, which may include, but is not limited to, warning, academic probation, dismissal, or legal prosecution. For examples on types of infractions, please see below:

## Examples of Honor Code Violations, including but not limited to:

### Section A. Academic Honor Violations

#### 1. Academic Misrepresentation:

- Copying, giving the appearance of copying, or attempting to copy from another student's test, quiz, or other academic work (this definition includes specifically looking at another student's test or academic work in any academic context (classroom, lab, clinical) where that action is not specifically identified by the instructor as allowed).
- Knowingly or intentionally give or receive, or otherwise utilize unauthorized assistance in connection with any examination, work submitted by the student for credit, or work performed as a required element of a course or clinical experience.
- The use of or attempted use of any unauthorized material, aid, or device, such as Artificial Intelligence (AI), prior to or during a test.
- Plagiarism or the appropriation of another person's work, or the unacknowledged incorporation of that work in a student's written work offered for credit or otherwise submitted or performed as a required element of a course or clinic.
- Intentional misrepresentation of the student's class rank, grade point average, or any other academic achievement or endeavor.
- Substituting for another student, or permitting another student to substitute for oneself, to take a test or to fulfill any required element of a course or clinical experience.

#### 2. Examinations

- Knowingly using, buying, selling, stealing, transporting

or soliciting, in whole or in part or the attempt to use, buy, sell, steal, transport, or solicit the contents of an un-administered test that is expected to be administered.

- Obtaining or attempting to physically or electronically obtain a test without authorization prior to administration or attempting to obtain unauthorized or reserved information about a test prior to administration.
- Obtaining, replicating, or attempting to replicate (orally, manually, electronically, or photographically), without authorization, an administered secure examination, which has been designated for viewing only.
- Recording and/or distribution of NBME test questions, whether reproduced, rephrased, or paraphrased.

### **3. Academic Misconduct**

- Knowingly provide incorrect information to another person about any matter with the intent that another student's academic performance be harmed as a result.
- Knowingly obstruct the attempts of another student to engage in academic activities with the intent that the other student's academic performance be harmed as a result.
- Recklessly place anyone at increased risk of injury or disease while the student is engaged in activities directly connected with patient care or academic activities.
- Forgery, alteration, destruction, or misuse of school documents, medical records, prescriptions, physician's excuses, etc.
- Fabrication, which is defined as the intentional or unauthorized falsification, or invention of any information, data, or citation in an academic exercise.

### **4. Clerkships: clinical, academic, and shelf exams**

- Recklessly, and without prior authorization from the patient, disclose information about a patient, along with information suggesting the identity of that patient, to a person who is not, at the time of the disclosure, a member of the patient's healthcare team.
- Any type of inappropriate, unethical, and unprofessional conduct.
- Any type of reckless behavior that may put a patient, faculty, medical staff, or another student at harm or risk of injury or disease.

- Distribution, forgery, and/or cheating on shelf examinations or any exams administered during clinical rotations.

## **Section B. Non-Academic Honor violations**

### **1. Personal conduct and professionalism, in the following environments:**

1. During medical skills with standardized patients, including, but not limited to:
    - Dress code violations.
    - Inappropriate physical behavior and verbal conduct during the medical skills section.
    - Harassment of fellow colleagues, faculty preceptor, and/or standardized patients.
  2. Off-campus, including, but not limited to:
    - Lewd and inappropriate behavior of any kind.
    - Public intoxication and/or illegal substance use and abuse.
    - Reckless and/or aggressive operation of an automobile or other forms of transportation.
  3. Anatomy lab, including, but not limited to:
    - Disrespect for the cadaver in the anatomy lab.
    - Horseplay or roughhousing.
    - Mishandling and misplacement of cadaver materials, including dissection materials and figure models.
  4. Student-to-student and student-to-faculty interactions, including, but not limited to:
    - Repeated violations of inappropriate attire to any lab, class, clinical environment, or other academic setting as outlined in the [Student Dress Code Policy](#):
    - Sexual, verbal, physical, or cyber harassment.
    - Repeated violations of punctuality to mandatory sessions and medical skills sessions
    - Publicly available and searchable social media postings that reflect negatively on the institution, faculty members, and students in all forms of social media.
    - Social media postings that reflect negatively of the student's professional image on College of Medicine affiliated groups or pages.
    - False accusatory remarks or comments that damage a colleague's reputation.
- Attempted or actual theft of property of the College, a member of the CNU community, or campus visitor(s).

## 2. Committing an intentional act of lying, cheating, or stealing, on or off-campus.

### 3. Extra-curricular Activities

- Tampering with the election of any College of Medicine recognized student organization.
- Misuse of funds in any College of Medicine recognized student organization.
- Abuse or misuse of power in any College of Medicine recognized student organization.

### 4. Safety and Security

- Unauthorized possession, duplication or use of key cards to access College premises or to allow others unauthorized entry or use of College premises.
- Jeopardizing the security of CNU students, faculty, or staff.
- Bringing weapons to school with the intention of physically harming CNU students, faculty, or staff.
- Written, verbal, or physically threatening behavior and/or actions toward CNU students, faculty, or staff.

### 5. Violation of any federal or state laws

#### Section C. Accessory Involvement

- Knowingly make a false report of an Honor Code violation.
- Failure to report to a proper authority another student who knowingly committed acts prohibited by the Honor Code.
- Any student who knowingly or intentionally provides illegal aid shall be considered as responsible as the student who receives it.
- Knowingly obstruct the investigation or prosecution of an alleged Honor Code violation, including, but not limited to, giving false information or testimony to any person connected with the prosecution of an Honor Code violation. Or destroying, hiding, or fabricating evidence in an Honor Code violation proceeding.

#### **Non-Retaliation**

CNUCOM 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.

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

#### **Purpose**

According to the Ethics and Professionalism Policy, alleged Honor Code violations and investigations pertaining to the student body may be heard by the Honor Council, Student Promotions Committee, or General Council. The appropriate party will decide the validity of any alleged violation, act as a judicial body, and determine the guilt or innocence of students who have allegedly committed such violations. The Honor Council and Student Promotions Committees have each established bylaws and procedures for selecting members and conducting the aforementioned proceedings.

## **CONDUCT**

CNUCOM is committed to guiding students as they seek to attain the highest standards of professional responsibility and adherence to ethical principles. The tenets of professionalism are honesty, integrity, responsibility, and accountability, commitment to excellence, altruism, empathy, respect for others, and respect for patients. Students are expected to display these professional qualities and uphold the highest level of professional and personal ethical behavior while engaged in educational or university activities.

It is the policy of the University to respond in a measured fashion commensurate with the severity of the student's breach of professional conduct. The University reserves the right to require the student seek medical/psychological evaluation and receive appropriate treatment, be placed on Leave of Absence (LOA), and/or be dismissed from the program for any acts that violate the guidelines and spirit of the conduct rules of California Northstate University.

Students arrested for illegal acts *may be* suspended immediately from the College of Medicine until the resolution of the allegations against the student. It is the responsibility of the student to notify the Assistant Dean of Student Affairs as soon as possible if s/he has been arrested for any reason. Regardless of the actions of any third party, CNUCOM reserves the right to dismiss any student for violations of the conduct codes of the University.

## Professionalism

Professionalism is especially important because it communicates trust. Professionalism can further be defined with respect to responsibilities, relationships, and ethics. Examples of types of professional behaviors include, but are not limited to:

### Professional Responsibilities:

- Seek and accept feedback and constructive instruction from teachers, peers, residents, and faculty to continually improve the student's educational experience, knowledge and clinical skills.
- Commit to the highest standards of competence both for the student and for those with whom they work.
- Recognize the importance of life-long learning and commit to maintaining competence throughout the student's medical career.
- Be mindful of demeanor, language, and appearance in the classroom, in the presence of patients, and in all health care settings.
- Be accountable to all members of the CNUCOM community and its affiliates, including students, preceptors, faculty, and support staff.
- Adopt accountability mindset for mistakes made and develop honest, mature, and productive approaches to correction.
- Refrain from using federally illegal substances. Refrain from using alcohol, non-prescription or prescription drugs in a manner that may compromise judgment or ability to contribute to safe and effective patient care.
- Be considerate and respectful of others' (teachers, peers, residents, and faculty) time, rights, values, religious, ethnic and socioeconomic backgrounds, lifestyles, opinions, and choices, even when they differ from your own.
- Meet the expectations for participation and timeliness that are communicated by professors.
- Take an active role in caring for the diverse patient population served by CNUCOM and its affiliate hospitals and clinics.
- Recognize individual limitations and seek help when expertise, knowledge, or level of experience falls outside the scope of practice be it in the classroom, hospital, or a research setting.

### Professional Relationships

- Maintain appropriate relationships with patients, teachers, peers, residents, staff, and faculty.
- Treat all members of the CNUCOM community, patients, and their families with respect, compassion, and dignity.
- Commit to a level of self-awareness that reduces instances of unintentional embarrassment and/or derision of others.
- Provide constructive feedback to all in the campus community, with the goal of instilling a growth mindset for all involved.
- Treat those who participate in student education (e.g., standardized patients) with dignity and respect.
- Actively foster a collegial atmosphere in classrooms, clinical settings and laboratories promoting optimal, interactive learning.
- Embody the qualities of wellness in support of peers who struggle behaviorally across physical, emotional, intellectual, interpersonal, spiritual, and environmental domains.
- Personally adopt a wellness mindset in pursuit of whole-body health.

### Professional Ethic

- Maintain the highest standards of academic and scholarly honesty by behaving in a trustworthy manner.
- Maintain a commitment to patient confidentiality, recognizing the importance of patients' entrustment of sensitive information.
- Put patients' interests and well-being at the center of educational and professional goals.
- Treat cadaveric and other scientific specimens with respect.
- Adhere to the standards of the medical profession and apply fundamental principles of social justice, patient autonomy, and the primacy of patient welfare.
- Learn how to avoid conflicts of interest while carrying out responsibilities.
- Contribute to medical knowledge through active scholarship and discovery.

## Disciplinary Process for Non- Academic Reasons

Students are expected to comply with all regulations and policies of California Northstate University and of the College of Medicine. Students are also expected to behave in accordance

with accepted professional standards as students and future physicians.

## Professionalism Concern Process

The following serves as a summary for reporting lapses in professional behavior from the Ethics and Professionalism Policy. To read the complete policy, [click here](#).

If a student is alleged to be in violation of norms of conduct as described in the Student Handbook, or in violation of professional conduct code at an affiliate institution, the allegation is reported to the Assistant Dean of Student Affairs (ASDA), preferably via a Professional Concern Report (PCR). Subsequently, the ASDA will notify the student of the unprofessional behavior reported in the PCR. The ASDA may indicate 1 or more of the following parties to review the PCR: Student Promotions Committee, Honor Council, or General Counsel. If the deciding party hands down adverse consequences for the PCR, the student *has the option* to appeal the decision. See the [Student Appeals Policy](#) for additional detail. Whether the PCR will become part of the student's permanent record and incorporated into external requests record requests depends on the severity of the behavior. If a PCR is not escalated to the Student Promotions Committee, Honor Council, or General Counsel, and no adverse consequences are handed down, the PCR will not become part of the student's permanent record.

If a student has been arrested and has pending legal action against him/her, the Assistant Dean of Student Affairs or the Dean of the College of Medicine *may initiate* the Professionalism Concern Process. Final action by the Dean of the College of Medicine may be withheld pending the final outcome of the legal action against the student.

## Professionalism Concern Report (PCR)

The Professionalism Concern Report (PCR) can be found on CNUCOM's website or by clicking [here](#).

## Attendance and Absence

The following serves as a summary for the Student Attendance and Absence Policy. To read the complete policy, [click here](#).

Students are required to attend mandatory sessions as determined by Course Directors, Clerkship Directors, and the Office of Student Affairs. Students are to stay local

and not travel out of the area before the end of the semester term (if [ie] summative exam retesting is needed).

## Types of Absences

### Excused Absence

An absence for any of the following reasons is considered excused: medical/illness, observance of a religious holiday, emergency leave, bereavement due to death in the immediate family, military duty, jury duty, involvement in a traffic accident, or immigration/naturalization appointment. The relevant Course/Clerkship Director or the Office of Student Affairs may request documentation to substantiate the nature of the absence. Exceptional circumstances *may be* eligible for an excused absence but must be approved by the relevant Course/Clerkship Director or the Assistant Dean of Student Affairs.

Family obligation, employment, travel, weddings, and previous plans are not considered excused absences. Excused absences not addressed specifically in this policy are considered and granted on a case-by-case scenario by the relevant Course/Clerkship Director or the Assistant Dean of Student Affairs.

### Unexcused Absence

A student with an unexcused absence (defined as any absence not meeting excused absence definition and/or not approved by the Course/Clerkship Director, Preceptor, or the Office of Student Affairs) will be required to make up the missed material and may be subject to a Professionalism Concern Report. Phase B (M3 and M4) students who miss too many days of a clerkship may be required to repeat the clerkship.

### Approved Absence for Anticipated Excused Absence

Every effort will be made to accommodate student attendance at a meeting for national student leadership representation, significant educational student enrichment, and/or research presentation. Students who desire to attend professional meetings and conferences must discuss it with the relevant Course/Clerkship Director, Preceptor, or the Assistant Dean of the Office of Student Affairs at least four weeks prior to the conference in order to seek preliminary approval prior to registering for the conference and prior to completing the [Absence Request Form](#). The student is required to meet with the

Course/Clerkship Director, or Preceptor for the mandatory sessions missed to determine a make-up plan. The appropriate staff members should also be notified to document the excused absence ahead of time. Once make-up work is completed, the designated faculty member(s) will sign off, verifying completion. The completed absence request form will be submitted with all signatures to the Office of Student Affairs.

### Emergency Absence

An emergency such as illness, death in the family, or a traffic accident would constitute an excused absence. A Phase A (M1 or M2) student experiencing an emergency that will result in missing a mandatory session is expected to notify the Course Director of the absence within 1 day of its occurrence, if possible. A Phase B (M3 or M4) student experiencing an emergency that will result in missing any clerkship time is expected to notify the Preceptor and Clerkship Director immediately. The student should subsequently complete the [Absence Request Form](#) within 1 day of its occurrence if possible, and complete any make-up work needed. If the emergency absence is expected to last longer than two days, then the student must notify the relevant Course/Clerkship Director, Preceptor, and the Office of Student Affairs.

### Recurring Patterns

Repeated tardiness, excessive absences, unexcused absences, and unreported absences may result in make-up days, remediation, Professionalism Concern Report, or course failure. If a recurring pattern of problematic attendance occurs, the student will meet with their College Mentor to discuss an improvement plan. If the pattern continues and is not corrected, then the concerns regarding a student's attendance pattern are to be brought by the Course/Clerkship Director, Preceptor, or College Mentor to the attention of the Office of Student Affairs. The Assistant Dean of Student Affairs or their designee will meet with the student to determine if additional interventions are needed. An excessive number of unexcused absences will be reflected in the Professionalism Performance section of the Medical Student Performance Evaluation (MSPE).

### Procedure for Requesting and Reporting Absences

A student will complete the [Absence Request Form](#) for any missed mandatory session. Please refer to the [Absence Request Form](#) for instructions on how to report the absence, complete the form, obtain the necessary signatures (from Course/Clerkship Director, and Preceptor, if needed), and complete missed mandatory work.

**Note: Nothing in this policy statement should be construed as students having an allotment of personal days in which absences can occur.**

### Phase A Attendance- M1 and M2 Years

Students are strongly encouraged to attend class during the M1 and M2 years. Students **are required** to attend mandatory sessions which include but are not limited to the following: Clinical Cases (CCs), Clinical Case Based Learning (CCBL) sessions, The Colloquium, Medical Skills, mandatory career advising sessions and any other classes or sessions declared as mandatory by the Course Director or Assistant Dean of the Office of Student Affairs. All summative, NBME, CBSE, CCSE, Shelf and OSCE examinations are considered mandatory and may only be rescheduled due to an approved excused absence.

### Phase B Attendance- M3 Year

Students are expected to attend every day of their scheduled third year clerkships as directed by their Clerkship Directors and Preceptors. Didactic sessions, Shelf Exams, and the CCSE exam are all mandatory sessions.

Students must request advance approval for ANY ABSENCE from their Clerkship Director **at least four weeks before the start of the rotation.**

- A student **must** complete and **submit** the Absence Form to the M3 Clerkship Coordinator or to M3@cnsu.edu.
- A student can miss up to:
  - **1 days** / 4-week rotation
  - **1.5 days** / 6-week rotation
  - **2 days** / 8-week rotation

Regardless of the reason for the absence (excused or unexcused), if a student misses a total of  $\geq 1$  day/week of a clerkship, the clerkship must be repeated in its entirety.

### Shelf Examinations (M3)

A student is expected to sit for the clerkship Shelf exam when it is scheduled. A Shelf exam may be offered at an alternative time if needed to accommodate an excused absence. Shelf exams will not be offered at alternative times for unexcused absences.

### University Holidays (M3)

CNU observes federal holidays, and these are noted on the university calendar. It is possible that a student may be scheduled



on a clerkship rotation with a preceptor that does not observe all federal holidays and/or may be scheduled to work on a federal holiday. The student may inform the preceptor of the university holiday but is to follow the instructions of the preceptor with respect to expected clinical duties and/or taking time off.

## Phase B Attendance- M4 Year

The following serves as a summary for the M4 Attendance Policy. To read the complete policy, [click here](#).

Students must attend every day of their scheduled fourth-year rotations as directed by their course director.

Students **must request** advance approval for ANY ABSENCE (INCLUDING RELEASE TIME FOR STEP 2 CK AND RESIDENCY INTERVIEWING) from their Course Director **at least four weeks before the start of the rotation**.

- A student **must** complete and **submit** the Absence Form to the M4 Clerkship Coordinator.
- A student can miss up to:
  - **4 days** / 4-week rotation
  - **2 days** / 2-week rotation
- Unexcused absences **will result** in loss of credits for the rotation.

If properly arranged and approved by the Course Director in advance, a student will be excused one day for Step 2 CK. A student cannot schedule both examinations during the same required rotation or elective.

Course Directors may determine that multiple absences will be detrimental to the student's educational experience and therefore require that the course be rescheduled if openings are available. For elective courses, Course Directors will have the discretion to assign make up days, supplemental readings or other assignments to account for the missed days. Failure to properly arrange the excused absence before the start of the rotation, unless emergent due to a last-minute scheduling opportunity, may result in the makeup of missed time with penalty or denial of request.

## Emergent Absences for Interviewing or Step 2 Scheduling (M4)

A student may request an emergent absence for an interview invitation if the invitation is received less than four weeks in advance of the start of the rotation. Written documentation of the invitation for the interview must be submitted to the Course

Director and Clerkship Department prior to approval. Emergent scheduling of Step 2 CK *may* be approved as an excused absence if documentation of an exam opening in less than four weeks is provided to the Course Director. Failure to provide written documentation will result in automatic denial.

## Disorderly Assembly and 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 or of the College of Medicine. No person shall use any University- and/or College-owned or controlled building or property without authorization. Any conduct on the college campus or on affiliated sites that are disruptive or offensive is prohibited and may be grounds for dismissal from the College.

Disorderly conduct includes but is not limited to:

- Disrupting a class in progress
- Physically or verbally assaulting another person
- Discriminating, threatening, demeaning another person
- 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 Guidelines

### Classroom

As representatives of the medical profession, all medical students are expected to maintain an image that conveys credibility, trust, respect, and confidence in one's colleagues and patients. Attire and behavior should promote a positive impression for the individual student, the specific course, and the institution.

Professional dress, such as collared shirt, slacks, and blouses are preferred. Shirts and blouses must extend at least to the waistband of the skirt or pants.

Students are permitted to wear casual slacks, jeans, and T-shirts, provided they are clean, in good repair, and do not contain offensive language or pictures.

### Anatomy Lab

#### Clothing

Shorts or skirts are not permitted. Clothing or personal protective

equipment must cover any part of the body that could be contaminated or come in contact with the cadaver or chemical fluids.

### Footwear

No open toed shoes are allowed. Your shoes should cover feet completely to protect from accidental chemical drip and injury from falling sharps. Shoes should provide sufficient traction for use in a lab setting where there is a distinct possibility of the floor having fluid spills.

### Lab Coats

A lab coat or scrubs must be worn when working in the laboratory to protect from contaminating clothes beneath the coat. Such clothing should be laundered frequently. Lab coat/scrubs worn in anatomy lab may not ever be worn outside of anatomy lab.

### Personal Grooming

Hair should be clean and groomed. Long hair must be tied back.

### Protective Equipment

Appropriate personal protective equipment will be provided for you, and it is your responsibility to use it. Gloves **must be** worn when working in lab, and properly disposed of in the designated receptacles prior to leaving the lab. Particulate masks will be available for use when needed. If you find that you have a chemical sensitivity (respiratory or mucosal irritation), or if you are pregnant, please let an instructor or the Lab Manager know.

Proper protective eyewear *is recommended* at all times (while eyeglasses provide some protection, they are not considered protective). Protective eyewear **is mandatory** when using power tools in the lab.

## Research Lab

The CNUCOM dress code for the research laboratory focuses on safety and following Occupational Safety and Health Administration (OSHA) regulations. The basic safety rule is to dress in a manner that will minimize safety risks.

### Clothing

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

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

Jewelry and any hanging article of clothing should be constrained.

### Footwear

Shoes must meet OSHA safety standards and regulatory requirements relative to the specific work location. Footwear must be clean, in presentable condition, professional, closed-toed and closed-heeled, and made of a non-absorbent material. Canvas sneakers and flip flops are not appropriate.

### Lab Coats

Research lab coats must be worn inside the laboratory at all times. Lab coats may not be worn out of the working area in the central facility. All non-laboratory employees must wear a lab coat when visiting or conducting business in the laboratory work area. Extra coats are made available for these temporary uses.

Gloves and protective eyewear must be worn in appropriate locations.

### Personal Grooming

Hair must be clean and groomed. Long hair must be tied back. Fingernails should be short, neat and clean.

## Clinic

Standards of dress and appearance in a clinical setting, including the Objective Structured Clinical Examination (OSCE) area and Simulation Lab.

Standards are designed to ensure that students present a professional appearance consistent with what is expected in a clinical setting. How students look and act directly affects how provided care is perceived by patients, faculty, staff, and other students.

### Clothing

Students should wear professional clothing, such as a collared shirt, long pants, socks, and closed- toe, non-athletic shoes. Ties, if worn, must be bow ties or tacked to the shirt to prevent the tie coming in contact with the patient. Dress and skirt hems must be clearly visible below the hem of the white coat. A white coat with the CNUCOM logo and a name badge **are required**. Clothing

should be neat and clean and appropriate for the clinical setting.

While wearing a white coat in the clinical setting, medical students are expected to verbally identify themselves as students at all times and must assume responsibility to clarify their role to patients.

### **Footwear**

Shoes must be comfortable, clean, in good repair and appropriate to the job functions and duties. Flip-flops, slippers, or open-toed shoes/sandals are **not allowed** in the patient-care setting.

### **Jewelry**

Any jewelry worn by students must be of reasonable shape and size, appropriate to the work setting, as defined by the clinical supervisor, and may not interfere with patient care, job performance, or safety. Rings must be small enough to allow for the use of gloves, with no risk of tearing.

### **Personal Grooming**

Hair must be neatly groomed and clean. Long hair may neither obstruct vision nor interfere in any way with the student's clinical performance. A hair restraint, i.e., hair net, may be required in certain settings. Also, hair color and style must be appropriate for the clinical work environment.

Facial hair must be neatly groomed, clean, and must not interfere in any way with patient care. For safety and infection control reasons, students working in some areas of the hospital, such as operating rooms may be required to wear beard guards.

Fingernails should be short, neat and clean. Nail polish, if used, should be clear and without chips. Long fingernails are a safety hazard to self and others. Artificial nails are not permitted.

### **Scrubs**

Scrubs must be worn in compliance with the policies of the institution in which the medical student is assigned for patient care rotations and according to clerkship preceptor instruction.

### **Tattoos**

Tattoos are to be covered at all times when in the clinical setting.

### **Other**

Hair covers, masks, shoe covers, and gowns should be removed before leaving the designated clinical areas and should not be worn while in the outpatient clinics or when making rounds on the inpatient services, unless permitted by the institution or instructed by the clerkship preceptor.

## **Food on Campus**

Food and drinks are not allowed in the laboratory setting, OSCE, or Simulation Lab. Beverage containers with capped and closed bottles are allowed in the classrooms.

Students are responsible for cleaning up any remnants, messes, or spills in classrooms, College Rooms, or hallways. If unable to completely clean, please contact the front desk staff to coordinate janitorial assistance.

Refrigerators in the Academic Café are available for student use. All food must be clearly labeled with student's name and date. Students are expected to regularly remove their food from the refrigerators; leftover food and storage containers are discarded at the end of each week.

College Room refrigerators are to be kept clean. Perishables should not be stored in College Room lockers.

## **Free Speech**

CNUCOM supports the right of students to free speech, to engage in discourse and to listen to others, and to respectfully express approval or disapproval of ideas or issues. However, it is inappropriate and unprofessional to be disruptive of the academic or clinical setting when seeking to express an opinion. Unprofessional conduct will be addressed by the Professionalism Concern Process and/or disciplinary action.

## **Fundraising**

CNUCOM recognizes that fundraising is a vital component of a successful professional organization and encourages students to seek entrepreneurial ideas for fundraising.

Medical students and student organizations must first obtain permission from the Assistant Dean of Student Affairs to sell any items on campus.

Medical students/organizations may not directly solicit funds from an outside company (such as pharmaceutical companies, medical employers, alumni). However, a funding request may be made through the Assistant Dean of Student Affairs. A formal

proposal, with the organization's advisor's signature, must be submitted with the request to the Assistant Dean of Student Affairs for review. Once the proposal is approved by the Assistant Dean of Student Affairs, the student organization may forward the approved request to the potential sponsor(s).

Detailed information regarding fundraising for student organizations can be found in CNUCOM's Student Organization Policy and Procedure Manual. The CNU Event and Fundraising Form can be found [here](#).

Use of the University or College Logo is prohibited unless prior authorization for use is granted by the Vice President of Operations. Use of the University or College logo must comply with the Use Guide for the University or College Logo which can be found on the CNUCOM Forms and Policies page [here](#).

## Gambling

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

## Hazing Policy

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

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

## Healthcare Insurance Requirement

It is mandatory for students to have medical insurance while enrolled in the program. Registration for classes is not authorized until a student provides proof of insurance and coverage. CNUCOM has partnered with United HealthCare Student Resources to provide an additional option for student health insurance for students to select from. The fee for this optional student health insurance policy is billed directly to the students' accounts after open enrollment period is closed. Students must

submit payment directly to the school. The student health insurance policy through United HealthCare is an annual policy and it is billed on an annual basis. This policy allows students to have continuous health coverage throughout the year from August 1st to July 31st, including break periods. Students have the option to choose any health insurance plans, including coverage under a parent or spouses' insurance, by providing proof of coverage. Students who do not provide proof of coverage to a health plan will automatically be enrolled into the student health plan through United HealthCare student coverage and be billed directly to their student account. If you do not want to be automatically enrolled into the United HealthCare policy, please make sure to go online during open enrollment and complete the necessary steps.

## Liability and Malpractice Insurance

All incoming students are enrolled in the California Medical Association and American Medical Association – Student Division at the beginning of the academic year. Enrollment in the associations provides many benefits including group malpractice liability insurance policy. Policy information is available through the CMA and AMA websites and mailed to members after dues are processed. Students are responsible for obtaining additional coverage and monetary limits should they determine this to be necessary. CNUCOM does not guarantee that any insurance hereby provided will be sufficient in every case.

## Logo Use

The following serves as a summary of the University Logo use and Branding Policy. To read the complete policy, [click here](#).

## Logo Use Guidelines

Every use of the CNU marks and logos must be approved by Student Affairs and Apparel Department. Products licensed to use CNU's identifying marks must be of high quality and good taste.

CNU does not authorize the use of marks or logos under any circumstances on the following:

- Alcoholic beverages
- Inherently dangerous products
- Obscene or disparaging products
- Sexually suggestive products

For any questions regarding whether it falls under any of these

please see the Office of the General Counsel.

## Guidelines for Logo Use on Apparel

Do not stretch the logo. Proportions of the CNU logo must remain the same whether reduced or enlarged. When applied to a T-shirt, sweatshirt, jacket, hat, or other apparel, the CNU logo should be placed so it is easily visible, with ample clear zone around it. Always use an approved CNU logo instead of creating your own, and do not use a scanned, recreated, re-proportioned or otherwise modified version of the logo. Do not alter the colors of the logo. Use the approved version of the logo that is most suitable to the background material on which it is placed. The CNU seal is to be used on official University documents and should not be used on apparel.

## Student Organizations

Registered student organizations are considered CNU entities and are allowed to use the CNU logo for products that are not for resale. Any use of CNU's logo and brand must be approved by the Apparel Department.

## University Entities

CNU colleges, departments, centers, institutes, and organizations are exempt if the merchandise is for internal use and not for resale. CNU entities may use the logo to promote their activities on posters advertising events, programs, brochures, etc. but must adhere to the CNU brand and identity standards. Posters for presentations and scientific use are permitted.

## Request for Logo Use

To request to use the CNU or CNUCOM logos, please complete the [Request to Use University Logo/Branding Form](#) and submit to the Assistant Dean of Student Affairs.

### Official Colors

- College of Pharmacy PMS 683
- College of Medicine PMS 293
- College of Health Sciences PMS 356
- College of Psychology Hex 5d2a89

## Professional Identification

It is extremely important for students not to identify or introduce themselves as "doctor." To misrepresent oneself as a physician is a felony, and CNUCOM does not foster or tolerate criminal activity, even if it is unintentional in nature.

Students who have already obtained a doctorate degree are still asked to refrain from introducing themselves as "doctor" in the presence of patients in order to prevent confusion and maintain legal compliance.

## Social Media and E-Professionalism

California Northstate University requires all students to uphold the core principles of the Honor Code, which includes E-Professionalism in the use of social media in addition to respect, honesty and integrity, legal and ethical behavior, and professionalism in all aspects of their lives.

### Social Media

Students are to maintain a professional demeanor at all times within 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 for non-academic purposes during class time is unprofessional.

### Confidential Information

Students are required to abide by HIPAA (Health Insurance and Portability and Accountability Act) and related jurisprudence in treating patient information as confidential. Formal instruction regarding HIPAA is provided prior to the beginning of the M3 year.

### 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 or College of Medicine logos unless they have received prior written permission from authorized University personnel (see [Request for Logo Use](#) section of this Handbook).

For more information regarding the usage of university and college logos, please see the [University Logo Use Policy](#).

## Violations

Any violation of these guidelines may result in disciplinary action, suspension, or dismissal from the University. In addition, appropriate legal action against the offending individual(s) or organization(s) may be pursued.

## Smartphones & Personal Communication Devices

All smartphones, pagers, and headphones (including earbuds) should be turned off before entering any classroom, laboratory, and discussion session or academic/professional event.

## Smoking and Smokeless Tobacco

Smoking or using smokeless tobacco is not permitted on the campus. This includes vaporizers and vapor-based cartridges.

## Student Leadership Policy

California Northstate University requires all students to uphold the core principles of the University and the Honor Code while serving in any student leadership role. To be an example to others, student leaders must show respect, honesty, integrity, and legal/ethical behavior when officially conducting themselves as student leaders, but also as responsible citizens. Student leadership is a privilege not a right. As such it is subject to revocation at any time with just cause. Leadership roles include student body elected leadership roles at the CNUCOM and the University, both as class representatives and within student organizations. This participation may extend to leadership roles within professional organizations at the local, state, and national level.

Before taking any leadership role, students must complete the required orientation and take an oath of office. Students are to always maintain a professional demeanor while acting in a leadership role. Student leaders should refrain from behavior whether online or offline that may be professionally compromising. It is the expectation that students demonstrate sound judgement when conducting online activities of any nature including social media/third party website posts, virtual meetings, and interviews etc. Student behavior demonstrated with intent 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 unlawful and/or illegal purpose contravenes University policy and is expressly prohibited.

Student leaders will not misrepresent individual opinions, beliefs or thoughts as institutionally endorsed by the University or any of its entities. Furthermore, students are expected to disclose information truthfully, accurately and with completeness when referencing university instructional materials, curriculum, and/or student programs and services.

Any violation of this policy may result in removal of individual leadership posts as well as disciplinary action including but not limited to suspension and/or dismissal from the University. In addition, the University reserves the right to file defamation and libel suits where appropriate against the offending individual(s) or organization(s) to seek and recover damages.

## ACADEMIC AND CAREER ADVISING

The Office of Academic and Career Advising (OACA) will be overseen by the Office of Medical Education (OME) in collaboration with selected members of the Dean's team. The Chair of Curriculum will be directly charged with the coordination of the match procedures and overseeing the committee of advisors for the production of the Medical Student Performance Evaluation (MSPE).

The OME has academic and progression specialists whose essential functions include, but are not limited to:

- Academic Counseling
- Tracking the student's academic progression and course/Step/shelf examination outcomes Academic alert system
- Peer tutoring and teacher's assistant programs
- Tracking students who are entitled to testing accommodations
- Recording student meetings with academic advisors
- Gather, report, monitor and assess data on student academic progress such as USMLE pass rates, graduation rates and Match rates

## Academic Support Services

It is CNUCOM's desire to see that each student has every

opportunity to succeed personally and academically. The rigorous College of Medicine (COM) curriculum is often more than a student expects and may call for new test-taking and study strategies as well as improved time management skills. The goal of Academic Support Services is to prevent a student from falling into academic difficulty using early assessment and intervention.

## Academic Advising and Counseling

For students in need of specific academic advising or academic counseling, the OACA will provide the student with an Academic Advisor or Academic Counselor based on the student's needs. Students may also request an Academic Advisor at any time during their time at the institution as well as seek out Academic Advisors on their own. **Academic Advisors** can be any COM faculty who work with a student to review the services and policies of the institution, discuss educational and career plans, and assist the student in appropriate course (i.e. clerkship and elective) selections.

In conjunction with the Director of Academic Services, **Academic Counselors** are COM staff who are available to discuss academic difficulties and help the medical student acquire more effective and efficient abilities in areas such as study skills, reading skills, and/or test-taking skills. **Academic Counselors** play a valuable role in helping students proactively identify and address evolving academic difficulties and refer the student to appropriate resources. Of important note, **Academic Counselors** are completely free of any evaluative and promotional responsibilities of the student, unlike College Mentors who are assigned **Academic Advisors** for students starting in their M1 year, and who do evaluate student performance in the Colloquium. Academic Counselors have access to students' academic records for the purposes of academic counseling.

Students may request to be assigned a different **Academic Advisor** at any time by petitioning the Office of Academic and Career Advising, and are always free to seek academic advising from any COM faculty independently.

## Academic Skills Workshops

As part of the Orientation and throughout the curriculum, the College of Medicine will provide students with sessions designed to mitigate the stress of attending medical school by improving time management, and optimizing their study skills. Topics covered in workshops include time management, study

strategies, use of study resources and tools, preparation for Step 1, FAQs for Step 1, and stress management.

## Success Seminars

The OACA offers a series of specific workshops to accelerate student learning including learning modes and learning styles, time management, personal wellness, reading, note-taking, test-taking, and other organizational skills workshops.

## Academic Skills Tutoring

Academic skills tutoring is a form of individualized tutoring that focuses on study skills, organizing, and time management.

## Peer Tutoring

Students experiencing difficulty in any course are urged to seek the help and assistance of the Course Director or from the Office of Academic and Career Advising before the problem becomes unmanageable. School-funded peer tutoring services are available through the Office of Student Affairs (OSA).

Students may request tutoring for themselves by contacting the OSA or OACA directly. Students may also be referred for tutoring by individuals such as the Course Director, their Academic Advisor, and/or by the Student Promotions Committee.

## Tutee Responsibilities

- The student requesting tutoring must contact the OSA to be connected with an available peer tutor.
- The tutee is responsible for contacting and arranging sessions with the tutor.
- The tutee is required to report any concerns or challenges regarding the tutor or the tutoring sessions to the OSA.

## Tutor Responsibilities

- The tutor must have a grade of 80% or above on the most recent summative exam and on any subsequent formative exams.
- Tutoring is limited to eight (8) hours per week.
- The tutor must record all tutoring sessions on the Peer Tutoring Agreement & Tutor Report/Payment Form and submit it to the OSA for payment processing.
- The tutor is required to report any concerns or challenges regarding the tutee or the tutoring sessions to the OSA.

## Academic Support Personnel and Resources

The Assistant/Associate Dean of Medical Education oversees the Office of Academic and Career Advising (OACA) to monitor students' academic progress and may meet with students who are concerned with their academic performance or who have been identified as needing assistance by data or by referral. In addition, the Assistant/Associate Dean of Medical Education or the Office of Student Affairs (OSA) can refer students to additional internal and external resources, as needed. If a student needs to meet with the Student Promotions Committee (SPC), they may seek counseling from the OME and/or OACA to prepare for the meeting.

The Director of Academic Services, who functions as a leader within OACA, will work with staff from both the OSA and the OME to provide comprehensive services to our students to support their academic progression towards their desired residencies. The Director is available as an Academic Counselor to assist students in developing effective study, time management, and organizational skills to minimize distractions, anxiety, and stress to maximize medical student success.

**If a student scores less than 70% on a summative examination, they and their College Mentor will be notified, and the student will be required to meet with the Director of Academic Services** to discuss their academic performance, study strategies, stress management, wellness, and any other issues that may have contributed to the student's performance. Individual meetings allow students the opportunity to better understand their learning style, academic strengths, and weaknesses, and develop an individualized study plan. After meeting with a student, the Director may recommend the student meet with the Assistant Dean of Student Affairs, the Assistant/Associate Dean of Medical Education, and/or refer the student to peer tutoring or counseling services. The Director may also assign a student to an individual Academic Advisor selected specifically to best meet the student's needs.

## Career Advising

Choosing a specialty is one of the most significant decisions a student will make during their time in medical school. To assist the student in achieving that goal, the Office of Academic and Career Advising (OACA) coordinates the Careers in Medicine (CiM) program and oversees career advising. Both are important and designed to help students with specialty and career

exploration.

## Careers in Medicine Program

The American Association of Medical Colleges (AAMC) provides excellent assessment tools and resources to help students better understand themselves in selecting a specialty to pursue residency training. Students are introduced to these resources at orientation and encouraged to continue using these tools, which can be found on the Careers in Medicine (CiM) page of the [AAMC website](#).

Speaker forums, lunchtime informative sessions, panel discussions, and other resources are used to expose students to the greatest number of specialty options and to assist the student's discovery of their specialty of choice.

The ultimate goals of the program are to aid in assessing specialty competitiveness, help each student narrow their choices, select a specialty focus by the end of spring quarter of their M3 year, prepare their application to residency, interview, and enjoy a successful Match to the residency of their choosing.

## College Mentors

Upon matriculation, students are assigned to small groups, known as Colleges, each headed by a College Mentor. The College Mentor serves as a student's advisor, and has the responsibilities to monitoring advisees' academic progress and providing career advising, especially in the advisees' M1 and M2 years. The College Mentor works to foster a collegial and supportive relationship with their advisees that results in the facilitation of optimal student learning and successful progression through the first two years of the curriculum. The College Mentor is also available to their advisees for support throughout all years of their education at CNUCOM.

The College Mentor serves as a resource for information and guidance on academic issues, career planning, as well as other items related to the student's medical education. The College Mentor plays a valuable role in helping students proactively identify and address evolving academic problems before they develop into serious academic difficulties. College Mentors are available to discuss topics such as group skills, curricular matters, study strategies, academic performance, and professionalism.

Students are encouraged to schedule an initial meeting with their College Mentor during the M1 orientation, and are **required to meet with their College Mentor at least once per semester to discuss their academic performance and career plans**. College



Mentors have access to advisees' academic records for the purposes of academic counseling, and may refer their students to the Office of Academic and Career Advising (OACA) for the additional support of an Academic Advisor.

Students may request to be assigned a different College Mentor at any time by petitioning the OACA.

## Career Advisors

Career advising becomes more focused in the M3 and M4 years, with ongoing utilization of AAMC resources, Student Interest Group (SIG) offerings, as well as required and optional OACA workshops. Upon the start of the M3 year, each student is assigned a Career Advisor who will advise the student in medical specialty selection, choice of electives for the M4 year, and preparation for the residency application process. **Students are expected to meet regularly with their Career Advisors.** Students may request a change of their Career Advisor by petitioning the OACA.

## Specialty Advisors

Faculty and community physicians have been identified and are available to provide specialty-specific advising to CNUCOM students. These Specialty Advisors help students better understand the nuances of a successful residency application specific to that specialty, and further assist students in the processes of medical specialty selection and residency application.

The contact information for these Specialty Advisors is available to students through Canvas, or through direct inquiries to OACA.

## Residency Advisory Council (RAC)

To further support our students in the process of residency applications and the Match, the Office of Academic and Career Advising has established the Residency Advisory Council (RAC) to help support our M4s in their journey through the Electronic Residency Application Service (ERAS), Letters of Recommendation (LORs), the Medical Student Performance Evaluation (MSPE), interviews, the Rank Order List (ROL) and, if needed, ERAS' Supplemental Offer and Acceptance Program (SOAP). The RAC is composed of Faculty, Staff, and Student Representatives committed to being a supportive resource for M4s. Faculty and Staff are identified based on experience and expertise to support each step in the residency application process: ERAS, MSPE, Early and Military Match, and Specialty Advising. A listing of RAC Faculty and Staff are available in the

Canvas portal. To serve as liaisons and facilitate communication between M4s and the RAC, two student representatives to the RAC are selected by their class.

## Career Advising Workshops

The Office of Academic and Career Advising provides both *optional and required workshops* to help students with career planning. These workshops are offered throughout all academic years, and focus on topics relevant to students in each stage of career planning. The most updated Academic and Career Advising Event Calendar can be found on Canvas. Example workshop topics include: professionalism, a *Women in Medicine* panel discussion and dinner, and a *Clerkship Mixer* evening events for certain specialties.

## Student Interest Groups (SIGs)

Students are encouraged to organize and join academic and professional organizations that promote and advance the profession of medicine and further the goals of the College of Medicine. Specialty-specific Student Interest Groups (SIGs) provide an important forum for students to gain exposure to a variety of specialties, professional networking, and explore specialty career options.

There are currently more than fifty active [Student Interest Groups](#). The Office of Student Affairs assists with SIGs development, event planning, and funding, and collaborates with OACA to provide professional guidance when needed.

## Canvas Career Advising and Email Communications

The Office of Academic and Career Advising uses Canvas as the platform for housing career advising information, calendaring events, and advertising career advising programming. Email is also used to inform students about important deadlines, events, and other information related to career advising and residency application preparation.

## Open Door Policy

Students may consult with any COM faculty or administrator for academic mentoring or career advice. Students may also seek out an Academic Advisor or Academic Counselor with the assistance of the OACA. While doors are open, appointments are encouraged.

# CLERKSHIP POLICIES

## Required Background Checks

Admission to California Northstate University College of Medicine (CNUCOM) as well as retention in the Doctor of Medicine program requires that all candidates undergo criminal background checks. The criminal background check is in accordance with California state law, which requires that all individuals who have access to children less than 16 years of age, those with developmental disabilities, or vulnerable adults, must disclose background information concerning crimes and offenses against these populations. Candidates must disclose, in writing, any criminal history involving drug-related crimes, proceedings related to vulnerable populations, Medicare/Medicaid/healthcare-related crimes, and any other conviction information (excluding parking tickets and traffic citations). Commission of such crimes may prevent a student from completing the experiential education requirements for graduation. In addition, students must report any actions taken by a licensing authority (Medical Board or other agency) against a professional license (Medical intern or other health-related license). Such actions taken prior to admission to the College must be disclosed at the time of offer of admission. Any such actions taken while a current student is enrolled in CNUCOM must be immediately disclosed. Such actions could, depending on the circumstances, be grounds for revocation of an offer of admission or for dismissal from the College.

The College's policies, as well as California state laws and regulations, prohibit the synthesis, manufacture, distribution, sale, illegal possession, or diversion to one's own use of controlled substances or other illicit or illegal drugs. Medical students are held to California state law regarding the health professions as defined in the Uniform Disciplinary Act.

CNUCOM requires a background check on at least two separate occasions. The first background check is a requirement for admission and is conducted prior to entering the program. The College's second background check will occur prior to progression to the clinical clerkships (M3 year). Students not receiving a cleared background check at this stage will not progress to the clinical clerkships and may be disqualified from the program. The Assistant Dean of Medical Education will notify students of any additional requirements needed prior to clinical clerkships. Additional requirements may include, but are not limited to, a blood panel for drug testing.

California Northstate University College of Medicine complies with **The Medical Board of California** reporting requirements of criminal convictions. As stated on The Medical Board of California's [website](#) "you must disclose all convictions as well as all cases in which you pled guilty or *nolo contendere*, even if they have been expunged, pursuant to Section 1203.4 of the Penal Code. This includes every citation, infraction, misdemeanor and/or felony, including traffic violations. Convictions that were adjudicated in the juvenile court or convictions under California Health and Safety Code sections 11357(b), (c), (d), (e), or section 11360(b) which are two years or older should NOT be reported. Convictions that were later expunged from the record of the court or set aside pursuant to section 1203.4 of the California Penal Code or equivalent non-California law MUST be disclosed."

## M3 and M4 Clinical Course Requirements

Prior to graduation, students are required to complete a total of 46 required credits and 30 elective/Sub-Internship credits during the M3 and M4 years. In the M3 year, students complete 46 credits (weeks) in the following specialties: emergency medicine (4 weeks), family medicine (6 weeks), internal medicine (8 weeks), obstetrics/gynecology (6 weeks), pediatrics (6 weeks), psychiatry (4 weeks), general surgery (8 weeks), and neurology (4 weeks). For the most current M4 policies and procedures, students should also refer to the [CNUCOM Policies, Handbooks, and Forms](#) webpage. Please also feel free to contact the M4 Team at M4@cnsu.edu.

Standard electives have one credit assigned for each week of training. All students may take more than the required number of elective credits.

To best serve its students and the evolving needs of the curriculum, CNUCOM reserves the right to reassign the required but non-core clerkships of neurology and emergency medicine to the M4 year.

The following requirements shall guide students as they select course schedules but refer to the associated Phase B policies on the [website](#) for more information.

1. A maximum of 12 of the required elective credits may be taken in any one clinical discipline/department.
2. At least 11 elective credits must be sponsored by a CNUCOM faculty member at affiliated health care centers.
3. A maximum of 20 credits may be taken as "away"

electives upon approval by the Clinical Medicine M4 Elective/Sub-internship Director. "Away" electives are those which are not provided by CNUCOM faculty.

4. All "away" electives at LCME accredited medical schools must have prior approval from the host school or confirmation of acceptance in the Visiting Student Learning Opportunities (VSLO) portal.
5. All "away" electives which are not previously existing electives at LCME accredited medical schools, as well as clerkship electives which do not appear in the M4 CNUCOM Elective Catalog, must have prior written approval by the sponsoring faculty member and/or preceptor physician to be created as an elective. The request for such approval must be submitted to the Chair of Clinical Medicine no less than two months before the first day of the proposed elective. Approved elective forms are submitted to the Office of the Registrar for recording.
6. Any changes in course schedules requested by the student must be made at least four weeks prior to the start date of the said rotation. If a student chooses not to attend an elective for which they are enrolled, they must provide a 6 week notice or they will receive a W grade.
7. The required 4-week M4 Sub-Internships are to be in one of the following specialties: Internal Medicine, General Surgery, General Ob/Gyn, General Pediatrics, General Psychiatry or General Family Medicine. These rotations can be completed at a "home" or "away" facility. Any "away" rotation that meets the criteria of a sub-internship is accepted.
8. Students must meet all prerequisites of a course/elective (unless waived by the Course Director) before they are permitted to begin the clerkship, sub-internship, or elective.

## Clinical Log Policy

Students are required to log clinical experiences. Please refer to specific clerkship handbooks for information on how to submit logs to Clerkship Directors.

## Clerkship Grade Assignment

The person responsible for completing the student's final narrative evaluation and assignment of grade is the Clerkship Director or preceptor. Evaluations/narratives must be posted within six (6) weeks after the clerkship ends. It is the responsibility

of the preceptors to submit their evaluations of the student in a timely manner so the clerkship director can complete the evaluation and grading. The clerkship director is also responsible for reporting the final grade to the Registrar to ensure publishing of the grade within six (6) weeks of the rotation/clerkship completion. Students have the right to appeal their grade but must follow the Student [Appeal Policy](#).

## Clerkship Re-Assignment Policy

California Northstate University College of Medicine allows third- and fourth-year medical students to request alternative clerkship site assignments due to extenuating circumstances.

Specific extenuating reasons include, but are not limited to:

- Family circumstances (location of spouse/partner/dependents)
- Health conditions, such as pregnancy
- Delayed entry to third year or fourth year
- Hardship

Students must discuss the issues with the relevant Clerkship Director(s). Students must submit a formal request to the Chair of the Department of Clinical Medicine with narrative and supportive evidence to outline the details of the specific extenuating circumstance. Students may request an alternative rotation site, or sequence, or both.

All requests are reviewed by the Clerkship Director(s) and Chair of the Department of Clinical Medicine. Such requests may be granted based on the judgment of the relevant Clerkship Director and availability of alternative sites.

## Process for Clinical Clerkship Assignment

There are currently multiple clerkship tracks, differing in sequence of the specialty rotations. The majority of clerkships take place in the Greater Sacramento Valley area. Students will individually rank the clerkship tracks in order of their own preferences. Each student's first choice is then placed into their respective tracks. Using a computerized randomization lottery process, students are chosen from the pool for each respective track, thus providing many students with their first choices.

Those students who were not picked for their first choices are then entered into the second round using their ranked choices. Again, using the computerized randomization lottery process,

students are chosen for each respective track using their second-choice rankings. This process continues until all students are assigned to one clerkship track.

Once the lottery has been completed, the students will be given ten (10) business days to negotiate an exchange track assignment with their peers. Both parties must be in complete agreement with the exchange. Once this ten-day period expires, no further exchanges or changes can be made to the track assignments without specific extenuating reasons.

If a medical student is experiencing an extenuating circumstance, such as illness/medical condition, family emergency, delayed entry to third year, or undue hardship stemming from their assigned clerkship site or mentor, that student must discuss the issue with the clerkship site leader and/or the specific Clerkship Director and/or the Chair of Clinical Medicine. The medical student will need to provide details and specific information justifying their request to transfer to a different site and/or a different mentor. Then the site leader, Clerkship Director and Chair of the Clinical Medicine will meet and discuss the issues and challenges pertaining to the student's request for a transfer. The student will be notified of the decision of the Clerkship Director and Chair of Clinical Medicine within five (5) business days after their discussion. Reasons that would justify such a transfer include significant conflicts between the medical student and their peers, staff, or mentor(s) which cannot be resolved with reasonable and meaningful discussion and problem-solving. If the student is not satisfied by the decision reached by this process, they can appeal the process via the [Student Appeals Policy](#), or by contacting the Assistant Dean of Student Affairs.

## Clinical Rotation Duty Hours Policy

The following serves as a summary for Clinical Rotation Duty Hours. To read the complete policy, [click here](#).

California Northstate University College of Medicine (CNUCOM) is committed to always act in its students' best interest. Each student's physical and psychological wellness is a priority. This policy addresses an important face of student wellness: clerkship duty hours. The following is intended to mandate acceptable duty hours for medical students participating in clinical rotations.

Duty hours are defined as all clinical and academic activities related to the program, i.e., patient care (both inpatient and Ambulatory), administrative duties relative to patient care, the provision for transfer of patient care, time spent in-house during call activities, and scheduled activities such as conferences. Duty

hours do not include reading and preparation time spent away from the duty site.

The COM follows the duty hours as set by the ACGME as follows:

- Duty hours must be limited to 80 hours per week, averaged over a four-week period, inclusive of all in-house call activities.
- In-house call must occur no more frequently than every third night.
- Continuous on-site duty, including in-house call, must not exceed 24 consecutive hours.
- Students may be on site for up to 6 additional hours to participate in didactic activities.
- Students must be provided with one day (24 consecutive hours) in seven, free from all educational and clinical responsibilities averaged over a four-week period.
- Students will have a minimum of 10 hours' break between shifts.

The number of hours will be tracked by rotation student schedules, written feedback from student evaluation of rotation and preceptor, as well as observation of the student's clinical team.

## Responsibility of the Supervising Faculty: Clinical Setting

If a student in a clinical setting has violated duty hours, the faculty supervising the student should immediately release the student from further clinical duties and responsibilities. If the student exhibits signs of excessive fatigue, the supervising faculty should follow the policies outlines in the [Policy on Stress and Fatigue Management](#).

The faculty and/or supervising resident should privately discuss with the student the possible causes of the duty hour violation in order to identify ways to mitigate such violations in the future.

The faculty and/or supervising resident must immediately notify the Site Director of the decision to release the student from further clinical duties.

A student who is released from further clinical duties due to violation of duty hours cannot resume clinical duties without permission by the Site Director.

## Student Responsibility

Students who perceive they are experiencing violations of duty hours have the professional responsibility to immediately notify their attending faculty and Site Director without fear of reprisal. If deemed necessary, students may make a confidential report via the confidential [Grievance Form](#), [Mistreatment Report](#), and/or [Anonymous Report](#), which are received by the Assistant Dean of Student Affairs. Students can also indicate instances of exceeding duty hours through MedHub attestations. These reports are then provided to the Chair of Clinical Medicine.

Students who recognize a peer student violating duty hours should report their observations and concerns to the attending/presenting faculty and the Site Director.

## Clerkship Director Responsibility

Upon removal of a student from duties, the Clerkship Director must determine the need for immediate change in duty assignments for other COM students in that clerkship and/or the clinical site.

The Site Director will notify the departmental chair, as necessary, to discuss methods to manage clerkship duty hours.

The Site Director will meet with the student in person, as necessary, to discuss methods to manage clerkship duty hours.

The Site Director will follow up with the faculty supervising the clinical setting as necessary.

Site Directors should provide students with assigned schedules for on-site clinical and educational activities.

Site Directors will monitor the academic and clinical workload of students within individual clerkships by virtue of clerkship design and student scheduling.

Site Directors will include relevant excerpts from the policy on duty hours in the clinical clerkship handbooks and will discuss this policy with students at clerkship orientation.

# FORMS, POLICIES, & PROCEDURES

## Academic Progression Policy

The following serves as a summary of the Academic Progression Policy. To read the complete policy, [click here](#).

This policy is designed to ensure students reach specific benchmarks, maintain a high standard of learning, and reach recommended competency levels. Students must demonstrate that they have achieved the CNUCOM educational program objectives (EPOs) related to patient care, medical and scientific knowledge, communication and interpersonal skills, professionalism, health care systems, and reflective practice and personal development. Students are required to pass all clerkships and courses to earn the degree of Doctor of Medicine.

**Students are to review this policy in its entirety by visiting the link provided above.**

## Student Promotions Committee

The COM Student Promotions Committee (SPC) is responsible for the application of effective procedures for the evaluation of student performance, which includes both academic achievement and professional competence.

The SPC evaluates the progress of all students and makes recommendations to the Office of Medical Education (OME) regarding eligibility to advance from one academic year to the next, and from one phase of the curriculum to the next. It recommends appropriate actions when students do not maintain satisfactory progress due to academics or professionalism.

The SPC collaborates with the Office of Student Affairs (OSA), the Office of Medical Education (OME), and the Office of Academic and Career Advising (OACA), as needed, to formulate remediation plans for the student based on their unique situation. In such cases, the student may be required to submit reports to the SPC regarding the progress they have made in remediation efforts.

## Sanctions Appeal

The following serves as a summary of the Sanctions Appeals Procedure within the Student Appeals Policy. To read the complete policy, [click here](#).

Students may appeal a decision rendered by the Student Promotions Committee (SPC) by submitting a Sanctions Appeal Form to the Assistant Dean of Student Affairs, who will send it to the Assistant Dean of Medical Education for consideration. The OME Dean may uphold, reverse, or modify the original SPC decision. Should the student disagree with the outcome, the

student will have the option to appeal to the College Dean. The decision of the Dean is final.

## Remediation Policy

The following serves as a summary of the Remediation Policy. To read the complete policy, [click here](#).

The remediation policy provides guidelines for the remediation process in case of academic or behavioral difficulties. In cases of a "Y" or "F" grade, or behavioral infractions that result in a "Y" or "F" grade, a remediation plan is developed with the student in coordination with their Advisor, the Course/Clerkship Director, and the Student Promotions Committee. For more information, please refer to the policy on the website.

## Leave of Absence Policy

The following serves as a summary of the Leave of Absence Policy. To read the complete policy, [click here](#).

CNUCOM's Student Promotions Committee grants leaves of absence (LOA) to medical students for various reasons. It is the responsibility of the student to review the LOA policy, to contact the Office of Academic and Career Advising (OACA) with any questions, to submit the [LOA form](#) to OACA in a timely manner, and to **fully comprehend the potential financial and professional implications of an LOA**.

Non-attendance does not constitute notification of intent to apply for LOA status. It is the responsibility of the student to continue coursework (barring an emergency) until the LOA is approved.

To request a planned absence, students should first contact their individual Advisor then discuss with the Assistant Dean of Student Affairs, and immediately contact the appropriate course director(s) or clerkship director(s). An official LOA request form must be completed and includes the last date of attendance, anticipated return date, and reason for the leave of absence. The LOA request must be signed by the Director of Student Financial Aid and The Business Office prior to being submitted to the Assistant Dean of Student Affairs. The Assistant Dean of Student Affairs will review the academic standing of the student and forward the documents to SPC to determine whether a LOA will be granted. Final approval of the LOA is provided by the Office of Medical Education. All requests for planned absences must be submitted to the Student Promotions Committee at least two

months prior to the planned absence.

An LOA is approved for a designated period. Return to Phase A will be dependent on when the courses needed are next offered. Return to Phase B will be at the discretion of the M3 and M4 Clerkship Directors, and based on the availability of needed rotations.

A clinical rotation(s) missed due to an LOA may result in the student being deferred to a different cohort. In general, a student is eligible for one LOA request during their tenure at CNUCOM. Requests for a second LOA are strongly discouraged and unlikely to be approved.

An LOA can result in a significant financial impact, and therefore, the timing of the leave is critical. A student may not receive a full refund of tuition if an LOA is submitted after the first day of instruction. Additional fees may be incurred as a result of an LOA. Students should directly consult with the Business Office and Financial Aid Office to verify any potential financial impacts and interactions with tuition or loans. A leave may affect financial aid, health insurance and malpractice liability coverage. University health insurance is active only through the last semester for which a student has been registered. Malpractice coverage is in effect only while a student is registered and participating in clinical activities that are approved as part of the curriculum. Therefore, a student is not approved by the University to participate in outside clinical activities while on an LOA. In addition, a student may not serve in an elected office or represent the school to another organization while on LOA unless the Assistant Dean of Medical Education has granted an LOA that includes that specific provision. Students relinquish their badge access during the LOA. Students will retain their CNU email access and be migrated to the corresponding class based on their date of intent to return. These factors should be carefully considered along with the timing and benefits of a planned LOA.

If a student requests an LOA due to academic reasons, including need for remediation, then the student will work with the Office of Academic and Career Advising (OACA) to create an academic plan which will subsequently be reviewed by the SPC. This plan will detail the courses/clerkships completed and intended sequence of courses/clerkships to be completed upon return. It should also detail intended dates for mandatory exams such as but not limited to CBSE, CCSE, USMLE Step examinations, and any other mandatory exams contained in the curriculum and as required by the Progression Policy. The academic plan will be drafted by OACA, reviewed by the Associate Dean of Medical Education, and approved by the SPC.

## Returning from a Leave of Absence

If a student is approved for an LOA, that student is eligible to return without reapplication to CNUCOM if the absence is within the approved time frame. Prior to return, the student must submit an Intent to Return from Leave of Absence Form, and which must be approved by the Office of Medical Education at least two weeks before the intended date of return of the student. **The Intent to Return from LOA Form can be requested from the Registrar's Office at [cnregistrar@cnsu.edu](mailto:cnregistrar@cnsu.edu).**

If a student intends to return, they must complete and return the Intent to Return Form within 2 weeks of their intended return date. If a student was granted an LOA with requirements for return to the College of Medicine, then the student must submit written proof of completion of the requirements with the Intent to Return from Leave of Absence Form. The Student Promotions Committee will review the academic progress of the student to ensure the requirements of return are met. The SPC, in coordination with OACA, will review the academic progress of the student to determine the status of the student upon return from a LOA. The Office of Medical Education will have final approval for academic return.

Failure of a student to adhere to the indicated policies for returning from an LOA may result in dismissal from CNUCOM. The student may reapply to the College, but if accepted, may be required to return as a first-year student.

## Withdrawal from a Course

Students may withdraw within 2 weeks (required courses but not electives) from the start of a course. Withdrawal from a Phase A course will require the student to appear before the Student Promotions Committee to discuss the impact on subsequent academic progression.

## Complaint and Grievance Policy

The following serves as a summary of the Complaint and Grievance Policy. To read the complete policy, [click here](#).

A grievance is defined as a matter not falling under the progression policy for academic or non-academic due process. CNUCOM is committed to a standard of fair treatment of its students in their relationships with the administration, faculty, staff, and fellow students.

Should a student wish to submit a complaint or grievance, the student should file a written complaint using the Student

Grievance Form.

The completed Student Grievance Form may be submitted to any member of the CNUCOM Office of Student Affairs, either directly, by email, or in a sealed envelope.

The Assistant Dean of Student Affairs will handle the complaint in accordance with the Grievance Policy of CNUCOM, review the facts surrounding the issue, and address the complaint in a timely fashion.

A record of the student complaints is kept on file in the Assistant Dean of Student Affairs' office. All aspects of student complaints shall be treated as confidential.

## Complaint and Grievance Form

The Complaint and Grievance Form can be found on CNUCOM's website or by [clicking here](#).

## Copyrighted Material

The following serves as a summary of the Policy for Use of Copyrighted Material. To read the complete policy, [click here](#).

Students faculty, and staff may not act as distributors of copyrighted material to others, including the dissemination of copyrighted material by any means without written permission from the copyright holder. Students faculty, and staff shall not transfer copyrighted material onto a computer for any use other than personal study. Some of the material provided to the student by CNUCOM via electronic means may be "printable" from student's personal computer for student's use only. Any charges of violation of the copyright policy will be brought before the Honor Council.

## Credit Hours Assignment

The following serves as a summary of the Credit Hours Assignment Policy. To read the complete policy, [click here](#).

Each course in Phase A has predefined credits/units.

For Phases B, 1 week of clerkship or elective is equivalent to 1 credit/unit. Exceptions may apply for sub-internships.

Course syllabi are reviewed every semester by the Assistant Dean of Curriculum, in collaboration with the Curriculum Committee, to ensure that course credits remain consistent with course

content, and that course schedules have the appropriate amount of class time, including the appropriate amount of out-of-class (self-study or homework) time.

## Scheduling Guidelines

The following serves as a summary of the Scheduling Guidelines Policy. To read the complete policy, click [here](#).

M1 and M2 students receive all University holidays as time off. M3 and M4 student schedules will be determined by clerkship directors and preceptors in conjunction with scheduling policies at the individual clinical sites.

In Phase A of the curriculum (M1 and M2 years), there should be an average of 25 contact hours maximum per week as averaged out over the whole course and including exam week.

There should be a 10-minute break between classes. Class sessions two hours or longer should incorporate a 10-minute break for every hour of instruction.

No questions regarding content will be answered during exams. Lunch will be 12:00 PM to 1:00 PM every day.

## Professional Meetings

A goal of CNUCOM is to graduate competent physicians who will provide and improve health care to diverse populations through medical expertise. CNUCOM appreciates the value of, and encourages student participation in, professional organizations and meetings. The College recognizes that attendance at professional meetings is beneficial but may also interfere with the students' pursuits of academic excellence. For students desiring to attend professional meetings, please refer to the [Attendance and Absence Policy](#). A student on academic probation is not allowed to attend professional meetings or participate in professional organizations.

## Accommodations

CNUCOM does not discriminate on the basis of disability, and is committed to self-directed learning by offering qualified students an equal opportunity to attain a Doctor of Medicine degree. The College will make every effort toward meeting reasonable requests for accommodations to students with disabilities according to the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA).

Students with disabilities, whether a hidden or visible disability,

who wish to seek special accommodations from the College must notify the OACA and the Assistant Dean of Student Affairs in writing before the beginning of the school year. If the disability develops during the school year and accommodations are requested, the student must send written notification as soon as they become aware of the disability.

## Student Responsibility for Accommodations

Students enrolled at CNUCOM are required to self-identify if they would like to request services on the basis of a disability. Students are required to meet with OACA and/or the Assistant Dean of Student Affairs, and are required to provide appropriate documentation of the disability. Students must provide documentation, at the student's expense, of the disability before the provision of services is reviewed.

## Documentation of Need for Accommodations

Both medical and functional elements of the disability must be explicitly documented. Documentation must be printed on appropriate letterhead and prepared by a qualified health care provider who has professional training and practice to diagnose and treat the impairment that led to the disability.

## Implementation of Accommodations

Once registered, OACA works collaboratively with the student and faculty to provide the best reasonable accommodations for the student to achieve academic success.

## Environmental Hazards and Infection Control (Needle Stick) Policy

The following serves as a summary of the Environmental Hazards/Infection Control (Needle Stick) Policy. To read the complete policy, [click here](#).

CNUCOM provides a safe and healthy workplace for all medical students, faculty, staff and volunteers by establishing, implementing, and maintaining an effective exposure control plan as required by the blood borne pathogens regulation in California Code of Regulations, Title 8 (8 CCR), Section 5193. Students will receive training appropriate to their current level of responsibility. Those with risk of exposure to pathogens receive training on the epidemiology, symptoms, and the prevention of transmission of pathogens.

It is the policy of CNUCOM that all students receive education



and training regarding methods of prevention of exposure to infectious and environmental hazards. Education begins during the M1 Orientation and includes procedures for care and treatment after exposure as well as financial responsibility. Students receive additional training during their introduction to the M3 year (Clerkship Orientation). Decisions regarding post exposure management, prophylaxis, and follow-up are at the discretion of the individual and his/her care provider.

If a medical student experiences a biological or chemical occupational exposure at CNUCOM or while studying away, the student must follow CNUCOM Exposure to Infectious and Environmental Hazards Policy to properly contain, report, and seek medical evaluation and treatment for the exposure.

Students will be treated as employees for initial management of a needle stick at our clinical affiliated sites in terms of exposure evaluation, prophylaxis, and incident follow-up (on initial lab tests). Students are not eligible for workers' compensation insurance.

**Students are financially responsible for the emergency treatment, prophylaxis and all follow-up care resulting from the incident.** Students should follow up with their treating physician and follow current CDC guidelines. The Office of Student Affairs is available to guide the student during this time.

If a student becomes disabled as the result of an occupational exposure or injury, CNUCOM student disability insurance provides coverage.

If the recommendation is to seek additional diagnosis and follow-up treatments, CNUCOM will allow medical students excused absences to seek required additional medical care.

## Non-Discrimination

The following serves as a summary of the Non-Discrimination Policy. To read the complete policy, click [here](#).

CNUCOM is committed to cultivating a diverse community that recognizes and values inherent worth in individuals, fosters mutual respect, and encourages individual growth. The College believes that diversity enhances and enriches the quality of our academic program. CNUCOM 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, gender identity, political affiliation, veteran status, or disability.

CNUCOM has a no tolerance policy for any type of sexual harassment including harassment or discrimination of LGBTQIA+ students.

## Equal Protection Clause and Due Process Clause

A transgender student's right to dress in accordance with their gender identity is protected under the First Amendment and the Equal Protection and Due Process Clauses of the U.S. Constitution. The First Amendment limits the right of school officials to censor a student's speech or expression. Students also have a protected liberty interest (under the Due Process Clause) in their personal appearance. In addition, a transgender student also has a right under the Equal Protection Clause to be treated similarly to other students of the same gender identity.

## Title IX

Title IX of the Education Amendment Acts of 1972 prohibits discrimination based on sex in education programs and activities receiving federal financial assistance. Although Title IX does not prohibit discrimination on the basis of sexual orientation, sexual harassment directed at an LGBTQIA+ 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. CNUCOM does not currently receive federal financial assistance but takes a proactive stance in the protection of all students. Any violations of the Title IX Education Amendment Act should be reported to the CNU Title IX Coordinator, Melissa Sheldon, at [Melissa.Sheldon@cnsu.edu](mailto:Melissa.Sheldon@cnsu.edu).

## Ethics and Professionalism Policy

The following serves as a summary of the Ethics and Professionalism Policy. To read the complete policy, click [here](#).

CNUCOM is committed to guiding students as they seek to attain the highest standards of professional responsibility and adherence to ethical principles. Students are expected to display professional qualities including compassion, patient confidentiality, cultural sensitivity, academic integrity, adherence to relationship boundaries, honesty, and professional behavior at all times and in all places while engaged in educational or university activities.

### A perceived lapse in professional behavior by a CNUCOM

**community member** (student, faculty, staff, administrator, or **allied health professional**) **should be reported on the [Professionalism Concern Report \(PCR\)](#); available on the [CNUCOM website](#).** PCRs are received, reviewed, and processed by the Assistant Dean of Student Affairs, according to the [Ethics and Professionalism Policy](#).

## Anti-Harassment and Mistreatment Policy

The following serves as a summary of the Anti-Harassment and Mistreatment Policy. To read the complete policy, [click here](#).

California Northstate University College of Medicine is committed to assuring a safe and supportive learning environment that reflects the institution's values of professionalism, respect for individual rights, appreciation of diversity, altruism, compassion, and integrity. Mistreatment, either intentional or unintentional, occurs when behavior shows disrespect for the dignity of others and unreasonably interferes with the learning process. Mistreatment of medical students will not be tolerated.

Examples of mistreatment include, but are not limited to:

- Public humiliation
- Bullying, intimidating or coercive behavior
- Intentionally singling out a student for arbitrary treatment that could be perceived as punitive rather than corrective
- Threats of or actual physical harm
- Unwarranted exclusion from reasonable learning opportunities
- Assignment of duties as punishment rather than education
- Pressuring students to exceed established restrictions on work hours
- Exploitation of students in any manner, e.g. performing personal services
- Directing students to perform an unreasonable number of non-educational "routine hospital procedures" (i.e. "scut" work) on patients not assigned to them or where performing them interferes with a student's attendance at educational activities, e.g. rounds, teaching sessions, lectures, etc.
- Pressuring a student to perform medical procedures for which the student is insufficiently trained, thus placing a student in a role that compromises patient care

- Being asked to exchange sexual favors for grades or other rewards
- Denial of opportunities for training or rewards based on gender or gender identification
- Racial, ethnic, religious or gender offensive remarks or name calling
- Making unwelcome sexual comments, jokes, or taunting remarks about a person's protected status

## Mechanisms to Report Mistreatment

### Mistreatment Form

The preferred method of reporting mistreatment is via the Mistreatment Form which is available on the CNUCOM website or by clicking [here](#). The form is submitted to the Office of Student Affairs for review by the Assistant Dean of Student Affairs and allows for follow-up with the individual reporting harassment and the individual who engaged in harassment. The link to the form is provided to students in the Student Handbook and on their badge.

### Course Evaluations

Students are given the opportunity to evaluate each course/clerkship and course/clerkship instructors, faculty, preceptors, and clinical sites. Students are asked specifically if they experienced harassment, and if so, they are required to provide specifics of the incident. This information is forwarded to the Assistant Dean of Student Affairs for follow-up. Reports of harassment are noted in course reviews at Phase A, in clerkship/elective reviews at Phase B.

### Learning Environment Surveys

Each semester, students can evaluate the learning environment by completing the survey. This survey may be supplanted by the Independent Student Analysis Survey. There are several questions addressing mistreatment embedded in the evaluation.

### Anonymous Reporting Tool via CNUCOM website

Students can report mistreatment via an [Anonymous Report](#), which is found on the CNUCOM website, and on each student's badge.

All anonymous reports are received by the Office of Student Affairs and reviewed by the Assistant Dean of Student Affairs. Please note that anonymous reporting may interfere with the university's ability to investigate the concern and their ability to receive information about the follow-up investigation.

## Verbal Report

While the preferred method of reporting is via the Mistreatment Form, a student may be more comfortable reporting to a member of the CNUCOM community. Allegations of mistreatment can be reported directly to instructors, faculty, advisors, the Assistant Dean of Student Affairs, and Student Body Council president, or the CNU Title IX Coordinator (Melissa Sheldon; [Melissa.Sheldon@cnsu.edu](mailto:Melissa.Sheldon@cnsu.edu)). Upon receiving a report of mistreatment, these individuals must forward the report to the Assistant Dean of Student Affairs.

## Mistreatment Involving Discrimination (Title IX)

### Sexual Harassment

CNUCOM is committed to maintaining a positive learning, working and living environment. In pursuit of these goals, and in alignment with Title IX of the Education Amendment Acts of 1972, the college does not tolerate acts of sexual harassment or related retaliation against or by any employee or student.

### Reporting Sexual Harassment

Any suspected or actual violations of the Title IX Education Amendment Act should be reported to the CNU Title IX Coordinator, Melissa Sheldon at [Melissa.Sheldon@cnsu.edu](mailto:Melissa.Sheldon@cnsu.edu). If the situation is an emergency, call the Elk Grove police by dialing 911. If at all possible, report the incident immediately.

### No Retaliation

CNUCOM does not tolerate retaliation against individuals who report hateful, dishonest, illegal, unethical, unprofessional, or otherwise inappropriate acts that constitute student mistreatment. Appropriate action will be taken to protect students from harm or any type of retaliation.

Individuals who believe they are experiencing retaliation are strongly encouraged to contact the Assistant Dean of Student Affairs or the Vice President for Institutional Effectiveness and Assessment. Alleged retaliation will be subject to investigation and may result in disciplinary action up to and including termination or expulsion.

## Student Religious Observance Policy

The following serves as a summary of the Student Religious Observance Policy. To read the complete policy, [click here](#).

Students from various religious faiths are afforded the opportunity to participate in the major religious observances of that faith, when reasonable accommodations of such requests are possible. Such accommodations cannot be guaranteed in circumstances where granting the request would create an undue burden on faculty, negatively affect other students who are participating in a scheduled educational activity, or jeopardize patient care.

If a student would like to request to be absent from a mandatory session on a day(s) of religious observance, the student must notify the Course/Clerkship Director(s) by the end of the first week of the semester, or at least 2 weeks before the holiday to be observed, whichever comes first. The student's request must be made in writing using the CNUCOM [Absence Request Form](#).

As for other students with excused absences, students who are excused from class for the purpose of observing a religious holiday will be responsible for the material covered in their absence and may be required to complete work in lieu of missed sessions, such as specific assignments, clerkship duties, or other academic or educational activities.

A plan for completing the missed academic or educational activity is to be decided upon by the student and the relevant Course/Clerkship Director, and determined in advance of the missed work. The completed Absence Request Form, which includes the plan for make up work, must be submitted to the Office of Student Affairs.

Requests for absences from clinical activities must comply with the excused absences limitations for each clerkship or clinical rotation.

## Information Technology (IT)

### Laptop Requirements

All students are required to bring their own laptop that meets or exceeds the specifications given to complete their academic requirements. All students will receive information on preferred specifications before orientation. Use of any computer to harass, offend, or violate the privacy of others is prohibited and may be grounds for dismissal from the University.

### Name Badges

Name badges are provided to all students during Orientation and must be worn at all times while on campus, at clinical sites, and

during patient-care activities.

CNUCOM identification badges must be worn in all academic and professional environments. Additional identification may be required by other affiliated facilities such as affiliated hospitals, clinics, and doctor's offices. The identification must be worn in plain view, above the waist on a lanyard, clip, or pin.

## Replacing Name Badges

Students must report any missing, lost, or stolen identification badges immediately to IT (cnuit@cnsu.edu). Additional badges are provided at a replacement cost of \$25.00 for the first loss and \$60.00 for any subsequent loss. The replacement cost is waived if the badge is stolen and a copy of the police report is submitted. The magnetic electronic reader is considered the property of CNU and must be returned prior to graduation. Failure to return this the cost of replacement, and must be paid prior to graduation clearance.

The Student ID Badge & Turning Point Clicker Loss Form can be found on the CNUCOM website or by clicking [here](#).

## TurningPoint Technologies Clickers

All students are issued a clicker at orientation and are responsible for bringing the clicker to all classes.

TurningPoint clickers are the property of California Northstate University and are expected to be returned at the end of your tenure with CNU.

## Replacing Clickers

Replacement clickers can be obtained at a cost of \$50.00 for the first loss and \$75.00 for any subsequent loss. The total number of losses accumulated is tracked throughout your program and will be used to determine the final amount due prior to graduation. Failure to return the clicker prior to graduation will result in a fee of \$50 and must be paid prior to graduation clearance.

The Student ID Badge & Turning Point Clicker Loss Form can be found on the CNUCOM website or by clicking [here](#).

# LIBRARY & LEARNING RESOURCES

The CNU Learning Resource Center (LRC) is available for students, faculty, and staff. This program includes an initial 5000 square

feet of space devoted to the following resources:

- Library Facility and Collection
- Computer resources
- CNU Electronic Library
- Classroom Resources
- Interlibrary Loan Program

## Facility and Personnel

The CNU LRC houses the library collection and provides space for individual, group study, and ultra-quiet sections.

The CNU LRC is managed and operated by a full-time health sciences librarian. The librarian provides training and consultation to students, staff, and faculty on how to access effective information and efficiently use electronic resources. The librarian holds an academic appointment on the faculty and participates in all faculty functions and meetings. The librarian works to update, maintain, and operate electronic systems in the resource center.

## Library Resource Center Programs

The Library Resource Center (LRC) provides both students and faculty with support as well as sufficient research references. Students will receive a Library Resources orientation at the start of their M1 and M2 years, at M1 Orientation and M2 Refresher Orientation. The students will be instructed on the variety of learning resources available, how to access them, and the policies and procedures relevant to their usage.

## Electronic Learning Resources

CNU LRC maintains a collection of electronic and print resources. 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 Collection

The library subscribes to over 13,000 peer reviewed electronic journals.

## Interlibrary Loan Program

The CNU LRC is a member of the National Networks of Libraries of Medicine and a participant in the DOCLINE interlibrary loan system across Northern California and the United States. Most interlibrary loan requests can be filled within a week.

# FACILITIES, SAFETY AND SECURITY

## Who to Call When You Need Help

### Campus Security or any Administrative Office on Campus

**Direct Contact:**

CNU Director of Safety and Security - Michael Ramirez

**Telephone:** (916) 686-3555

**Alternate Contact:** PalAmerican security

**Telephone:** (916) 936-5427

**SECURITY DISPATCH: 916-233-4700**

### Elk Grove Police Department

**Office:** 8400 Laguna Palms Way, Elk Grove, CA 95758

**Telephone:** (916) 478-8000

**Emergency:** 911

## 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 classroom and other spaces designated for student use. Student card entry is logged and monitored by the University. Professional behavior dictates respect of equipment, furnishings, and building access by all medical students. Any student who does not exhibit professional behavior in regard to building access, including destroying property, allowing unauthorized persons access to the building, or compromising building security, is subject to disciplinary procedures.

The campus building hours are posted prior to each semester. Campus hours may be extended to accommodate student study needs prior to summative final exam week. The request for extended hours should be made to the Office of Student Affairs at least 4 weeks in advance.

## Animals on Campus

Pets should not be brought on campus and may not be brought into University buildings. Service animals (which include guide dogs and signal dogs) who are specifically trained to do work or

perform tasks for the benefit of another individual with a disability are permitted to be on campus, but must be on a leash or guide rail at all times.

## Annual Security Report

Crime statistics for the campus, certain non-campus properties, and certain public property areas which have been reported to local police and campus security authorities must be disclosed for the most recent three calendar years. The CNU Annual Security Report data regarding crime statistics for the immediate area surrounding the campus can be found at the [CNUCOM website](#).

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

## 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. Bicycles should not be secured in areas that would interfere with pedestrian or vehicular traffic. It is also recommended that students keep information (make, model, color, and serial number) about the bicycle with their records in the event of theft.

## Campus Parking

The College currently charges no fee for parking on campus.

Student parking is only at the 9700 West Taron Drive address and students must show parking placard at all times. Students must not park in spaces marked Visitor or Employee. Students must comply with any signs regarding parking that have been posted. Vehicles that are illegally parked are towed at the owner's expense.

## Parking Pass Loss Form

Replacement parking placards can be obtained from the Business Office for a fee of \$25.00.

The Parking Pass Loss Form can be found on the CNUCOM website: <https://medicine.cnsu.edu/students/forms.php>

## Housing

California Northstate University College of Medicine (CNUCOM) does not provide housing to students. In the immediate vicinity, there are several fairly-priced apartment units which students may find adequate. The area surrounding the campus is very safe and nearby apartment complexes are highly rated within the Sacramento Region.

## Lockers

Each college room contains a set of lockers for student use during the M1 and M2 academic years. Students should not store perishable items in the lockers since these can attract insects and other pests.

Students are allowed to place locks on the lockers, but these must be removed by the end of the spring term for each academic year. Locks left on lockers after the end of the spring term will be removed by facilities personnel.

## 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>

## Room Reservation

COM students have the right to book College Rooms, quiet study spaces, classrooms, and conference rooms located on the Elk Grove campus. Room bookings are done on a first come first serve basis in collaboration with class schedules. COM students have priority of booking classrooms, college rooms, and quiet study spaces on the first floor from 8am to 5pm. After 5pm, students from other CNU colleges may utilize these spaces freely while following all usage guidelines.

Room booking should be done directly through the Front Desk Personnel at least two days in advance. In special circumstances, the front desk may allow bookings one day in advance. Same day bookings are not permitted. If you are booking an event for a student-run organization, please be sure to contact the Office of Student Affairs one week in advance to have your event approved. Upon approval of your event and the clearance of any necessary forms, you may then reach out to the Front Desk for booking.

To book a room, please provide the following information to the Front Desk personnel:

- Your name
- The space you would like to book
- Date
- Time
- Reason (event/meeting title)

Classrooms, quiet study rooms, and college rooms on the first floor may be utilized by COM students for studying without a booking at the understood risk that the student may be displaced at any time by a scheduled meeting or priority need presented by a member of the faculty, staff, or administration.

## Security

The Director of Safety and Security, in consultation with the Elk Grove Police Department and third-party vendors, will provide an overview during Orientation of campus security, emergency alert, and response procedures.

All students who have authorized access to CNUCOM campus are issued an electronic entry access card that permits certain entry. All access is tracked and monitored.

The Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC §1092(f)) is a federal law, originally known as the Campus Security Act, and it requires that University/Colleges and universities across the United States 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. Although CNU is not a Title IV institution, CNU adheres to the Cleary Act principles for reporting regional crimes and addressing student protection issues.

## Theft

Any attempted or actual theft of property of the College, of a member of the campus community or campus visitor, violates the CNU honor code and state law and will be dealt with accordingly. The institution has a responsibility to report crimes to local authorities. Perpetrators are therefore subject to state and federal criminal charges and sanctions which may include fines and imprisonment.

## Vandalism

Any physical abuse, destruction, or defacing of College or CNU community member's property, or the diminishing of its material or aesthetic value is prohibited.

## Visitors

Visitors are allowed to visit a student in the common area of the building entrance. For further access, prior permission must be obtained through the Office of Student Affairs.

No visitors are allowed in the classroom or laboratory without prior authorization from the Office of Student Affairs, and from the faculty member conducting the lecture/laboratory exercise. No visitors are allowed in the gross anatomy laboratory unless authorized by the Director of Gross Anatomy.

Visitors are prohibited from visiting clinical sites. Students are responsible for any misconduct of their guests.

## Weapons

California Northstate University prohibits the illegal manufacture, sale, transportation, possession, concealment, display, or use of any weapons of any description such as firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons including air-powered devices on campus. California Penal Code 626.9 and 626.10 specifically prohibit the possession of firearms, including pellet and BB guns, on 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 College and any pertinent state or federal criminal charges.

# GRADING AND EXAMS

## Comprehensive Basic Science Exam

To confirm a student is likely to pass the USMLE Step 1 exam, students are required to take the Comprehensive Basic Science Examination (CBSE) from the National Board of Medical Examiners (NBME). CBSE's are offered in the Spring semester of the M2 year. **Students are required to achieve a qualifying CBSE score (set by the Office of Medical Education, to be eligible to take USMLE Step 1. Students must pass Step 1 to be eligible to begin the M3 year.**

## Comprehensive Clinical Science Exam (CCSE)

To confirm a student is likely to pass the USMLE Step 2 exam, students are required to take the Comprehensive Clinical Science Examination (CCSE) from the National Board of Medical

Examiners (NBME). CCSE's are offered near the end of the M3 year. **Students are required to achieve a qualifying score (set by the OME) to be eligible to take USMLE Step 2 CK.**

## Exam Policy

Course grades, in which examinations are the principal determinant of a student's semester grade, may not be based on fewer than two (2) examinations. In most cases, final exams are given during the exam period noted in the academic calendar. Remediation (retest) examinations are administered shortly after the final summative exam. Remediation exams are set by the Student Promotions Committee with consultation and at the discretion of the Course Director(s).

## Grading Policy

The following serves as a summary of Grading Policy. To read the complete policy, [click here](#).

The work of all students in any of the required courses for the MD degree is report with one of the following grades: Pass with Honors (H), High Pass (HP), Pass (P), or Fail (F), Incomplete but of work of passing quality (I), or Provisional and requiring remediation (Y).

The grades of H, HP, P, F, I, and Y apply to courses in Phase A and required clerkships in Phase B.

The grades of P, F, I, and Y apply to courses/electives in Phase B, and to longitudinal courses in Phase A such as: The Colloquium, Medical Skills, and Self-Directed Student Scholarly Project.

The provisional mark of Incomplete (I) is assigned only when the student's work is of passing quality, but is incomplete for good cause, as determined by the Course Director. The I grade may be replaced with a P, HP, H, or F grade. Students remediating a Y grade are not eligible for Honors (H). Students are responsible for fees associated with remediation.

Course and Clerkship grades are determined by performance on the following as appropriate:

- Summative Exam(s)
- Shelf Exams (clerkships only)
- Written Assignments
- Presentations
- Professionalism
- Performance Evaluations
- Other assessments or assignments as assigned by the

## Course Director

For a passing grade, students are expected to score >70% on course final comprehensive summative examinations as well as pass requirements for written assignments and professionalism according to the course specific rubrics.

The Course Director must assign the final grade within six (6) weeks of the end of the course or the remediation examination. The grade assigned following completion of the remediation examination is to be based either solely on the results of the remediation examination or on an aggregate of all grade requirements as specified in the course syllabus. If the student decides not to take the retest examination within six weeks, the Course Director must submit a grade of "F" for the course.

## Numeric Scoring

During the progression of the course, faculty use numeric scoring to help quantify a student's achievements within the course. The Course Director assigns a total numeric score for the course based on the criteria in the above sections, the numeric score is kept for administrative and student progression purposes.

## End-of-Course Evaluations

Class grades for a course will not be released by the Course Director until at least 70% of students enrolled in the course have completed the end-of-course evaluation. End-of-course evaluations will be scheduled for the last Friday of instruction.

## Narrative

Course grades for Master's Colloquium, Medical Skills, and all M3 Clerkships include a narrative grade.

## Grade Appeal Policy

To read the complete Appeals Process for Adverse Student Actions policy (which includes Grade Appeals), [click here](#).

The purpose of this policy is to provide an academic system for the students at CNUCOM to contest alleged academic injustice relating to a final course/clerkship/elective grade or evaluation of a professional activity.

Change to the final grade will occur only when there is evidence of arbitrary or incorrect academic evaluation. In some cases, however, the grade process involves the faculty member's judgment of student academic performance.

Grade appeals must be based on problems of process and not on difference in judgement or opinion concerning academic performance. It is the student's responsibility to demonstrate that one or more of the following occurred:

- The grade was based on prejudice, discrimination, arbitrary or other reasons not related to academic performance.
- The grading decision was based upon standards unreasonably different from those which are applied to other students in the same course.
- Mathematical/clerical error

A student can file an appeal if they are unsatisfied with a final course grade. The appeal must be submitted within ten (10) CNU workdays of the official notification of the grade. The student must follow the formal grade appeal process by submitting the appeal to Assistant Dean of Student Affairs. The Assistant Dean of Student Affairs will submit the appeal to the Student Promotions Committee (SPC) for consideration. If the student disagrees with the decision of the SPC, the student may resubmit to the Assistant Dean of Student Affairs to make a second and final appeal to the College Dean.

The Grade Appeal Form can be found on the CNU website or by clicking [here](#).

## Request for Testing Accommodations

The Americans with Disabilities Act (ADA) ensures that individuals with disabilities have the opportunity to fairly compete, and requires testing entities to offer examinations in a manner accessible to persons with disabilities. so they can demonstrate their true aptitude.

Students seeking a testing accommodation are required to complete a request form (provided by the Office of Academic and Career Advising [OACA]), provide a personal statement, and include a report of professional evaluation from a qualified, professional evaluator. The professional evaluation must have been completed within the past three years. All documents should be submitted to the OACA at least one month prior to the first examination for which the student is seeking the accommodation. The submitted documents will become part of the student's permanent record.

Students seeking a testing accommodation for NBME/USMLE Step testing, should begin the application process one year prior to the anticipated test date. Even if a student has a prior accommodation, there is no guarantee that the NBME/USMLE



will grant the accommodation for NBME/USMLE exams.

The following are helpful links to the information about testing accommodations:

<https://www.usmle.org/test-accommodations/guidelines.html>

[https://www.ada.gov/regs2014/testing\\_accommodations.html](https://www.ada.gov/regs2014/testing_accommodations.html)

## GRADUATION

### Graduation Requirements

For current graduation requirements please refer to the Progression Policy and Graduation Handbook.

### Petition to Graduate

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 must submit the Petition to Graduate to the Office of the Registrar prior to the graduation application deadline.

The Application Deadline for Conferment of Degree is Spring: (February 1<sup>st</sup> through April 30<sup>th</sup>).

### Exit Interviews/Graduation Clearance

Exit interviews with the Business Office and Financial Aid Office will be conducted during the last semester of the final academic year. Confirmation from IT and the Library that the student has resolved any owed fees is required. Clearance is achieved when exit interviews are completed and financial obligations are resolved. Clearance may be completed [in person](#) or virtually. The College of Medicine does not issue grades, grant degrees, or furnish academic transcripts until all financial obligations have been met and all University property has been returned.

### Commencement

Every student is strongly encouraged to attend commencement and required to wear traditional academic regalia consisting of cap, gown, and academic hood. Hoods are conferred upon the graduates at commencement by faculty or a selected friend or family member with a qualifying terminal degree.

Any ornamentation must signify recognized College of Medicine organizations, and must be approved in advance of commencement by the Assistant Dean of Student Affairs.

## Licensure

Acceptance to CNUCOM does not guarantee medical licensure in any jurisdiction. Successful completion of the College of Medicine program meets the academic requirements for medical licensure in the State of California.

## STUDENT RECORDS (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 Grove, CA 95757

(P) 916-686-7400

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

Website: <https://www.cnsu.edu/registrar/>

The main office is located on the second floor of the Elk Grove campus. 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 is 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 and narratives
- Print unofficial transcripts
- Register for classes
- View course schedules
- Track submitted documents

To access the Student Portal: <https://cams.cnsu.edu/student/login.asp>. Be sure to use either Internet Explorer, Firefox, Mozilla, or Safari. You must allow pop-ups in your browser (so using Chrome will cause issues in using the Portal).

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

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

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

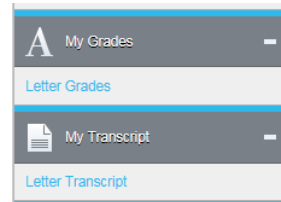
## Viewing Letter and Narrative Grades in the Student Portal

To view letter and narrative grades in the student portal, log into the Student Portal using either Internet Explorer or Firefox/Mozilla.

1. Select the term/semester you wish to view (e.g. COM M1 FA 18, COM M2 SP 18, etc.). 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.

Current term: COM M1 FA 18 [\(Change\)](#)

2. You will work in these two areas to access your grades:



- **Narrative Grades:** Under My Grades > click Letter Grades > Grade Type = Narrative Grades. Your narrative grades for the term selected will be displayed. At this time, you can only view your narrative grades by term.
- **Letter Grades:** Under My Grades > click Letter Grades > Grade Type = Final Grades. Your final grades for the term selected will be displayed.
- **View your unofficial transcript without narratives:** Go to My Transcript > click Letter Transcript. For a printer-friendly version of your unofficial transcript click the printer icon in the top left corner of the transcript page.

**Note:** If you require a printed transcript that includes your letter and narrative grades, please submit the [CNU Transcript Request Form](#) to the Office of the Registrar.

## Changes or Corrections to Personal Information

Students are responsible for immediately reporting 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 gender require submission of the [Change of Personal Information Form](#) and supporting legal documentation to the Office of the Registrar ([Registrar@cnsu.edu](mailto:Registrar@cnsu.edu)).

## 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
2. Government-issued photo ID showing new legal name
3. Acceptable proof of name change (ie: marriage certificate or court order)
4. Current student identification card

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

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

To request an official name change, please complete the [Change of Personal Information](#) form and send it to [Registrar@cnsu.edu](mailto:Registrar@cnsu.edu).

## 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.

To update your permanent mailing address, please complete the [Change of Address form](#) and send it to [Registrar@cnsu.edu](mailto:Registrar@cnsu.edu).

## 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 or in the case at the Registrar's Office. This letter is obtained from COM for VSAS purposes.

The student must complete the form and submit it to the Registrar in-person or by email. 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.

To request an enrollment/degree verification please complete the [Enrollment Degree Verification](#) form and send to [Registrar@cnsu.edu](mailto:Registrar@cnsu.edu)

## Transcripts

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:

### 1. Submission of 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 five business days.

### 2. Order Online: [www.parchment.com](http://www.parchment.com)

- Official transcripts may be ordered through Parchment's online record ordering service. A credit card is required, and additional service fees may be applicable.

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

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

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

To request an enrollment/degree verification, please complete the [Enrollment Degree Verification](#) form and send to [Registrar@cnsu.edu](mailto:Registrar@cnsu.edu)

## Diplomas

The Office of the Registrar oversees the release of CNU diplomas. The student's degree must be awarded and given a conferral date posted to the Official Transcript before a diploma can be sent.

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 that they owe. 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 (Paradigm) to print and mail all diploma orders. 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.

## Duplicate Diplomas

A student may request a duplicate diploma that has been lost, misspelled, or damaged by completing a [Duplicate Diploma Request Form](#) and submitting the form to the Office of the Registrar. The fee for a duplicate diploma is posted on the form and must be paid at the time it is submitted. When possible, the original diploma must be returned to the Office of the Registrar. The request for a duplicate diploma is kept in the student's file.

Diplomas will be mailed first class to the address indicated on the Duplicate Diploma Request Form. Diplomas and official transcripts will not be released if there is a financial hold. CNU is not responsible for lost, stolen, or returned diplomas.

## Directory Information and Access to Student Records

### Student Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords 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:

- The right to inspect and review the student's education records. 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 within 45 days of the request, and notify the student of the time and place where the records may be inspected.
- The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
  - a. A student who wishes to ask the school to amend a record should clearly identify to the Registrar in writing the part of the record the student wants changed and specify why it should be changed.
  - b. 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.
- 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.
  - a. 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. Examples of 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 to fulfill their professional responsibilities for CNU.

- 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.

The Authorization to Release Records Form (FERPA release form) can be found on CNU's website or by clicking [here](#).

Additional information regarding FERPA can be viewed [online](#).

## 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 once the student reaches age 18 or attends an institution of higher education. Students requesting that directory information not be disclosed must submit the [Directory Opt-Out Request Form](#) to the Registrar.

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.

## Course Registration and 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 noncompliant with institutional requirements, including but not limited to health insurance and/or immunization documentation, or who have a registration hold on their student account at the time of registration are required to satisfy the requirement and may also be required to submit the [Course Add/Drop form](#) by the end of the Add/Drop period to register or make schedule changes. A student may not attend class for which they are not registered. Course registration can be viewed through the [Student Portal](#). The Registrar performs block registration for all Phase A students (M1 and M2). M3 and M4 rotation placement is provided to the Registrar by the COM clerkship department.

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 each semester, after any requested course/rotation changes; and shortly before the end of each course and/or semester.

### Course Registration for Electives

Students who meet the course prerequisites may register for elective courses each semester. Instructions for elective course registration are emailed directly to eligible students. Approval for elective course registration may need to be provided by the department coordinator prior to finalizing course enrollment with the Registrar Office.

### Course Add/Drop Deadline

The COM course add/drop deadline is the fifth business day of the course, or by 5:00 p.m. the day after the 2<sup>nd</sup> class meeting, whichever is later. 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, and paper copies are available from the form display outside of the Registrar's Office.

### Enrollment Cancellation and College Withdrawal

Cancellation shall occur when you give written notice of cancellation to the Admission Office at the College's address shown at the top of the first page of the Enrollment Agreement prior to 12:01am on the second day of instruction of the semester. After the cancellation period expires, if a student requests to separate from the college, a college withdrawal shall occur. The student will submit the Official College withdrawal form to the Registrar at the College's address shown at the top of the first page of the Enrollment Agreement, by hand delivery, email, facsimile, or mail. Written notice of cancellation or withdrawal is effective when receipt is verified by the College. Written notice of cancellation or withdrawal sent by mail is effective as of the date stamp on the postage. Students must obtain all staff faculty signatures for each college department prior to submitting the [Official College Withdrawal Form](#) to the Registrar Office.

## STUDENT GOVERNMENT AND INTEREST GROUPS

Students have representation on several committees and councils at California Northstate University College of Medicine (CNUCOM), and are encouraged to develop leadership skills by serving on a college committee or council. The Assistant Dean of Student Affairs, with input from the Student Life Advisor and OSA Staff, requests nominations of students desiring to serve on CNUCOM committees or councils.

### Student Government

The Student Government establishes bylaws for governing its operations. The Office of Student Affairs serves as the point of contact to Student Government cabinet members. Within their capacity as representatives of the student body, student government may fulfill a range of responsibilities, such as:

- Promoting class unity and school spirit through class-based programming
- Representing the interests and concerns of the student body and serving on college-wide committees
- Organizing college-wide programs (professional development, speakers, workshops, etc.)
- Chartering and regulating student organizations.
- Participating in hearings of the honor council

Student Government is divided into two levels: Student Body Council (SBC) and Class Government. SBC oversees the involvement of all students in the College of Medicine while representing the interests of the COM student body to the university. Class Government officers represent the interest of their respective cohort. The SBC and Class Government work together to ensure proper representation and involvement of all COM students.

Roles and responsibilities for CNUCOM Student Government are provided in the Student Government Bylaws and are made available by the Office of Student Affairs.

### Student Interest Groups

Students have the freedom to organize and join Student Interest Groups (SIGs) that promote and advance the profession of medicine and further the goals of the College. The Office of Student Affairs gives guidance to students seeking to develop new SIGs and re-register existing SIGs at CNUCOM. [Click here](#) to

be directed to the registration application.

All organizations must register with the Office of Student Affairs to be recognized by CNUCOM, and provide organization Bylaws to the OSA.

## Registration Procedures

Student Interest Groups (SIGs) must meet the following requirements to attain registered status:

- Membership must be open to all CNUCOM students regardless of race, color, ethnicity, national origin, age, gender, political affiliation, religion, creed, sexual orientation, veteran status, or disability.
- The SIG must not associate with any local, state, or national organizations which require its members to support positions contrary to CNUCOM policies.
- A copy of the current bylaws that govern the SIG must be on file with the Office of Student Affairs. If the SIG is associated with any local, state, or national organization, a current copy of the bylaws of the associated organization must also be on file with the Office of Student Affairs.
- The SIG must have a faculty advisor.
- A SIG must have at least five (5) members, including two (2) officers.
- Student officers must be in good academic standing.
- Meeting dates and events should be reported to the Office of Student Affairs in writing.
- Officers or designated representatives from all SIGs must attend a SIG orientation at the start of the fall semester. The SIG Orientation is organized by the Student Organization Leadership Council (SOLC), a branch of the Student Body Council.

## Responsibilities

All registered SIGs must act within the context of college policies, the SIG's bylaws, and conduct operations in a fiscally sound matter. It is the responsibility of each organization, its officers, and members to abide by all policies and procedures in the [Student Interest Group Policy & Procedure Manual](#).

Student Officers and the group's advisor are responsible for submitting any forms or other required paperwork according to the policies and procedures outlined in the manual.

## Rights and Privileges

Student Interest Groups (SIGs) may use the College facilities for meetings or events. Requests for reservations of facilities must be made to the Office of Student Affairs and the Elk Grove campus Front Desk at least seven (7) days prior to the scheduled meeting or event. Recognized SIGs may use the College name, address, and insignia in organization correspondence and outreach. Use of the University or College insignia must comply with the Use Guide for the University or College Logo.

## Loss of Recognition

Any SIG may be instructed to cease and desist for not abiding by California Northstate University College of Medicine (CNUCOM) policies, or local, state, or national laws.

Any SIG that has lost its recognition may not engage in any College event or activity nor use the college name, insignia, or other College assets.

The leadership and members of a SIG alleged to have violated any College or organization policy will go before the Honor Council.

## Student Leadership Policy

Student leaders (in Student Body Council, Student Interest Groups, etc) will conduct themselves on and off campus according to professional standards that align with CNUCOM policies. The Student Leadership Policy can be found on CNUCOM's website or by clicking [here](#).

## Professional Student Organizations

In addition to Student Interest Groups (SIGs), students may register and participate in one or more professional student organizations. Examples are listed below. See the complete list of CNUCOM SIGs [here](#).

### [Sierra Sacramento Valley Medical Society \(SSVMS\)](#)

The Sierra Sacramento Valley Medical Society is dedicated to bringing together physicians from all modes of practice to promote the art and science of quality medical care and to enhance the physical and mental health of our entire community. In continuous operation since 1868, SSVMS is the oldest medical society in California and represents over 5,000 physicians and medical students in El Dorado, Sacramento, and Yolo counties. SSVMS is a component medical society of the California Medical Association.

# STUDENT HEALTH AND WELLNESS

## Student Wellness Program

CNUCOM recognizes the intense nature of the medical school curriculum and the importance of ensuring that students adjust to the demands of the medical school environment. It is not uncommon for medical students to experience fatigue, low mood, sleeplessness, anxiety, etc. Therefore, it is important that the skills, knowledge, and attitudes necessary for a long-term successful work-life balance have their foundation in the student's medical school years. More importantly, it is imperative for a student to understand when they need help and where to turn for that assistance.

The Student Wellness Program is designed to support the well-being of students as they progress through their medical education and into their professional careers. By integrating wellness programming into various aspects of the curriculum, sustaining a student-led wellness committee, and promoting on-campus wellness activities, the Wellness Program aims to facilitate a positive sense of individual physical, mental, emotional, and social well-being.

## Mental Health and Counseling Services

CNUCOM has a range of options for accessing mental health support. Examples include:

[Academic Counselor](#). Topics discussed include test anxiety, test-taking strategies, study strategies, time management. If the Academic Counselor may advise or strongly encourage the student to seek additional resources including a licensed personal counselor. By definition and in practice, Academic Counselors do not have a role in assessing or grading students.

[TimelyCare](#). CNU has partnered with *TimelyCare* to provide mental health services for students through which students can access a range of content, including self-help videos, anonymous message boards, and book virtual appointments with licensed therapists.

[CNU Community Counseling and Psychological Services \(CCAPS\)](#). The CNU College of Psychology provides free in-person or virtual counseling to all CNU students.

Talkone2one Student Assistance Program. Students may utilize

### [California Medical Association \(CMA\)](#)

The California Medical Association (CMA) is a professional organization representing California physicians. The association was founded in 1856 by a small group of physicians who understood it was their duty to fight for their patients and profession. For more than 160 years, CMA has pursued its mission to promote the science and art of medicine, protection of public health and the betterment of the medical profession. In recent history, CMA has contributed significant value to its more than 48,000 members (about twice the seating capacity of Madison Square Garden) with comprehensive practice tools, services and support including legislative, legal, regulatory, economic, and social advocacy.

### [American Medical Association \(AMA\)](#)

The American Medical Association (AMA) is one of the oldest and most prominent medical societies whose mission is to "promote the art and science of medicine and the betterment of public health" by networking physicians together to help shape the future of American public health policy through the AMA House of Delegates. They are further committed to engaging physicians in using new technology and assisting doctors adapt to the future of medicine in a productive manner.

### [American Medical Student Association \(AMSA\)](#)

The American Medical Student Association is an organization that provides various educational resources, including systematic breakdowns of US healthcare constructs and contemporary thought on universal care applications. AMSA also encourages its members to speak up for their future patients through altruistic health care reforms on Capitol Hill.

### [American Medical Women's Association \(AMWA\)](#)

The American Medical Women's Association is an organization of women physicians, medical students, and other persons dedicated to serving as the unique voice for women's health and the advancement of women in medicine. The American Medical Women's Association empowers women to lead in improving health for all within a model that reflects the unique perspective of women.



this service 24/7, by creating an account at <https://www.mylifeexpert.com/login> and entering the school code "cnucom". Support is offered via phone (800-756-3124), chat, and video conference. A mobile app to help access support is also available for download at the website.

Community-based Counselors. Accessed by referral from your Primary Care Physician.

To see the full list of mental health support options, go to the CNUCOM Counseling web [page](#) or scan the QR code on your badge.

## Office of Student Affairs

The Office of Student Affairs (OSA) functions to provide a safe space to students if they have issues and concerns of a personal nature they wish to discuss or seek support for. The Assistant Dean of Student Affairs and OSA staff do not have a role in assessing academic performance.

## Student Wellness Committee

The Student Affairs and Wellness Committee, more commonly known as the Wellness Committee, in the College of Medicine is comprised of faculty, staff, and students who all have diverse passions for engaging in and supporting student wellness. The committee meets monthly and encourages input from all students, staff, and faculty members to help enhance the well-being of COM students, faculty, and staff throughout their medical school journey and beyond.

The Wellness Committee hosts regularly scheduled events for CNUCOM students, staff, and faculty to participate in and to learn more about how to support their own wellness and practice self-care.

The Wellness Committee consists of students, faculty, and staff members. Student members serve on at least one of the student-created and student-led subcommittees. The list of subcommittees includes:

- Arts and Music
- New Student Outreach
- Nutrition
- Outdoor Activities
- Service and Community Outreach

## Peer Mentoring

M1 students will be assigned a peer who is an M2 student in good academic standing. This Big/Little Program provides first-year students with the opportunity to work with an upper-class student who has a firm understanding of the transition to medical school, CNUCOM curriculum, and the requisite skills for its successful navigation.

## Stress and Fatigue Management

The following serves as a summary of the Stress and Fatigue Management Policy. To read the complete policy, [click here](#).

In the classroom setting, if a faculty recognizes a student is demonstrating evidence for excess fatigue and/or stress, the faculty may refer the student to the Office of Student Affairs. The Assistant Dean of Student Affairs may refer the student to specific types of support, such as academic or personal counseling, or collaborate with other departments as needed to provide effective support, such as the Office of Financial Aid.

## Responsibility of Supervising Faculty – Clinical Setting

If a student in a clinical setting demonstrates evidence of excessive fatigue and/or stress, faculty supervising the student should immediately release the student from further clinical duties and responsibilities. If the student exhibits signs of excessive fatigue, the supervising faculty should advise the student to rest for at least 30-minutes before operating a motorized vehicle. The student may also call someone to provide transportation back home. A student who is released from further clinical duties due to stress or fatigue cannot resume clinical duties without permission by the Clerkship Director. The student may also be referred to academic or personal counseling.

## Student Responsibility

Students who perceive they are manifesting excess fatigue and/or stress have the professional responsibility to immediately notify their attending faculty and Clerkship Director without fear of reprisal.

Students who recognize a peer student exhibiting excess fatigue and/or stress must immediately report their observations and

concerns to the attending/presenting faculty and the Clerkship Director.

### **Clerkship Director Responsibility**

Upon removal of a student from duties, the Clerkship Director must determine the need for immediate change in duty assignments for peer students in the clerkship and/or the clinical site.

The Clerkship Director will notify the departmental chair to discuss methods to manage fatigue and stress.

### **Drug Test Requirements**

Drug testing is required prior the start of the M3 year. Clinical Clerkship site partners who are accredited or seeking accreditation from The Joint Commission are required to screen students according to the same standards as employees.

Students must pass all drug test requirements prior to M3 clerkship placement.

### **Drug Testing**

The testing may include a urine toxicology screening, a blood panel screening, or other screenings and tests mandated by the hospital or clinic.

Students must pass all drug tests or screenings.

If a student tests positive, they have 10 days to meet with a Medical Review Officer (MRO) to see if the positive test is due to legal medication that the student is taking. If so, the MRO clears the student as negative.

A Medical Review Officer is a physician named by the Associate Dean of Medical Education to review medical issues and reports related to students.

The school uses a 10 panel drug test. If a student tests positive for any illegal substances, and is not cleared by the MRO, the student may be required to make adjustments to their academic program. If a student consistently tests positive for illegal substances and is unable to meet the requirements of the Program, they may be dismissed from the College.

On campus screening for all students is generally held prior to the semester of the scheduled hospital or clinic rotation.

## **Healthcare Insurance Requirement**

It is mandatory for students to have medical insurance while enrolled in CNUCOM. Registration for classes is not authorized until a student provides proof of insurance and coverage. CNUCOM has partnered with UnitedHealthCare Student Resources to provide additional options for student health insurance. The fee for this optional student health insurance policy is billed directly to the students' accounts after the open enrollment period is closed (typically end of September). Students must submit payment directly to the school. The student health insurance policy through UnitedHealthCare is an annual policy and it is billed on an annual basis. This policy allows students to have continuous health coverage throughout the year from August 1st to July 31st, including break periods.

Students also have the option to choose any health insurance plan, including coverage under a parent or spouses' insurance, by providing proof of coverage. Students who do not provide proof of coverage to a health plan will automatically be enrolled into the student health plan through UnitedHealthCare student coverage and be billed directly to their students' accounts.

## **Immunization Requirements**

Students are required to present proof of vaccinations before registration for courses. Documentation of completion of required immunizations must be done by a licensed healthcare provider. A health care provider is a physician licensed to practice (MD or DO), a Licensed Nurse, or a Public Health Official. Forms for documenting immunization requirements are provided in the acceptance packet sent to the student, and should be submitted to My Record Tracker (MRT). All immunization forms and copies of laboratory reports must be submitted in English. For any questions, contact the CNUCOM Immunizations Coordinator ([Immunizations@cnsu.edu](mailto:Immunizations@cnsu.edu)).

Students that are allergic to some vaccines will need to provide medical evidence of that condition, and submit the [Medical Exemption Form](#) to MRT in lieu of proof of that vaccination. The will then be required to adhere to a strict protection regimen as required by the clerkships.

Equivocal antibody titers are not considered sufficient to protect from infection. If a vaccination is expired, a complete vaccine series will be administered as recommended by the CDC-ACIP.

## Alcohol, Chemical Dependence & Impairment Policy

The following serves as a summary of the Alcohol/Chemical Dependence/Impairment Policy. Please refer to the catalog available on [CNU's website](#) for the complete policy.

CNUCOM is a drug-free academic environment consistent with federal and state laws. Any person within the College community may be disciplined for violation of these policies and may be tested for suspected use of an illegal drug.

The possession, use, consumption, manufacturing, or distribution of any form of illegal substance, or alcohol is prohibited on the College campus as well as any off-site location while the student is involved in academic learning experiences.

Any student who is under the influence of alcohol or drugs during class or clinical experiences is subject to immediate counsel and possible diversion into a therapeutic recovery system. Those who fail to participate or fail to follow through with treatment guidelines are subject to immediate removal from the setting and dismissal from the University.

## TUITION AND FEES, FINANCIAL AID, AND SCHOLARSHIPS

### Tuition and Fees

Information on tuition, fees, and institutional charges will be updated each year and posted on the website. Tuition and fees may increase on an annual basis.

Please refer to the CNU Office of Financial Aid webpage for more information on tuition and fees <https://www.cnsu.edu/financial-aid/com/>

The CNUCOM MD program is designed to allow a student to graduate after successfully completing four (4) years of coursework, consisting of 150 semester credit hours, while attending the College on a full-time basis. All fees are charged on an annual basis, with no proration available for part-time study based on the number of units taken or based on any other method of calculation. Tuition and fees for remediating or

repeating a course or courses as the result of a failing grade in the course, including when an additional year is required for this purpose, are described in the College Catalog.

### The Student Tuition Recovery Fund (STRF) amount is based on the State of California regulation in effect on April 1, 2022. Payment Due Dates and Options

For new incoming students, all tuition and fees described on the second page of the Student Enrollment Agreement are due in full in accord with the schedule "Total Charges You Are Obligated to Pay upon Enrollment and Required Scheduled Payment Dates" set forth on the last page of the Enrollment Agreement. As an alternative to payment in cash, the student may (1) provide satisfactory written creditor approved loan documentation to the University, or (2) apply for one of the installment payment plans offered by the University, either of which the University may within its complete discretion accept as an alternative to cash payment for the above tuition and fees, excluding the nonrefundable enrollment fee deposit and the student health insurance premium. If either of these two alternative payment options is chosen by the student and approved by the University instead of payment in cash, the student must make the appropriate arrangements with the University for payment in accord with these options no later than thirty (30) days before the applicable due date described on the last page of the Enrollment Agreement.

Failure to make full payment, or alternative loan or installment payment arrangements, by the due dates described in the Enrollment Agreement will subject the defaulting incoming student to forfeiture of the student's seat and the defaulting continuing student to dismissal or interest on the balance due at 10% per year until paid. For continuing students, all tuition and fees are due 10 business days prior to the first official day of class, or the date listed on the Tuition and Fee Notification from the Business Office.

### Please refer to the CNU Office of Financial Aid webpage for more information on tuition and fees and due dates at <https://www.cnsu.edu/financial-aid/com/>. Living Expense Checks

Living Expense Checks are usually ready for pick up 10 business days after the semester (Fall or Spring) has started.

For students who will be receiving Living Expense checks from your private educational loans, the Business Office will send an email notification that the check is ready to be picked up **after Financial Aid Office has completed attendance verification**. For additional information, please contact the Business Office at [CNUBusinessOffice@cnsu.edu](mailto:CNUBusinessOffice@cnsu.edu).

## Student's Rights to Cancel and Refund

You have the right to cancel the Student Enrollment Agreement. Please refer to the Enrollment Agreement for all details regarding student's right to cancel and refund. You may also contact the Admissions Department for more details at (916) 686-7300 or [COMadmissions@cnsu.edu](mailto:COMadmissions@cnsu.edu).

## Student's Right to Withdraw and Refund

After the cancellation period has expired a student has the right to withdraw from the University at any time.

Withdrawal shall occur when a student gives written notice of withdrawal to the Registrar by hand delivery, email, facsimile, or mail. Written notice of withdrawal sent by hand delivery, email, or facsimile is effective upon receipt by the Registrar. Written notice of withdrawal sent by mail is effective as of the postmarked date.

The written notice of withdrawal should be on the official Official College Withdrawal Form provided by the Office of the Registrar, but may also be in any writing that shows you wish to withdraw from the University. A withdrawal may also be effectuated by the student's conduct showing an intent to withdraw, including but not necessarily limited to the student's continuing and unexcused failure to attend all classes.

If withdrawal occurs before or at completion of 60% of the current term, you will be eligible for a pro-rata refund for the current term. The University will perform a pro-rata calculation of current term tuition and refund as follows:

**Step A)** *Total days in current term\* – Days in current term completed = Total days not completed*

**Step B)** *Total days not completed/Total days in current term = % subject to pro-rata refund*

**Step C)** *Institutional charges\*\* x % of pro-rata refund = Total refund owed*

\* Current term generally means the current semester, but when tuition is charged for the entire period of enrollment rather than by semester, then the current term shall mean that period of enrollment.

\*\* Institutional charges excluded from the pro-rata refund are: (1) nonrefundable fees as described on first page of the Enrollment Agreement or in the current Catalog, and (2) Student Tuition Revery Fund fee (if assessed), and (3) student health plan premium estimated at \$3,345.00, if applicable; institutional charges subject to the pro-rata refund included but are not limited to the current term tuition.

If the amount of the current term payments is more than the amount that is owed for the time attended, then a refund of the difference will be made within 45 days after the notice of withdrawal is received by the Office of the Registrar. Refunds owed to the student as a result of a pro-rata calculation will be done in the following order:

1. Private Educational Loan(s); and
2. To the student

## Refund Policy in the Event of Dismissal

Refund of paid tuition and fees for students who are dismissed follows the same timelines as in the event of withdrawal from enrollment.

## Financial Aid and Loan Obligations

If a student obtains a loan to pay for an educational program, then the refund upon cancellation or withdrawal, subject to the conditions for refund described in the Student's Right to Withdraw and Refund section will be sent to the lender or to the loan guarantee agency, up to the amount of the loan. The student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund paid to the lender. If there is a refund amount remaining after payment to the lender, it shall be paid to the student as described above. If the student owes money after the refund, the student will make arrangements for payment of the remaining amount owed.

NOTICE: YOU MAY ASSERT AGAINST THE HOLDER OF THE PROMISSORY NOTE YOU SIGNED IN ORDER TO FINANCE THE COST OF THE EDUCATIONAL PROGRAM ALL OF THE CLAIMS AND DEFENSES THAT YOU COULD ASSERT AGAINST THIS INSTITUTION, UP TO THE AMOUNT YOU HAVE ALREADY PAID UNDER THE PROMISSORY NOTE.

## Scholarships

In the past, several companies have supported California Northstate University students to finance their education through scholarships. Some of these companies include: Northern California Education Foundation, Albertson's, CVS, Pharmacist

Mutual Insurance Company, Safeway, SuperValu Drug Stores, and Walgreen's. These scholarships typically range from \$500 to \$2,000. Criteria for scholarships vary by the specific donor and are usually awarded in the late fall and early spring. See those companies' websites for details.

# Appendix A: CNUCOM EPOs

## 1. Patient Care [PC]

**Scope:** Students must be able to provide evidence-based care that is compassionate, respectful of patients' differences, values, and preferences. They should demonstrate the ability to listen, clearly inform, communicate and educate patients for the promotion of health and the treatment of illness; they must advocate for disease prevention, wellness and the promotion of healthy lifestyles including a focus on population health. They must be able to accurately evaluate relevant social and clinical information in the context of the patient's visit.

Assessment methods to evaluate the achievement of the "Patient Care" competency:

- 1. Faculty feedback in pre-clerkship settings including Clinical Cases Sessions, Masters Colloquium, Clinical Case Based Learning (SDL) and Medical Skills courses.
- 2. Faculty and resident direct observation and evaluations during clinical clerkships.
- 3. Patient case logs.
- 4. Objective Structured Clinical Exam (OSCE).
- 5. Medical Skills: Standardized patient, simulation exercises
- 6. USMLE Step 1 and 2 Exam

Educational Program Objective	Description	Assessment
<b>PC1.1: Clinical History Taking</b>	Gather essential and accurate information with the use of laboratory data, imaging, and other tests	1, 2, 4, 5
<b>PC1.2: Patient Examination</b>	Perform or assist in all medical, diagnostic, and surgical procedures  Interpret laboratory data, imaging studies, and other tests required for the area of practice	1, 2, 4, 5, 6
<b>PC1.3: Medical Notes</b>	Communicate effectively with colleagues via written medical records  Maintain comprehensive, timely, and legible medical records (4.5)	1, 2, 4, 5, 6
<b>PC1.4: Oral Presentations</b>	Communicate effectively with colleagues  Work effectively with others as a member or leader of a health care team or other professional group	1, 4, 5

<p><b>PC1.5: Medical Skills</b></p>	<p>Perform or assist in medical, diagnostic, and surgical procedures</p> <p>Organize and prioritize responsibilities to provide care that is safe, effective, and efficient</p> <p>Perform administrative and practice management responsibilities commensurate with one's role, abilities, and qualifications</p>	<p>1, 2, 4, 5</p>
<p><b>PC1.6: Patient Care Teams</b></p>	<p>Develop and carry out patient management plans (1.6)</p> <p>Provide appropriate referral of patients including ensuring continuity of care</p> <p>Work effectively in various health care delivery settings and systems</p>	<p>1, 2, 5,</p>
<p><b>PC1.7: Patient Management</b></p>	<p>Organize and prioritize responsibilities to provide care that is safe, effective, and efficient (1.3)</p> <p>Make informed decisions about diagnostic and therapeutic interventions</p> <p>Develop and carry out patient management plans (1.6)</p> <p>Counsel and educate patients and their families to empower them to participate in their care and enable shared decision making (1.7)</p>	<p>1, 2, 4, 5</p>
<p><b>PC1.8: Cost Effective Comparison in Treatment</b></p>	<p>Make informed decisions about diagnostic and therapeutic interventions based on patient information and preferences, up-to-date scientific evidence, and clinical judgment (1.5)</p> <p>Incorporate considerations of cost awareness and risk-benefit analysis in patient and/or population-based care (6.3)</p>	<p>1, 2, 5</p>

## 2. Medical and Scientific Knowledge [MSK]

**Scope:** Students must demonstrate knowledge of established and evolving biomedical and clinical sciences and understand how/when to apply this knowledge to their practice of medicine. The students must demonstrate their ability to appraise and assimilate scientific evidence into their own ongoing learning, research, and patient care as part of a life-long medical education process.

Spectrum of assessment methods to evaluate the achievement of the “Medical & Scientific Knowledge” competency:

- 1. Written examinations (both individual and team-based) in basic science courses and clinical clerkships
- 2. NBME shelf exams
- 3. Faculty feedback in pre-clerkship settings including small groups, Clinical Cases sessions, Clinical Case Based Learning (SDL), The Colloquium and Medical Skills courses
- 4. Self-Directed Student Scholarly Project
- 5. Faculty and resident evaluations during clinical clerkships
- 6. Written and oral case presentations
- 7. Medical Skills Lab: Standardized patient, simulation exercises
- 8. Objective Structured Clinical Examination (OSCE)
- 9. USMLE Step 1 and Step 2

Educational Program Objective	Description	Assessment
<b>MSK2.1: Knowledge of Medical Practices</b>	<p>Interpret laboratory data, imaging studies, and other tests required for the area of practice (1.4)</p> <p>Make informed decisions about diagnostic and therapeutic interventions based on patient information and preferences, up-to-date scientific evidence, and clinical judgment (1.5)</p>	1, 2, 3, 5, 6, 7, 8, 9
<b>MSK2.2: Problem Solving &amp; Diagnosis</b>	<p>Make informed decisions about diagnostic and therapeutic interventions based on patient information and preferences, up-to-date scientific evidence, and clinical judgment (1.5)</p> <p>Develop and carry out patient management plans (1.6)</p> <p>Demonstrate an investigatory and analytic approach to clinical situations (2.1)</p>	1, 2, 3, 5, 7, 8, 9
<b>MSK2.3: Medical Treatment</b>	<p>Develop and carry out patient management plans (1.6)</p> <p>Demonstrate an investigatory and analytic approach to clinical situations (2.1)</p> <p>Incorporate considerations of cost awareness and risk-benefit analysis in patient and/or population-based care (6.3)</p>	1, 2, 3, 5, 6, 7, 8, 9



<p><b>MSK2.4: Life-Long Learning</b></p>	<p>Demonstrate an investigatory and analytic approach to clinical situations (2.1)</p> <p>Apply established and emerging principles of clinical sciences to diagnostic and therapeutic decision-making, clinical problem-solving, and other aspects of evidence-based health care (2.3)</p> <p>Contribute to the creation, dissemination, application, and translation of new health care knowledge and practices (2.6)</p> <p>Set learning and improvement goals (3.2)</p>	<p>3, 4, 5, 6,</p>
<p><b>MSK2.5: Research or Knowledge Expansion</b></p>	<p>Contribute to the creation, dissemination, application, and translation of new health care knowledge and practices (2.6)</p>	<p>4, 5, 6, 8</p>

### 3. Communication and Interpersonal Skills [C]

**Scope:** Students must demonstrate compassionate and effective interpersonal communication skills with the healthcare team, patients, families, and the community to deliver effective medical care and promote shared decision making. Students must be able to articulate information and ideas (written and oral) in an organized and clear manner to educate or inform patients, families, colleagues, and community.

Spectrum of assessment methods to evaluate the achievement of “Communication & Interpersonal Skills” competency:

- 1. Faculty feedback in pre-clerkship settings including Clinical Cases Session, The Colloquium, Clinical Case Based Learning (SDL) and Medical Skills courses.
- 2. Faculty and resident direct observation and evaluations during clinical clerkships
- 3. Presentation of written and oral clinical information
- 4. Standardized patient evaluations, simulation and inter-professional exercises
- 5. Objective Structured Clinical Examination (OSCE)

Educational Program Objective	Description	Assessment
<p><b>C3.1: Communication with Medical Team</b></p>	<p>Communicate and work effectively with colleagues and other health professionals, and health related agencies (4.2)</p> <p>Establish and maintain a climate of mutual respect, dignity, diversity, ethical integrity, and trust (7.1)</p>	<p>1, 3, 4, 5</p>

<p><b>C3.2:</b> <b>Communication with patient, family members and community</b></p>	<p>Communicate effectively with patients, families, and the public across a broad range of socioeconomic and cultural backgrounds</p> <p>Demonstrate sensitivity, honesty, and compassion in difficult conversations, including those about death, end of life, adverse events, bad news, disclosure of errors, and other sensitive topics</p> <p>Educate and counsel patients, family, members and the community</p>	<p>2, 1, 3, 4, 5</p>
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## 4. Professionalism [P]

**Scope:** Students must demonstrate a commitment to the highest standards of professional responsibility and adherence to ethical principles. Students must display the personal attributes of compassion, honesty, integrity, and cultural competence in all interactions with patients, families, and the medical community.

Spectrum of assessment methods to evaluate the achievement of the “Professionalism” competency:

- 1. Faculty feedback in pre-clerkship settings including Clinical Cases Session, The Colloquium, Clinical Case Based Learning (SDL) and Medical Skills courses.
- 2. Faculty and resident direct observation and evaluations during clinical clerkships
- 3. Completion of HIPAA training
- 4. Objective Structured Clinical Examination (OSCE)
- 5. Praise/concern professionalism incident reports

Educational Program Objective	Description	Assessment
<p><b>P4.1: Ethical Behavior</b></p>	<p>Demonstrate integrity, sensitivity, honesty, and compassion in difficult conversations,</p> <p>Demonstrate insight and understanding about emotions and human responses to emotions</p>	<p>1, 2, 3, 4, 5</p>
<p><b>P4.2: Ethical Responsibility</b></p>	<p>Make informed decisions about diagnostic and therapeutic interventions based on patient information and preferences, up-to-date scientific evidence, and clinical judgment (1.5)</p> <p>Demonstrate compassion, integrity, and respect for others (5.1)</p>	<p>1, 2, 3, 4, 5</p>
<p><b>P4.3: Ethical Principles and Boundaries</b></p>	<p>Demonstrate respect for patient privacy and autonomy (5.3)</p> <p>Demonstrate sensitivity and responsiveness to a diverse patient population, including but not limited to diversity in gender, age, culture, race, religion, disabilities, and sexual orientation (5.5)</p>	<p>1, 2, 3, 4, 5</p>

	Identify the strengths and areas of improvement in one's own role to appropriately assess and address the health care needs of the patients	
<b>P4.4: Professional Relationships</b>	<p>Work with other health professionals to establish and maintain a climate of mutual respect, dignity, diversity, ethical integrity, and trust (7.1)</p> <p>Demonstrate trustworthiness that makes colleagues feel secure when one is responsible for the care of patients (8.5)</p>	1, 2, 4, 5

## 5. Health Care [HC]

**Scope:** Students must demonstrate knowledge of the larger context of health care (social, behavioral, economic factors) and the ability to effectively call on system resources to provide care that is of optimal value to the health of the individual and of the community.

Spectrum of assessment methods to evaluate the achievement of the "Healthcare Systems" competency:

- 1. Faculty feedback in pre-clerkship settings including Clinical Cases Session, The Colloquium, Clinical Case Based Learning (SDL) and Medical Skills courses.
- 2. Faculty and resident direct observations and evaluations during clinical clerkships

<b>Educational Program Objective</b>	<b>Description</b>	<b>Assessment</b>
<b>HC5.1: Healthcare Delivery Systems</b>	<p>Use information technology to optimize learning (3.7)</p> <p>Incorporate considerations of cost awareness and risk-benefit analysis in patient and/or population-based care (6.3)</p>	1, 2
<b>HC5.2: Delivery Systems Improvement</b>	<p>Identify strengths, deficiencies and limits in one's knowledge and expertise (3.1)</p> <p>Systematically analyze practice using quality improvement methods, and implement changes with the goal of practice improvement (3.4)</p> <p>Continually identify, analyze, and implement new knowledge, guidelines, standards, technologies, products, or services that have been demonstrated to improve outcomes (3.10)</p>	2

## 6. Reflective Practice and Personal Development [RP]

**Scope:** Students must demonstrate habits of self-assessment that result in the identification of learning needs, leading to the integration and synthesis of new learning. Student must also demonstrate habits of analyzing experiences that affect their well-being, productive relationships with groups and individuals, and self-motivation and limitations.

Spectrum of assessment methods to evaluate the achievement of the "Reflective Practice and Personal Development competency:

- 1. Self-assessment writing
- 2. Evaluation by team members and peers in small group activities/clinical teams
- 3. Faculty feedback in pre-clerkship settings including Clinical Cases Sessions, Masters Colloquium, Clinical Case Based Learning (SDL), and Medical Skills courses.
- 4. Faculty and resident evaluations and feedback during clinical clerkships

Educational Program Objective	Description	Assessment
<b>RP6.1: Personal Assessment</b>	Identify strengths, deficiencies and limits in one's knowledge and expertise (3.1)  Incorporate feedback into daily practice (3.5)  Develop the ability to use self-awareness of knowledge, skills, and emotional limitations to engage in appropriate help-seeking behaviors (8.1)	1, 2, 3
<b>RP6.2: Time Management</b>	Set learning and improvement goals (3.2)  Exhibit adaptability and maturity in adjusting to change	2, 3, 4
<b>RP6.3: Stress/Wellness Management</b>	Identify strengths, deficiencies and limits in one's knowledge and expertise (3.1))  Demonstrate healthy coping mechanisms to respond to stress (8.2)	2, 4
<b>RP6.4: Conflict Resolution</b>	Counsel and educate patients and their families to empower them to participate in their care and enable shared decision making (1.7)  Manage conflict between personal and professional responsibilities (8.3)	2, 3, 4