To Advance the Art and Science of Medicine through Education, Service, Scholarship, and Social Accountability.

2018-2019 Student Handbook

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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 and is subject to change. Students should review the handbook at the beginning of each academic year and refer to the online version at http://medicine.cnsu.edu/ for the most current information.
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 through the use of 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 maintaining 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 Associate Dean of Student Affairs, Admissions, and Outreach

The Office of Student Affairs, Admissions and Outreach at California Northstate University College of Medicine aspires 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 will ultimately lead to a fulfilling career.

The programs and services coordinated through the Office of Student Affairs, Admissions and Outreach support and enrich the overall professional college experience. The Associate Dean of Student Affairs, Admissions and Outreach and Assistant Dean of Student Affairs work together to oversee admission of new students, develop pipeline programs to increase the number of underrepresented populations serving in healthcare, serve as the liaison between students and faculty, oversee student government and overall operation of all student clubs and organizations, help students to develop professional and leadership skills through various campus activities, provide mentorship and guidance for students throughout their academic experience, and assist with career placement and alumni relationships after graduation.

Our ultimate goals are to help students develop a professional attitude that honors the patient-doctor relationship, promote the integration of personal health and wellness, inspire leaders who are caring, advocate for their community, and encourage a lifestyle of service, teaching, and research to advance the science and art 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 in order 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 inaugural class of 60 students matriculated in September 2015.
Mission, Vision, and Core Values

Mission Statement
To advance the art and science of medicine through education, service, scholarship, 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.
- **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 for accreditation of medical education programs leading to the M.D. degree in the United States. CNUCOM has currently reached preliminary accreditation, which serves as step three of a five step process to become fully accredited.

For information on LCME: [http://www.lcme.org/](http://www.lcme.org/)

**Complaints Related to LCME Accreditation Status**
The Liaison Committee on Medical Education (LCME) is required by the U.S. Secretary of Education to require its medical programs to record and handle student complaints regarding a school’s adherence to the LCME Standards. LCME must demonstrate a link between its review of complaints and its evaluation of a program in the accreditation process. Therefore, in order to demonstrate compliance with the U.S. Department of Education Criteria for Recognition, and with the prior review and advice of Department of Education personnel, LCME requires medical schools to provide an opportunity for medical students to provide comments and/or complaints about the school’s adherence to LCME’s Standards.

The colleges and schools of medicine accredited by LCME have an obligation to respond to any written complaints by students lodged against the college or school of medicine, or the medical program that are related to the standards and the policies and procedures of LCME.

Any student who wishes to file a complaint may visit the LCME website to access the standards and the procedures for filing a complaint directly to LCME. Complaints may also be made directly to the Associate Dean of Student Affairs, Admissions and Outreach. The written complaints are kept on file and made available for inspection at onsite evaluations.

CNUCOM encourages students to seek internal resolution to any conflict.

**Western Association of Schools and Colleges (WASC)**
California Northstate University is fully accredited by the Accrediting Commission for Senior Colleges and Universities of the Western Association of Schools and Colleges (ACS WASC). The College of Medicine is accredited by ACS WASC as a new educational program developed within California Northstate University.

For information on WASC: [http://www.wascasenior.org/](http://www.wascasenior.org/)

**Complaints Related to Accreditation Standards (WASC)**
Accreditation by the Accrediting Commission for Senior Colleges and Universities represents the Commission’s judgment that an institution is satisfactorily achieving its mission and educational purposes and that it meets or exceeds the Commission’s standards of quality, integrity, and effectiveness.

The Commission values information provided by students, employees, and others in determining whether an institution’s
performance is consistent with the Standards of Accreditation and Commission policies and procedures.

The Commission has two established means for receiving comments from students, employees and members of the public about its member institutions: complaints and third-party comments.

As a general rule, complaints are written by employees and students who have grievances that draw into question the member institution’s adherence to one or more Commission Accreditation Standards or Policies. Third-party comments are usually more general comments of a substantive nature about a member institution.

Individuals should review the Complaints and Third-Party Comments Policy on the WASC website to ascertain the appropriate means to communicate comments and complaints.

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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 in order 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. All subsequent courses in the pre-clerkship Phase A curriculum (Year 1 and Year 2) integrate biochemistry, cell biology, embryology, genetics, anatomy, histology, immunology, microbiology, pathology, pharmacology, nutrition, and physiology with the 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.

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

The required clerkships and electives in Phases B and C 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 clerkships years, Phases B and C. 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 as live patients in Phases B and C and hone their clinical skills and develop a deeper understanding of therapeutics and treatment.

Detailed course descriptions are accessible for students online at [http://medicine.cnsu.edu/](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 master the Institutional Learning Outcomes (ILOs; learning outcomes 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 three fundamental institutional outcomes:

- Highly developed critical thinking skills
- Effective oral and written communication skills
- Exemplary professional behavior, attitude, and values

**Program Learning Outcomes**

**APPENDIX A: CNUCOM PLOs**

Upon successful completion of CNUCOM Doctor of Medicine program, students will be able to demonstrate the following learning program learning outcomes:

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.** Students 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 the following co-curricular learning outcomes:

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.

**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, and staff are held responsible for maintaining.

**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 race, color, national origin, ancestry, citizenship, gender, gender identity, sexual orientation, age, religion, physical or mental disability, or veteran status. We promote good will amongst our diverse population and uphold the autonomy, dignity, and moral integrity of all persons. We respect the abilities, customs, beliefs, values, and opinions of others. As members of the 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. Team work and professional relationships are to be based on individual contributions and collaboration from all team members. All examinations, projects, and in or out of classroom assignments, whether individual or team-based, are expected to be performed and completed with the utmost degree of honesty and integrity.

**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 teaching, 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 team work and team-based learning, with respect for differing points of views of team members. At the same time, we expect individual competence, performance, and accountability in a professional manner. We serve as positive advocates for our profession by striving for excellence in the performance of our duties, while protecting the health and autonomy of our patients, and serving individual, community, and societal needs.
Personal Accountability and Expectations
All students, faculty, and staff of the CNUCOM community are required to follow all applicable provisions of this Honor Code. We are all personally responsible and accountable for maintaining an environment and culture of respect, honesty, integrity, legal and ethical behavior, and professionalism. This environment and culture shall be extended off campus when dealing with a CNUCOM related matter or a member of the CNUCOM community, including, but not limited to patients, 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 the Honor Code, uphold the Honor Code in daily life both on and off-campus, promote the Honor Code and an environment and culture of respect, honesty, integrity, legal and ethical behavior, and professionalism, report Honor Code violations to the appropriate personnel, and seek appropriate advice if unsure or in doubt, and Cooperate with investigations of Honor Code violations.

Consequences of Honor Code Violations
Any and all violations of the Honor Code are processed as appropriate through the Office of Student Affairs and Admissions, or the responsible governing body. Any person accused of academic or non-academic violations will be afforded fair jurisprudence and due process of law. Violations of an academic, professional, or other nature are subject to appropriate disciplinary action, which may include, but is not limited to, warning, probation, remediation, suspension, dismissal, expulsion, or legal prosecution. For specific information, refer to the CNUCOM policy most relevant to the violation.

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.

Rewards
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 environment, an effective teaching environment, an effective working environment, and an institution with high quality members.

Honor Council

All alleged Honor Code and Professional Conduct Code violations go before the Honor Council and may result in dismissal from the College.

A representative from the Council introduces the Honor Code and Professional Conduct Code to the student body during new student orientation. Additionally, the Honors Council reviews the Honor Code and Professional Conduct Code in collaboration with a faculty advisor every odd year, and makes recommendations for changes to the Assistant Dean of Student Affairs. Students interested in serving on this council must be in good academic standing and display qualities of honesty, integrity, and maturity.

CONDUCT
CNUCOM is committed to guiding students as they seek to attain the highest standards of professional responsibility and adherence to ethical principles. The domains 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 at all times and in all places while engaged in educational or university activities.

It is the policy of the University to respond in a measured fashion commensurate with 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 suspended, 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 very important because it communicates trust. Professionalism can further be defined with respect to responsibilities, relationships, and ethics.

Professional Responsibilities:
- Seek and accept feedback and constructive instruction from teachers, peers, residents and faculty in order 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, residents, faculty, and support staff.
- Admit to and assume responsibility for mistakes in a mature and honest manner and develop productive strategies for correcting them.
- 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 my own.
- Meet the expectations for participation and timeliness that are communicated to me by those who teach me.
- Take an active role in caring for the diverse patient population served by the CNUCOM and its affiliate hospitals and clinics.
- Recognize my limitations and seek help when my expertise, knowledge, or level of experience is inadequate to handle a situation in the classroom, hospital, or research setting.

Professional Relationships
- Maintain appropriate relationships with patients, teachers, peers, residents and faculty.
- Treat all members of the CNUCOM community, patients, and their families with respect, compassion, and dignity.
- Be mindful to avoid intentionally embarrassing or deriding others.
- Provide feedback to others (both colleagues and superiors) in a constructive manner, with the goal of helping them to improve.
- Treat those who participate in student education (e.g. standardized patients) with dignity and respect.
- Actively work to create an atmosphere in classrooms, clinical settings and in laboratories that is conducive to optimal, interactive learning.
- Help and support peers during difficult times in their academic, professional, and personal lives.
- Attend to personal physical and emotional well-being.

Professional Ethic
- Maintain the highest standards of academic and scholarly honesty by behaving in a trustworthy manner.
- Recognize and function in a manner consistent with the role of a student on a team.
- Maintain a commitment to patient confidentiality, recognizing the importance of patients’ entrustment of sensitive information.
- Place 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 conduct themselves in accordance with accepted professional standards as students and as future physicians.

Professionalism Concern Process

In the event that 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 via the Professionalism Concern Process using the Professionalism Concern Report (PCR). The student will need to meet with the Assistant Dean of Student Affairs to review and respond in writing to the unprofessional behavior reported in the PCR. The student has the option to appeal to the Dean of the College of Medicine and/or seek the assistance of the Honor Council. The Assistant Dean of Student Affairs may refer to the Honor Council and/or the Promotions Committee for further recommendations or disciplinary action. If a student accumulates two or more PCRs, these will become part of the student’s permanent record. If a student accumulates one PCR and not more, it will be destroyed at the time of graduation and will not become part of the permanent record.

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

Absences

Students are strongly encouraged to attend class. Student are required to attend mandatory sessions which include but are not limited to the following: Clinical Presentations (CPs), Clinical Cases (CCs), Clinical Case Based Learning (CCBL) sessions, Master’s Colloquium, Medical Skills, mandatory career advising sessions, M3 didactics, and any other classes or sessions declared as mandatory by the Course Director, Clerkship Director, or Assistant Dean of the Office of Student Affairs.

All summative, NBME, CBSE, SHELF and OSCE examinations are considered mandatory and may only be rescheduled due to an approved excused absence. Students are to remain local and not travel out of the area prior to the end of the semester term in the event of needed summative exam retesting.

An absence for any of the following reasons is considered approved and excused: medical/illness, religious holiday emergency leave, bereavement, military duty, jury duty, involvement in a traffic accident, or immigration and naturalization. The Office of Student Affairs may request documentation to substantiate the nature of the absence.

Special circumstances may be eligible for an excused absence but must be approved by the Assistant Dean of Student Affairs. Please refer to the Absence Form and Policy for instructions.

An excessive number of unexcused absences will be adversely reflected in the Professionalism Performance section of the Medical Student Performance Evaluation (MSPE).

Absence Request Form

The Absence Request Form can be found on CNUCOM’s website or by clicking here.

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 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.

For men, a shirt with a collar is preferred. For women, 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 any offensive language or pictures.

**Clinic**
Standards of dress and appearance in a clinical setting, including the 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**
Men should wear 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.

Women may wear dresses of medium length or professional-style slacks. 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.

**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.

**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.

**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.

**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. Earrings and small nose studs are the only acceptable forms of visible pierced jewelry. Rings must be small enough to allow for the use of gloves, with no risk of tearing.

**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.

**Research Lab**
The CNUCOM dress code for the research laboratory is about safety and following 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 worn 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. Canvas sneakers and flip flops are not appropriate.

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

**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.

**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.

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

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

**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.

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

**E-Professionalism and Social Media**

The following serves as a summary of the E-Professionalism and Social Media Policy.

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

**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
treat 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.

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

**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.

**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 receptionist 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 regularly 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 advisors 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 insignia is prohibited unless prior authorization for use is granted by the Vice President of Operations. Use of the University or College insignia must comply with the Use Guide for the University or College insignia.

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

**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.

**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.

**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. Additional names tags are provided at a replacement cost of $25.00 for the first loss and $60.00 for any second or subsequent loss. The replacement cost is waived if the badge is stolen and a copy of the police report is submitted.

**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.

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**Smartphones and 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.

**University Logo Use**

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

**Use of Logo**

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.

**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.

**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.

**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.

**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

## ACADEMIC AND CAREER SERVICES

**Career Advising**

Choosing a specialty is one of the most significant decisions a student will make during their time in medical school. In order to assist the student in achieving that goal, the Office of Student Affairs coordinates the Careers in Medicine program and 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 light of selecting a specialty in which to pursue residency training. Students are introduced to these resources at orientation and encouraged to utilize these tools which can be found on the CIM page of the [AAMC website](#).

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

The ultimate goals of the program are to 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 Masters (M1 and M2 Years)**

Upon matriculation, the medical student class is subdivided into four colleges, with each college headed by a College Master(s). The student is assigned a College Master overseeing that college. An important goal of the College Master is to foster a collegial relationship with their advisees that results in the facilitation of a student’s learning and successful progression through the first two years of the curriculum. A second goal is to assist the student with career advising.

The student will have an initial meeting with their College Master during the first week of medical school and will continue to meet regularly, at least once per semester, with the purposes of career and academic advising.

Students may request to be assigned a different College Master at any time through the Assistant Dean of Student Affairs.

**M3 Advisors (M3 and M4 Years)**

Students are assigned to a faculty member of the Dean’s MSPE Council for the purpose of more advanced career advising, preparation for residency application, and the creation of each student’s Medical Student Performance Evaluation (MSPE).

**Specialty Specific Advisors**

Faculty and community physicians have been identified and are available to provide specialty specific advising to students. These advisors help students better understand the nuances of residency application specific to that specialty and further assist students in the process of medical specialty selection and residency application.

The Office of Student Affairs will make contact information for these advisors available to students at the start of each academic year.

**Academic Advising**

It is CNUCOM’s desire to see that each student has every opportunity to succeed. The goal of the academic advising system is to prevent a student from falling into academic difficulty through early assessment and intervention.

**College Masters**

In addition to career advising, the College Master has the responsibility for monitoring advisees’ academic progress during the student’s first and second year. The College Master
can play a valuable role in helping students proactively identify and address evolving academic difficulties and refer the student to appropriate resources.

College Masters will have access to advisees’ academic records for the purposes of academic counseling.

Students may request to be assigned a different College Master at any time through the Assistant Dean of Student Affairs.

Office of Student Affairs
The Assistant Dean of Student Affairs monitors students’ academic progress, meets with individuals who are concerned with their academic progress or who have been identified from performance data or by referral, as potentially needing assistance.

If a student needs to meet with the Student Promotions Committee, he/she may seek counsel from the Assistant Dean of Student Affairs in preparation for the meeting.

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 committee evaluates the progress of all students and certifies eligibility to advance from one phase of the curriculum to the next, and from one year to the next. It recommends appropriate actions when students do not maintain satisfactory academic progress.

The Student Promotions Committee may formulate a remediation program for the student based on his/her unique situation. In such cases, the student may be required to submit reports to the Student Promotions Committee concerning the progress they have made in these remediation efforts.

Open Door Policy
Students may consult in-person with any COM faculty member for academic advice; appointments are encouraged.

Peer Tutoring
The following serves as a summary of the Peer Tutoring Policy. Please refer to the CNUCOM website for the complete policy.

Students experiencing difficulty in any course are urged to seek the help and assistance of the Course Director or their College Master before the problem becomes unmanageable. School-funded peer tutoring services are available through the Office of Student Affairs.

Students may request tutoring for themselves by contacting the Office of Student Affairs directly. Students may also be referred for tutoring by the Course Director, by their College Master, the Assistant Dean of Student Affairs, or by the Student Promotions Committee.

Tutee Responsibilities
The student requesting tutoring must contact the Office of Student Affairs 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 Office of Student Affairs.

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 normally limited to three hours per week. The tutor must obtain approval from the Office of Student Affairs for additional tutoring hours.

The tutor must record all tutoring session on the Peer Tutoring Agreement & Tutor Report/Payment Form and submit it to the Office of Student Affairs for payment processing.

The tutor is required to report any concerns or challenges regarding the tutee or the tutoring sessions to the Office of Student Affairs.
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 general 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 the Doctor of Medicine program 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 (3rd 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 Associate 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 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 27 elective credits during the M3 and M4 years. In the M3 year, students complete 42 credits (weeks) in the following specialties: emergency medicine, family medicine, internal medicine, obstetrics/gynecology, pediatrics, psychiatry, and general surgery. In the M4 year, 4 credits of Sub-Internship (Sub-I) are required in addition to the 27 elective credits. Standard electives have one credit assigned for each week of training. All students may take more than the required number of elective credits.

In order 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:

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 Assistant or Associate Dean of Student Affairs. “Away” electives are those which are not provided by CNUCOM faculty.

4. A maximum of 6 of the required elective credits may be taken in the pre-clinical years and count toward fulfilling graduation requirements. These are available on a pass-fail basis, unless petitioned by the sponsoring faculty.

5. All “away” electives at LCME accredited medical schools.
must have prior approval from the host school or confirmation of acceptance in the Visiting Student Application Service (VSAS).

6. All “away” electives which are not previously existing electives at LCME accredited medical schools, as well as potential clerkship electives which do not appear in the CNUCOM Course Selection Book, must have prior approval by the sponsoring faculty member and/or preceptor physician and be created as an elective. Students must complete an Add Form and a Request for Approval of Unique Elective Form. The request for such approval must be submitted to the Chair of Clinical Medicine no less than four weeks before the first day of the proposed elective. Approved elective forms are submitted to the Office of the Registrar for recording.

7. Any changes in course schedules must be made by the student at least four weeks prior to the start date of the said clerkship.

8. Sub-internships are to be in one of the following specialties: Internal Medicine, Surgery, Ob/Gyn, Pediatrics, Emergency Medicine or Family Medicine. These rotations can be completed at a “home” or “away” facility. Only VSAS supported sub-internships that meet the criteria of a sub-internship are accepted as “away” rotations.

9. Students must meet all prerequisites of a course/elective (unless waived by the course director) before they will be 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**

For all clerkships, the Clerkship Director or preceptor for clerkships not listed in the Course Selection Book is responsible for completing the student’s final narrative evaluation and assignment of grade within five days (please check that this time is in line with other preclinical courses) after the clerkship ends. It is the responsibility of the preceptors to submit their evaluations of the student in a timely manner such that the Course Director can complete the evaluation and grading. The course director is also responsible for reporting the final grade to the Registrar within 21 days (please check time with other courses) after the clerkships ends. Students have the right to appeal their grade but must follow the Grade Appeal Policy.

**Clerkship Re-Assignment Policy**

California Northstate University College of Medicine allows third year and fourth year medical students to request alternative clerkship site assignments due to extenuating circumstances based on the judgment of clerkship director and availability of alternative sites.

- 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

Any third year and fourth year medical students with specific extenuating circumstances can contact the Office of Student Affairs before or during the assigned clerkship. Student may request for an alternative rotation site, or sequence, or both.

Students must discuss the issues with the specific Clerkship Director. Students must submit a formal request to the Senior Chair of the Department of Clinical Sciences with narrative and supportive evidence to outline the details of the specific extenuating circumstance.

All requests are reviewed by the Clerkship Directors and Senior Chair of the Department of Clinical Sciences. The decision will be made based on validity of the extenuating circumstance and the availability of alternative site, sequence or both.

The student will be notified of a decision by the Clerkship Director within five business days. If the student is not satisfied by the decision reached by this process, the student may appeal to the Assistant Dean of Student Affairs within two business days. The Assistant Dean of Student Affairs will make final decision within two business days.

**Process for Medical Student Clinical Clerkship Assignment**

There are currently eight required clerkship tracks, differing in sequence of the specialty rotations. Majority of clerkships all 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 second
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) days to negotiate an exchange track assignments 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 specific 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, 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 the 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 business days after their discussion. Reasons that would justify such a transfer would be 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, s/he can appeal the process by contacting the Assistant Dean of Student Affairs.

**Clerkship Duty Hours Policy**

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.

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 in order 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, student’s personal electronic portfolio, written feedback from student evaluation of rotation and preceptor, as well as observation of the student’s clinical team.

California Northstate University College of Medicine (CNUCOM) is committed to always act in its students’ best interest. Each student’s physical and psychological wellness will be 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 clerkships.

**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 outlined 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 Clerkship 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 Clerkship Director.

**Student Responsibility**

Students who perceive they are experiencing violations of duty hours have the professional responsibility to immediately notify their attending faculty and Clerkship Director without fear of reprisal. If deemed necessary, students may make a confidential report via the online confidential grievance form.

Students who recognize a peer student violating duty hours should 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, as necessary, to discuss methods to manage clerkship duty hours.

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

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

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

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

Clerkship 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, AND PROCEDURES**

**Leave of Absence Policy**

CNUCOM grants approved leaves of absence (LOA) to medical students for remediation purposes, or for other personal or professional reasons. It is the responsibility of the student to review the LOA policy. Students should consult with their College Master in addition to the Assistant Dean of Student Affairs prior to any planned LOA to ensure that the procedural requirements for a LOA are correctly followed.

It is ultimately the responsibility of the student to fully comprehend the potential financial and professional implications of a LOA.

It is the responsibility of the student to ensure that a LOA request form is submitted in a timely manner. 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.

In order to request a planned absence, students should first contact their individual College Master, and also immediately contact the appropriate course director(s) or clerkship director(s). After consultation with the College Master, an official LOA request must be submitted that specifically states the reason for the request. The LOA request must also be signed by both the Director of Student Financial Aid and the Registrar 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 in determining whether a LOA will be granted. Final approval of a LOA is required by the Senior Associate Dean of Medical Education. LOA forms can be found on the CNUCOM website and in the CNUCOM Student Handbook. All requests for planned absences must be submitted to the Assistant Dean of Student Affairs at least two months prior to the planned absence.

A LOA is approved for a specific period of time, not to last more than one calendar year. Due to the integrated curriculum at CNUCOM, a LOA causing a student to miss more than one course during the first two years of instruction will result in the student needing to repeat the entire year.

Likewise, a single clinical rotation missed due to a LOA may result in the student repeating that year. In general, a student is eligible for only one LOA request during their tenure at CNUCOM. Requests for a second LOA are highly discouraged and unlikely to be approved due to the disruption it would cause to the student’s chances of progression through the curriculum.

Students considering leaves of absence should consider the fact that an LOA can have a significant financial impact, and that the timing of the leave is therefore critical. A student may not receive a full refund of tuition if a LOA is submitted after the first day of instruction. A leave may affect financial aid, health insurance and malpractice insurance coverage.

**Leave of Absence Form**

The Leave of Absence Form can be found on CNU’s website or by clicking here.

**Returning from a Leave of Absence**

A student may apply for readmission if they have been on Leave of Absence (LOA) or have withdrawn from CNUCOM. The Office of the Student Affairs will contact a student on LOA approximately 90 days before the LOA expires via certified U.S. mail. The student will receive a request of intent, readmission form and readmission procedures. The student has 30 days to reply to the Office of Student Affairs with their intent to return to the College or officially withdraw.
If a student intends to return, they must complete and return the Intent to Return Form within 30 days. They must also meet with the Assistant Dean of Student Affairs at least 30 days prior to the first day of class to review and sign a Readmission Contract. This contract outlines the courses that are required for the remainder of the student’s educational career at CNUCOM.

If a student has withdrawn from the University, the student may reapply to the College. If accepted, the student may be required to return as a first year student.

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 policy 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 Complaint/Grievance Form.

The completed Student Complaint/Grievance Form may be submitted to any member of the CNUCOM Office of Student Affairs in a sealed envelope.

The Assistant Dean of Student Affairs will handle the complaint in accordance with the policies 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 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 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

For each course, the following credit hour assignments are used:

- 1 credit hour for every 15 lecture hours and 30 preparation/homework hours.
- 1 credit hour for every 25 workshop hours and 25 preparation/homework hours.
- 1 credit hour for every 30 laboratory hours and 30 preparation/homework hours.
- 1 credit hour for every week with scheduled at least 40 hours in an integrated curriculum, including (a) mixed methods of teaching [e.g., lecture, small group, TBL, PBL, flipped classroom, clinical skills, patient encounter, etc.] and (b) assigned self-preparation time.
- 1 credit hour for every week with assigned at least 36 clinical hours during clerkship or other clinical rotations.

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 course schedules have the appropriate amount of class time, including the appropriate amount of out-of-class (self-study or homework) time.
**Disability Policy**

The following serves as a summary of the Disability Policy. Please refer to the CNUCOM website for the complete policy.

CNUCOM does not discriminate on the basis of a disability and is committed to self-directed learning by offering qualified students an equal opportunity to attain a Doctor of Medicine degree. The College will make every effort toward meeting reasonable requests for accommodations to students with disabilities according 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 Assistant Dean of Student Affairs or designee in writing before the beginning of the school year. If the disability develops during the school year and accommodations are requested, the student must notify the Assistant Dean of Student Affairs or designee in writing as soon as he/she becomes aware of the disability.

**Student Responsibility**

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 the Assistant Dean of Student Affairs or designee for an initial intake and are required to provide appropriate documentation of the disability. Students must provide documentation, at the student’s expense, of the disability before the provision of services is reviewed.

**Documentation**

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.

**Recommendations for Accommodations**

Once registered, the Assistant Dean of Student Affairs works collaboratively with the student and faculty to provide the best reasonable accommodations for the student to achieve academic success.

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**Infection and Environmental Hazards Exposure Control Policy**

The following serves as a summary of the Infection and Environmental Hazards Exposure Control Policy. Please refer to the CNUCOM website for the complete policy.

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.

**Infection and Environmental Hazards Post-Exposure Policy**

The following serves as a summary of the Infection and Environmental Hazards Post-Exposure Policy. Please refer to the CNUCOM website for the complete policy.

At CNUCOM, safety training sessions on preventing needle stick injuries, handling sharps, proper scrubbing and research safety is mandatory prior to clinical clerkships and research assignments. Competency and compliance are reinforced at CNUCOM.

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

Any treatment needed post-exposure or for a clinical condition that develops as a result of the exposure or injury should be covered by the individual’s health insurance policy.

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

The students should be allowed to continue their educational activities without disruption if that is the professional recommendation from the clinicians who treat the students.
after exposure.

If the recommendation is to seek additional diagnosis and follow-up treatments, CNUCOM allows medical students to get excused absence to seek required additional medical care.

Non-Discrimination

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, political affiliation, veteran status, or disability.

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

Equal Protection Clause and Due Process Clause

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

Title IX

Title IX of the Education Amendment Acts of 1972 prohibits discrimination based on sex in education programs and activities receiving federal financial assistance. Although Title IX does not prohibit discrimination on the basis of sexual orientation, sexual harassment directed at an LGBT student is prohibited by Title IX if it is sufficiently severe and pervasive.

Title IX also prohibits gender-based harassment, including harassment on the basis of a student’s failure to conform to stereotyped notions of masculinity and femininity. 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 Assistant Dean of Student Affairs.

Professionalism and Ethics Policy

The following serves as a summary of the Ethics and Professionalism Policy. Please refer to the CNUCOM website.

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.

Professional Meetings

A goal of CNUCOM is to graduate competent physicians who will improve health care to a diverse population through medical expertise. CNUCOM appreciates the value, and encourages the participation of all its students in professional organizations. The College recognizes that attendance at professional meetings is beneficial but may also interfere with the students’ pursuits of academic excellence. Students desiring to attend professional meetings must obtain a written approval at least three weeks prior to the meeting from the Assistant Dean of Student Affairs. Any student on academic probation will not be allowed to attend.

Scheduling Guidelines

M1 and M2 year students receive all University holidays as time off; M3 and M4 year 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.

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Sexual Harassment Policy

The following serves as a summary of the Sexual Harassment Policy. Please refer to the CNUCOM website.

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

Reporting Sexual Harassment

If you need to report sexual harassment, have any questions regarding sexual harassment, or the policy above please contact the Assistant Dean of Student Affairs. If the situation is an emergency please call the Elk Grove police by dialing 911. If at all possible, try to report the incident immediately.

Student Mistreatment

The following serves as a summary of the Student Mistreatment Policy. To read the complete policy, click here.

CNUCOM is committed to assuring a safe and supportive learning environment that reflects the institution’s values of professionalism, respect for individual rights, and appreciation of diversity, altruism, compassion, and integrity. Mistreatment of medical students is prohibited.

Examples of Mistreatment

CNUCOM defines mistreatment as behavior that is inconsistent with the values of the university and that unreasonably interferes with the learning process. When assessing behavior that might represent mistreatment, students are expected to consider the conditions, circumstances, and environment surrounding such behavior.

Examples of mistreatment include, but are not limited to:

- Verbally abusing, belittling, humiliating or bullying a student
- Intentionally singling out a student for arbitrary treatment that could be perceived as punitive rather than corrective
- 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 errands
- Directing students to perform an unreasonable number of non-educational “routine hospital procedures” 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 (i.e. putting a student in a role that compromises the care of patients)
- Threatening a lower or failing grade/evaluation to a student for inappropriate reasons
- Committing an act of physical abuse or violence of any kind, e.g. throwing objects, aggressive violation of personal space
- Making unwelcome sexual comments, jokes, or taunting remarks about a person’s protected status

Reporting Concerns of Mistreatment

Medical students who themselves experience or observe other students experiencing possible mistreatment are encouraged first to discuss it with someone in a position to understand the context and address the necessary action(s). Such individuals include the student’s College Master, the Assistant Dean of Student Affairs, Clerkship Director, or Course Director.

The individual considering a formal report of mistreatment may attempt to resolve the matter directly with the alleged offender, although he/she is not required to do so.

The options for filing a formal mistreatment report include:

- File a formal report with the Vice President of Institutional Effectiveness and Assessment
- File an Anonymous Report on the CNUCOM website

Anonymous Reports filed on the CNUCOM website are sent to the Department of Student Affairs.

Medical students desiring anonymity should be made aware that doing so may interfere with the university’s ability to investigate the concern and their ability to receive information about the follow-up investigation.

No Retaliation

CNUCOM does not tolerate retaliation against individuals who report hateful, dishonest, illegal, unethical, unprofessional, or
otherwise inappropriate acts that constitute student mistreatment. Every effort is made to respond to concerns of mistreatment in a professional manner to minimize the risk of retaliation.

Individuals who believe they are experiencing retaliation are strongly encouraged to contact 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 the scheduled educational activity, or jeopardize patient care.

**Requesting Accommodations**

The student’s request must be made in writing using the CNUCOM Absence Request Form.

Students must notify the Course or 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, of their request to be absent from class on their day(s) of religious observance.

Students who are excused from class, specific work assignments, clerkship duties, or other academic or educational activities 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, etc.

A plan for completing the missed academic or educational activity is to be decided upon by the student and the involved faculty member (typically Course Director or Clerkship Director) and determined in advance of the missed work. The student must obtain signatures for both plan approval and then upon completion of the make-up work. The form must be submitted the Office Student Affairs.

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

**LIBRARY AND LEARNING RESOURCES**

CNUCOM Learning Resource Center 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
- CNUCOM Electronic Library
- Classroom Resources
- Interlibrary Loan Program
- Career Resource Center

**Facility**

The library facility is a significant part of the CNUCOM Learning Resources Center. It houses the library collection and provides space for individual and group study.

The California Northstate University College of Medicine’s Library and Learning Resource Center is managed and operated by a combination of a full-time health sciences librarian.

The medical librarian provides training and consultation to students and faculty on how to access effective information and efficiently use electronic resources. The medical librarian holds an academic appointment on the faculty and participates in all faculty functions and meetings.

The medical librarian works to update, maintain, and operate electronic systems in the resource center.

**Library Resource Center Programs**

The Library Resource Center provides both students and faculty with support as well as sufficient research references. At the beginning of each semester, a Resource Center Orientation session is scheduled to accommodate all interested students. The attendance is mandatory for all first semester students and optional for other students. During this orientation, the students are introduced to the learning resources available as well as to policies and procedures relevant to their usage.

**Electronic Learning Resources**

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

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

**Interlibrary Loan Program**
With the large number of colleges and universities in the Northern California and across the United States, CNUCOM is developing affiliation agreements with the libraries at other institutions in order to facilitate interlibrary loans. Please see the medical librarian for details.

## SAFETY AND SECURITY

### Security
The Director of Safety and Security in consultation with the Elk Grove Police Department and third party vendors, will provide an overview 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.

### 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. These reports are posted on our website at

The [CNU Annual Security Report](#) data regarding crime statistics for the immediate area surrounding the campus can be found on CNUCOM’s website.

An overview of campus security, emergency alert, 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.

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

### 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.

### Vandalism
Any physical abuse, destruction or defacing of College property or to another’s property or the diminishing of its material or aesthetic value is prohibited.

### Theft
Any attempted or actual theft of property of the College, of a member of the campus community or campus visitor, violates the campus 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.

### 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 entry information is 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 regards 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 and the hours may be extended to accommodate student study needs prior to summative final exam week. This request can be made to the Office of Student Affairs at least 2 weeks in advance.

**Campus Parking**

The College currently charges no fee for parking on campus.

Students must not park in spaces marked Visitor or Faculty. Parking designated as Carpool is reserved for vehicles that carpool with two or more persons. Students must comply with any signs regarding parking that have been posted. Vehicles that are illegally parked are towed at the owner’s expense.

**Bicycles**

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

**Animals on Campus**

Pets should not be brought on campus and may not be brought into University buildings. Service animals (which include guide dogs, signal dogs or other animals) individually 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.

**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.

**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, Admissions and Outreach. No visitors are allowed in the classroom or laboratory without prior authorization from the Office of Student Affairs, Admissions and Outreach and 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.

**GRADING AND EXAMS**

**Comprehensive Basic Science Examination**

At the conclusion of the M2 year, the faculty administers the Comprehensive Basic Science Examination (CBSE) from the National Board of Medical Examiners (NBME). In order to be eligible to take USMLE Step 1, the minimum score “…minimum requirement is a Step 1 score equivalent of 200.

**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. Make-up examinations are administered at the discretion and convenience of the faculty member.

**Grading Policy**

The work of all students in any of the required courses for the MD degree is reported in terms of the following grades:

**Phase A (M1 and M2 Years)**

H (Pass with Honors), P (Pass) or F (Fail), or as two provisional marks: I (incomplete but work of passing quality), or Y (provisional, requiring remediation). Exceptions include the Student Self-Directed Scholarly Project and Masters Colloquium courses.

**Phase B (M3 Year)**

H (Pass with Honors), HP (High Pass), P (Pass) or F (Fail), or as two provisional marks: I (incomplete but work of passing quality), or Y (provisional, requiring remediation).

**Phase C (M3 Year)**

P (Pass) or F (Fail), or as two provisional marks: I (incomplete but work of passing quality), or Y (provisional, requiring
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 student is entitled to replace the “I” with a “P” or “H” grade and to receive course credit provided he/she satisfactorily completes the work of the course in a way specified by the Course Director. If course requirements have not been completed within the six weeks' time limit the Instructor of Record submits the “F” grade. Students remediating a “Y” grade are not eligible for Honors (H).

Course grades are determined by performance on the following:

- Summative Exam
- Written Assignments
- Professionalism
- Other assessments or assignments as assigned by the Course Director

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

The Course Director must assign the final grade within 21 days of the end of the course or the retest examination. The grade assigned following completion of the re-examination is to be based either solely on the results of the re-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, which translates to recording a passing grade if 70 or above, and an honors grade if 90 or above. The numeric score is kept for administrative, student progression and ranking purposes, and is not revealed to the student.

**End-of-Course Evaluations**

Class grade for a course will not be released by the Course Director until at least 90% 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, and it is expected that a minimum of 90% of enrolled students will complete the evaluation.

**Narrative**

Where possible (e.g. small group activities), all grades should be accompanied by a narrative.

**Grade Appeal Policy**

The following serves as a summary of the **Grade Appeal Policy**. Please refer to the general catalog on page 36.

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 grade, clerkship 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.

The grade appeal process requires a student to present clear evidence that the assignment of a grade was based on factors other than the academic judgment of the faculty member. Grade appeals must be based on problems of process and not on difference in judgement or opinion concerning academic performance. The students take responsibility to demonstrate that one or more of the following occurred:

- The student believes that 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 s/he is unsatisfied with a final course grade. The appeal must be submitted within ten (10) CNU work days of the official notification of the grade. The student must follow the formal grade appeal process by initially presenting the appeal to the course director in writing.
GRADUATION

Graduation Requirements:

A. A maximum of four years are required to complete Phase A which includes passing USMLE Step 1.

B. Students must complete a minimum of 150 credit hours in the medical program, including all Phase A courses, all required clerkships in Phase B, and necessary Phase C sub-1 and electives. No more than 27 credit hours of electives can count towards the 150 credit hours for graduation. Phase B and C must be completed within a maximum of four years.

C. Students must pass USMLE Step 1 and present supporting documentation by Feb 1st in the winter of their third year of training. Total time from matriculation to graduation cannot exceed 7 years.

D. Students must pass USMLE Step 2 CK and Step 2 CS exams to qualify for graduation. It is strongly recommended but not required that Step 2 CK is passed by the end of the 1st semester of Phase C.

E. Failure to meet these requirements will result in review by the Student Promotions Committee.

F. Students must attain the knowledge and skills, and develop capacity and behaviors required of a physician.

G. Students must attain a level of clinical judgment which warrants entrustment by the Faculty as required for entry to residency.

H. Students must demonstrate a sense of responsibility and social accountability to patients and the community.

I. Students must comply with the School’s standards of conduct, professionalism, and academic integrity.

J. Students must comply with the laws of the United States; the laws of the State of California; local city, county, and municipal ordinances; the policies, rules and regulations of the California Northstate University and the COM.

K. All academic requirements must be completed at least 10 days before the date of graduation. Failure to comply may lead to delayed graduation.

L. Only students in good academic standing are eligible for graduation. Students must have satisfied all conditions for resolution of probation before graduation.

Exit Interviews

Exit interviews will be conducted during the last academic year. 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.

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.

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. The hood is lined with the California Northstate University colors of blue and gold and the velvet is adorned with Kelly Green, denoting Doctor of Medicine.

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

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

**Student Records**

The academic transcript is a permanent student record maintained by the Office of the Registrar. Other student records as prescribed by California Code of Regulations 71920, are maintained by the institution for a minimum of five years from completion of or withdrawal from the CNU academic program. For assistance in accessing a record, please contact the Office of the Registrar or the department responsible for maintaining the record. Access to student records are governed by the Family Education Rights and Privacy Act of 1974 (FERPA). Please see the Directory Information and Access to Student Records section of this handbook or contact the Registrar for more information.

**CAMS Student Portal**

Some records can be reviewed and updated online through the CAMS Student Portal.

The Portal allows the student to:

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

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

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

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

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

**Viewing Letter and Narrative Grades in the Student Portal**

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

1. Log into the correct term/semester (e.g. 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:

   **a. 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.

   **b. Letter Grades:** Under My Grades> click Letter Grades> Grade Type = Final Grades. Your final grades for the term selected will be displayed.

   **c. 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 report any change in their personal information (e.g. name, address, telephone number, etc.) to the Office of the Registrar. CNU will not be held responsible for any mail sent to the wrong address due to an incorrect address on file. The postage cost for remailing may be at the expense of the student.

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

The request form is available online.

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 form the Office of the Registrar’s Service and Forms web page.
2. Government-issued photo ID showing new legal name
3. Acceptable proof of name change (marriage certificate or court order)
4. Current student identification card

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

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

The request form is available online.

Change of Address

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

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

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

Enrollment and Degree Verifications; Letter of Good Standing

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

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

Information about verifications and the request form are available online.

Transcript Requests

A student’s academic transcript is a permanent record.

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

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

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
Order Online: www.parchment.com

Official transcripts may be ordered through Parchment’s online record ordering service. Credit card is required and additional service fees are applicable.

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

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

Application Deadline for Conferment of Degree:

<table>
<thead>
<tr>
<th>Graduation Application Deadline</th>
<th>Filing Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring</td>
<td>February 1 through April 1</td>
</tr>
</tbody>
</table>

Diplomas

The Office of the Registrar oversees the release of CNU diplomas. The student’s degree must be awarded and posted to the Official Transcript before a diploma can be sent. Diplomas will include any applicable CNU honors (cum laude, magna cum laude, and summa cum laude).

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

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

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

Duplicate Diplomas
A student may request a duplicate diploma that has been lost 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 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.

In the event that your diploma is lost or stolen and degree verification is needed, please submit the Enrollment and Degree Verification Request form.

Directory Information and Access to Student Records

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

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

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

3. A student who wishes to ask the school to amend a record should write the Registrar, clearly identify the part of the record the student wants changed, and specify why it should be changed.
4. If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

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

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

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

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

Institutional Student Procedures for FERPA

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

Additional information regarding FERPA can be viewed [online].

Student Directory Information Disclosure and Access

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

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

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

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

Annual Disclosure and Record Access

Students receive an annual FERPA notification from the Office of the Registrar prior to or following the start of each Fall semester. The FERPA notice will be sent to all CNU student email addresses in addition to being posted in the following locations: student information boards, inside and outside the Office of the Registrar, and [online].

Course Registration; Deadlines

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

The Registrar performs block registration for all Phase A students (M1 & M2). M3 and M4 rotation placement is provided to the Registrar by the COM experiential 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 the semester, after any requested course/rotation changes; and shortly before the end of the course and/or semester.

Elective Course Registration
Students who meet the course prerequisites may register for elective courses each semester. Instructions for elective course registration are emailed.

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 2nd 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.

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, a college withdrawal shall occur when you give written notice of withdrawal. Please 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. You can do this by hand delivery, email, facsimile, or mail. Written notice of cancellation or withdrawal sent by hand delivery, email, or facsimile is effective when received by the College, provided that such receipt can be verified. Written notice of cancellation or withdrawal sent by mail is effective when deposited in the mail properly addressed with postage prepaid. The written notice of cancellation or withdrawal need not take any particular form and, however expressed, is effective if it shows that you no longer wish to be bound by the Enrollment Agreement in the case of a cancellation, or that you wish to withdraw from the College in the case of a withdrawal.

STUDENT GOVERNMENT AND INTEREST GROUPS

Students have representation on a number of 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 requests nominations of students desiring to serve on CNUCOM committees or councils.

Student Government
The Student Government establishes bylaws for governing its operations. The Assistant Dean of Student Affairs serves as a faculty advisor to the Student Government. Within their capacity as representatives of the student body, student government may fulfill a range of responsibilities, such as:

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

Student Interest Groups
Students have the freedom to organize and join professional organizations that promote and advance the profession of medicine and further the goals of the College. The Assistant Dean of Student Affairs provides guidance to students seeking to develop new professional organizations as well as re-registering of existing organizations at CNUCOM.

All organizations must register with the Office of Student Affairs, Admissions and Outreach to be recognized by CNUCOM. CNUCOM’s Student Organization Policy and Procedure Manual is available through the Office of Student Affairs that provides policy and suggestions for starting an
organization. Click here to be directed to the registration application.

Registration Procedures
Professional Student Organizations 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 professional organization 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 constitution and bylaws that govern the professional organization must be on file with the Assistant Dean of Student Affairs. If the professional organization is associated with any local, state or national organizations, a current copy of their constitution and bylaws must be on file with the Assistant Dean of Student Affairs.
- The professional organization must have a faculty advisor.
- Student professional organizations must have a minimum of five (5) members, including two (2) officers.
- Student officers must be in good academic standing.
- Meeting dates and events should be reported to the Assistant Dean of Student Affairs and placed on the professional affairs yearly calendar.
- Officers or designated representatives from all professional student organizations are required to attend an organization orientation at the beginning of the fall semester.

Responsibilities
All registered professional student organizations must act within the context of College policies, the organization’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 Organization Policy & Procedure Manual.

Student Officers and the group’s advisor are responsible for submitting any forms or other required paperwork required by the policies and procures outlined in the manual.

Rights and Privileges
Professional student organizations may use the College facilities for meeting or events. Request for reservations of facilities must be made to the Office of Student Affairs, Admissions and Outreach within seven (7) days of the scheduled meeting or event. Forms are located online. Completed forms should be returned to the Office of Student Affairs, Admissions and Outreach.

Recognized student organizations 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 insignia.

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

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

Professional organizations alleged to have violated any College or organization policy will go before the Honor Council.

Professional Student Organizations

American Medical Association Medical Student Section
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.

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 he or she needs 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 activities, the wellness program aims to facilitate a positive sense of individual well-being physically, mentally, emotionally, and socially.

Office of Student Affairs

The Office of Student Affairs and Admissions functions to provide individual counseling to students if they have issues and concerns of a personal nature. That office has professional staff that will be able to assist students in determining the type of support or resource that they should access. The Assistant Dean of Student Affairs and the staff involved who deal with these types of issues do not have a role in assessing academic performance.

Personal Counseling

To assist students at times of need, the College of Medicine has on-site licensed mental health providers. Neither provider teaches in classes nor has any evaluative academic role in the student’s curriculum.

All discussions shared with the counselors are confidential and will not be shared with anyone else at the school or outside of the school without the student’s expressed, written permission. Nothing disclosed to the counselors will appear in any student records.

CNUCOM’s counselors are prepared to discuss with students any topics including, but not limited to: school stress, anxiety, time management, relational stress, depression, suicidal thoughts, creating positive coping strategies, life transition issues, and substance use concerns.

Students should feel free to come in with any concerns and the providers are available for one-time meetings or ongoing therapy. No concern is too small or too big.

Students are encouraged to make appointments ahead of time to ensure that one of the counselors is available to talk. However, students are also welcome to drop in to see if either counselor is available.

Contacting the Counselors

Counseling Office - Room 157
(916) 686-8549
Katelyn Shields: Katelyn.shields@cnsu.edu

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 on the second Tuesday of every month and encourages input from all students, staff, and faculty members to help enhance the well-being of students throughout their medical school journey and beyond.

The Wellness Committee consists of over 50 active student members, seven faculty members, and three staff members. Student members serve on at least one of five student-created and student-led subcommittees:

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

The Wellness Committee hosts weekly, monthly, and annual events for CNUCOM students, staff, and faculty to participate in to learn more about how to support their own wellness and practice self-care.
Peer Mentoring
First year students will be assigned a peer who is an upperclassman in academic good standing. The purpose of this program is to provide first-year students with the opportunity to work with an upperclassman that has a firm understanding of the curriculum and the requisite skills for its successful navigation.

Faculty
One of the key features of CNUCOM is that faculty have a close professional relationship with students and an open door policy. A student may seek out a faculty member or their College Master for counsel regarding personal or academic issues. The student’s College Master will be well versed in resources to which the student can be referred.

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

Responsibility of the Supervising Faculty – Classroom
In the classroom setting, if a faculty recognizes a student is demonstrating evidence for excess fatigue and/or stress, the faculty should notify the student’s College Master, who, in turn, should discuss the possible reasons and opportunities for support.

The College Master may recommend that the student meets with the Director of Student Affairs and Admissions for identifying available support.

Responsibility of the 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 a 30-minute period 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.

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.

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 obtained a Student Health Insurance Policy through Western Health Advantage. The fee for this policy is paid directly to the school and is billed on a bi-annual basis. This allows students to have continuous health coverage throughout the year including break periods. Students requiring medical care would need to access the appropriate providers available through their insurance option. Students may use their parent’s or spouses insurance, by providing proof of coverage.

Drug Test Requirements
Drug testing is required prior to matriculation and again 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 his/her 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.

Vaccination Requirements

Students are required to present proof of vaccinations before registration. Documentation of required immunizations must be completed 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. All immunization forms and copies of laboratory reports must be submitted in English.

Students that are allergic to some vaccines will need to provide medical evidence of that condition. They will then be required to adhere to a very strict protection regimen as required by the clerkships.

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

Alcohol or Chemical Dependence or Impairment

The following serves as a summary of the Alcohol or Chemical Dependence Policy. The full policy can be found on page 164.

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 FEE, FINANCIAL AID, AND SCHOLARSHIPS

Tuition and Fees

Information on tuition, fees, charges and expenses will be updated each year and posted on the website. Please see this resource for further information.

Tuition and fees may increase on an annual basis. This program is designed to allow a student to graduate after successfully completing four (4) years of coursework consisting of 148 semester credit hours while attending the College on a full-time basis. All fees are therefore 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 Regulations in effect on May 11, 2011.

Payment Due Dates and Options

All tuition and fees described on the first 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 College, or (2) apply for one of the installment payment plans offered by the College, either of which the College may within its complete discretion accept as an alternative to cash payment for the above tuition and fees, excluding the enrollment confirmation fee and the student health insurance fee. If either of these options is chosen by the student, the student must make the appropriate
arrangements with the College 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 this Enrollment Agreement subject the defaulting incoming student to forfeiture of the student’s seat and the defaulting returning student to dismissal or interest at the then current rate under the College's direct pay installment program, which is presently 12% per year.

**Student’s Right to Cancel and Refund**

You have the right to cancel this 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.

**Student’s Right to Withdraw and Refund**

After the cancellation period described above in “Student’s Right to Cancel and Refund,” you have the right to withdraw from the University at any time.

Withdrawal shall occur when you give written notice of withdrawal to the Registrar at the University’s address shown at the top of the first page of this Student Enrollment Agreement. You can do this 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 when deposited in the mail properly addressed with postage prepaid.

The written notice of withdrawal should be on the 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 you withdraw before or at completion of 60% (and no more) 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

Step B) Total days not completed/Total days in current term = % of 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) all non-refundable fees as described in the current General Catalog, (2) Student Tuition Recovery Fund fee, and (3) student health insurance premium estimated at $3,200.00, if applicable; institutional charges in the pro-rata refund include: (1) 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:

I. Private Educational Loan(s); and
II. To the student

**Required Notice of Cancellation or Notice of Withdrawal**

Cancellation or withdrawal shall occur when you give written notice of cancellation or withdrawal to the Registrar at the College’s address shown at the top of the first page of the Enrollment Agreement. You can do this by hand delivery, email, facsimile, or mail. Written notice of cancellation or withdrawal sent by hand delivery, email, or facsimile is effective when received by the College, provided that such receipt can be verified. Written notice of cancellation or withdrawal sent by mail is effective when deposited in the mail properly addressed with postage prepaid. The written notice of cancellation or withdrawal need not take any particular form and, however expressed, is effective if it shows that you no longer wish to be bound by the Enrollment Agreement in the case of a cancellation, or that you wish to withdraw from the College in the case of a withdrawal.

**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 you owe money after the refund, then you will need to make arrangements for payment of the amount remaining 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 helped University students finance their education with Scholarships. Scholarship amount varies. Criteria for scholarships vary by the specific donor and are usually awarded in the late fall and early spring. The University awards various scholarships to students during the academic year. The scholarships are awarded on the basis of financial need, academic performance, leadership, and promoting diversity in the profession.

SCHEDULES

The academic calendar and holiday schedule is posted to the CNUCOM website.

2018-2019 Academic Calendar
2018-2019 M3/M4 Rotation Schedule

Students are to remain local and not travel out of the area until the end of each semester term.
## APPENDIX A: CNUCOM PLOs

### 1. Patient Care

**Scope:** 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.

<table>
<thead>
<tr>
<th>Sub-Competency Category</th>
<th>Educational Program Objective(s) Mapped &amp; Hyperlinked to PCRS</th>
<th>Outcome Measure(s)</th>
</tr>
</thead>
</table>
| PC1: Clinical History Taking | Gather essential and accurate information about patients and their conditions through history-taking and organize all relevant clinical history in a timely manner (1.2) | • Faculty feedback in pre-clerkship settings including Clinical Cases Sessions, Master Colloquium, and Medical Skills courses  
• Faculty and resident direct observation and evaluations during clinical clerkships  
• OSCE |
| | Identify alternative sources and or intuitively fill in the history gaps (1.2) | • Faculty feedback in pre-clerkship settings including Clinical Cases Sessions, Master Colloquium, and Medical Skills courses  
• Faculty and resident direct observation and evaluations during clinical clerkships  
• OSCE |
| | Share knowledge in topics of disease prevention with patient (1.7,1.9) | • Faculty feedback in pre-clerkship settings including Clinical Cases Sessions, Master Colloquium, and Medical Skills courses  
• Faculty and resident direct observation and evaluations during clinical clerkships  
• OSCE  
• USMLE Step 2 Clinical knowledge Exam and Clinical Skills Exam |
| | Document how psychological/social/cultural situations have impacted the health, disease, care-seeking, care compliance, and barriers to and attitudes toward care (1.2, 2.5) | • Faculty feedback in pre-clerkship settings including Clinical Cases Sessions, Master Colloquium, and Medical Skills courses  
• Faculty and resident direct observation and evaluations during clinical clerkships  
• OSCE  
• USMLE Step 2 Clinical knowledge Exam and Clinical Skills Exam |
| | Inquire (non-judgmentally) about alternative medical practices being utilized by the patient at the time of presentation (1.2) | • Faculty feedback in pre-clerkship settings including Clinical Cases Sessions and Medical Skills courses  
• Faculty and resident direct observation and evaluations during clinical clerkships  
• OSCE  
• USMLE Step 2 Clinical knowledge Exam and Clinical Skills Exam |
| PC2: Patient Examination | Perform a full or focused physical exam on an adult patient in a logical sequence appropriate for the scheduled visit in a timely manner for pediatric, adolescent, adult and elderly patients (1.1, 1.2) | • Faculty feedback in pre-clerkship settings including Clinical Cases Sessions and Medical Skills courses  
• Faculty and resident direct observation and evaluations during clinical clerkships  
• OSCE  
• USMLE Step 2 Clinical knowledge Exam and Clinical Skills Exam |
| | Perform a complete, full mental and functional assessment of an elderly patient (1.1, 1.2) | • Faculty feedback in pre-clerkship settings including Clinical Cases Sessions and Medical Skills courses  
• Faculty and resident direct observation and evaluations during clinical clerkships  
• OSCE  
• USMLE Step 2 Clinical knowledge Exam and Clinical Skills Exam |
| | Fully assess a pediatric patient for developmental delay and genetic abnormalities (1.2) | • Faculty feedback in pre-clerkship settings including Clinical Cases Sessions and Medical Skills courses  
• Faculty and resident direct observation and evaluations during clinical clerkships  
• OSCE  
• USMLE Step 2 Clinical knowledge Exam and Clinical Skills Exam |
| | Identify pertinent positives and negatives in the exam to accurately determine stage of medical condition (1.2) | • Faculty feedback in pre-clerkship settings including Clinical Cases Sessions and Medical Skills courses  
• Faculty and resident direct observation and evaluations during clinical clerkships  
• OSCE  
• USMLE Step 2 Clinical knowledge Exam and Clinical Skills Exam |
| | Utilize clinical findings to prioritize additional anatomic or physiologic testing (1.3, 1.5) | • Faculty feedback in pre-clerkship settings including Clinical Cases Sessions and Medical Skills courses  
• Faculty and resident direct observation and evaluations during clinical clerkships  
• OSCE  
• USMLE Step 2 Clinical knowledge Exam and Clinical Skills Exam |
| PC3: Medical Notes | Accurately complete a written H&P in a timely fashion with a well-developed differential diagnosis using the CP clinical algorithms to develop a differential diagnosis (1.2, 4.5) | • Faculty feedback in pre-clerkship settings including Clinical Cases Sessions and Medical Skills courses  
• Faculty and resident direct observation and evaluations during clinical clerkships  
• OSCE  
• USMLE Step 2 Clinical knowledge Exam and Clinical Skills Exam |
| | Complete a SOAP note using CP clinical algorithms to assist in developing a problem list (1.2, 4.2) | • Faculty feedback in pre-clerkship settings including Clinical Cases Sessions and Medical Skills courses  
• Faculty and resident direct observation and evaluations during clinical clerkships  
• OSCE  
• USMLE Step 2 Clinical knowledge Exam and Clinical Skills Exam |
| | Utilize a problem list to develop a well thought out plan for ongoing treatment (1.6) | • Faculty feedback in pre-clerkship settings including Clinical Cases Sessions and Medical Skills courses  
• Faculty and resident direct observation and evaluations during clinical clerkships  
• OSCE  
• USMLE Step 2 Clinical knowledge Exam and Clinical Skills Exam |
| | Integrate periodic evaluation of the care plan to re-evaluate the efficacy of the plan to ensure treatment success (1.2, 1.3, 1.5, 1.6, 2.1) | • Faculty feedback in pre-clerkship settings including Clinical Cases Sessions and Medical Skills courses  
• Faculty and resident direct observation and evaluations during clinical clerkships  
• OSCE  
• USMLE Step 2 Clinical knowledge Exam and Clinical Skills Exam |
| | Accurately and professionally present a H&P or SOAP note to an | • Faculty feedback in pre-clerkship settings including Clinical Cases Sessions and Medical Skills courses  
• Faculty and resident direct observation and evaluations during clinical clerkships  
• OSCE  
• USMLE Step 2 Clinical knowledge Exam and Clinical Skills Exam |
| PC5: Medical Skills | Faculty feedback in pre-clerkship settings including Masters Colloquium, Clinical Cases Sessions, and Medical Skills courses  
OSCE  
Self-assessment and peer assessment  
Faculty and resident direct observation and evaluations during clinical clerkships  
USMLE Step 2 Clinical Skills Exam  
Perform all medical, diagnostic, and surgical procedures considered essential for the area of practice (1.1)  
Describe and practice the basic principles of universal precautions in all settings (1.3)  
Achieve certification in BLS (1.1, 6.6)  
Achieve certification in ACLS (1.1, 6.6)  
Faculty feedback in pre-clerkship settings including Medical Skills Courses  
Medical Skills Lab: Standardized patient, simulation exercises  
OSCE  
Passing BLS and ACLS certification exam  
Faculty and resident direct observation and evaluations during clinical clerkships.  
USMLE Step 2 Clinical knowledge Exam and Clinical Skills Exam  
Explain how the composition of an adult and pediatric outpatient/hospital Patient Care Team (PCT) differs on each clinical service and recognize and evaluate when their services should be ordered to facilitate recovery (1.3, 1.5, 1.8, 1.6, 4.2, 6.1)  
Make appropriate patient referral decisions and follow up the care outcome to ensure continuity of care while the patient moves between different providers/settings. (1.8)  
PC6: Patient Care Teams  
Faculty feedback in pre-clerkship settings including Medical Skills Courses  
PC7: Patient Management  
Describe a well thought out plan of management of all patients with acute and chronic illnesses in the adult population (1.5, 1.6)  
With appropriate supervision, participate in counselling & education of patients and their families enabling them to share in decision making and the care plan. (1.7)  
With appropriate supervision, participate in providing preventive and health maintenance services. (1.9)  
With appropriate supervision, construct a detailed patient management plan utilizing appropriate PCT members (1.6, 6.2)  
PC8: Cost Effective Comparison in Treatment  
Recognize that there are differences in the cost of treatment options (1.3, 1.5, 1.6, 6.3)  
Discuss treatment costs in the context of efficacy, social and cultural factors (1.3, 1.5, 1.6, 6.3)  
Use cost-effectiveness information to recommend a stepped approach to the treatment of common medical conditions in the adult patient (1.3, 1.5, 1.6, 6.3)  
Faculty feedback in pre-clerkship settings including Masters Colloquium, Clinical Cases Sessions, and Medical Skills courses  
Faculty and resident direct observation and evaluations during clinical clerkships |
# 2. Medical and Scientific Knowledge

**Scope:** 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.

<table>
<thead>
<tr>
<th>Sub-Competency Category</th>
<th>Educational Program Objective(s) Mapped &amp; Hyperlinked to PCRS</th>
<th>Outcome Measure(s)</th>
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<tbody>
<tr>
<td>Evaluate how the major organ systems contribute to both health and disease <em>(2.1, 2.2, 2.3, 2.4)</em></td>
<td>Institutionally developed written examinations in system-based courses and clinical clerkships</td>
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<tr>
<td>Explain how the organ system pathophysiology is reflected in the CP clinical algorithms and can relate this information to a clinical team <em>(2.1, 2.2, 2.3, 2.4)</em></td>
<td>Practical (Lab) Anatomy exam (OSPE)</td>
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<td>NBME shelf exams</td>
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<td>Faculty feedback in pre-clerkship settings including Clinical Cases, Master Colloquium, and Medical Skills courses</td>
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<td>Faculty and resident evaluations during clinical clerkships</td>
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<td>Peer assessment and self-assessment</td>
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<td>USMLE Step 1 and Step 2</td>
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<tr>
<td>Apply clinical reasoning to construct CP clinical algorithms to propose differential diagnosis <em>(2.1, 2.3, 1.2, 1.3, 1.4)</em></td>
<td>Faculty feedback in pre-clerkship settings including Clinical Cases, and Medical Skills courses</td>
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<td>Faculty and resident evaluations during clinical clerkships</td>
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<td>Explain the anticipated clinical response to correctly selected medications for a specific number of medical conditions to patients, family members and team members <em>(2.1, 2.3, 1.3, 1.4, 1.7, 4.1)</em></td>
<td>Faculty feedback in pre-clerkship settings including Clinical Cases, Master Colloquium, and Medical Skills courses</td>
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<td>USMLE Step 2</td>
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<td>Recognize the most common drug interactions and their likely signs of presentation in the elderly and can explain them to patient and family <em>(2.1, 2.2, 2.3, 1.2, 1.3, 1.4, 1.7, 4.1)</em></td>
<td>Institutionally developed written examinations in system-based courses and clinical clerkships</td>
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<td>Faculty feedback in pre-clerkship settings including Clinical Cases, and Medical Skills courses</td>
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<td>Faculty and resident evaluations during clinical clerkships</td>
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<td>USMLE Step 1 and Step 2</td>
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<tr>
<td>Recognize what types of medical knowledge is required for each individual members of the PCT (patient care team) <em>(2.1, 2.3, 6.1, 6.2)</em></td>
<td>Faculty feedback in pre-clerkship settings including Clinical Cases, Master Colloquium, and Medical Skills courses.</td>
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<td>Faculty and resident evaluations during clinical clerkships</td>
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<td>MSK2: Problem Solving &amp; Diagnosis</td>
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<td>Correlate the findings of a patient at clinical presentation with specific CP clinical algorithms and prioritize the conditions in the order of most to least likely (2.1, 2.3, 1.2, 1.3)</td>
<td>• Institutionally developed written examinations in system-based courses and clinical clerkships</td>
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<tr>
<td>Recognize and explain both typical and atypical presentations for commonly seen clinical conditions in clerkships (2.1, 2.3, 1.2, 2.1, 2.3)</td>
<td>• NBME shelf exams</td>
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<tr>
<td>Construct comprehensive problem lists categorized as both acute versus chronic conditions and prioritize therapeutic interventions (2.1, 2.3, 2.4, 1.5, 1.6)</td>
<td>• Faculty feedback in pre-clerkship settings including Clinical Cases, and Medical Skills courses</td>
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<tr>
<td>Order appropriate diagnostic tests needed to facilitate both diagnosis and evaluate response to therapy in a cost and time effective manner (2.1, 2.3, 1.2, 1.4, 1.5)</td>
<td>• Faculty and resident evaluations during clinical clerkships</td>
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<tr>
<td>Analyze and evaluate diagnostic tests in regards to sensitivity/specificity (2.1, 2.3, 1.2, 1.4)</td>
<td>• OSCE</td>
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<td>• USMLE Step 1 and Step 2</td>
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</table>

| MSK3: Medical Treatment |  |
|-------------------------|  |
| Identify preventive, curative, and palliative therapeutic strategies (2.12.2, 2.3, 2.4, 2.5, 2.6, 1.5, 1.6) | • Institutionally developed written examinations in pre-clerkship courses and clinical clerkships |
| Identify and judge, from direct observation/experience, how cost and social/cultural issues affect the selection of therapeutic interventions (2.1, 2.3, 2.4, 2.5, 1.3, 1.5, 6.3) | • NBME shelf exams |
| Select and defend basic therapeutic recommendations for preventive, curative and palliative therapies seen in the clerkships (2.1, 2.2, 2.3, 2.4, 2.5, 1.5, 1.6, 3.4, 3.5, 3.6) | • Faculty feedback in pre-clerkship settings including Clinical Cases, Masters Colloquium, and Medical Skills courses |
| Effectively utilize ongoing diagnostic tests to modify recommended therapeutic strategies (2.1, 2.3, 1.4, 1.5, 1.6) | • Faculty and resident evaluations during clinical clerkships |
|  | • OSCE |
|  | • USMLE Step 1 and Step 2 |
|  | • Institutionally developed written examinations in system based courses and clinical clerkships |
|  | • NBME shelf exams |
|  | • Faculty feedback in pre-clerkship settings including Clinical Cases, and Medical Skills courses |
|  | • Faculty and resident evaluations during clinical clerkships |
|  | • OSCE |
|  | • USMLE Step 1 and Step 2 |
### 3. Communication and Interpersonal Skills

**Scope:** 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.

<table>
<thead>
<tr>
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</tr>
</thead>
</table>
| **C1: Doctor-Patient Communication** | Utilize communication strategies involving nonverbal, verbal and written modalities to communicate with patients (4.1)  
Demonstrate how to ask clarifying questions in a way that is socially and culturally sensitive (4.1, 1.2)  
Create rapport with the patient in order to generate an effective environment for counseling on wellness and disease prevention strategies (4.1)  
Effectively use health coaching strategies (3.8, 4.1)  
Effectively communicate medical errors to patients (4.6) | • Faculty feedback in pre-clerkship settings including Clinical Cases, Medical Skills, and Masters Colloquium  
• Faculty and resident evaluations during clinical clerkships  
• OSCE  
• Peer assessment and self-assessment |

**MSK4: Life-Long Learning**
- Discuss the study design, data analysis and scientific findings of a journal article relevant to their patient’s medical condition (2.1, 2.2, 2.3, 3.6)
- Routinely read medical journals (2.1, 3.3, 3.7)
- Organize a self-educating approach for life-long learning through observation, research, and analysis (2.1, 2.6, 3.1, 3.2, 3.3, 3.5, 3.6, 3.7, 3.10)
- Successful completion of a scholarly project
- Faculty feedback in pre-clerkship settings including Clinical Cases and Masters Colloquium
- Faculty and resident evaluations during clinical clerkships
- Peer assessment and self-assessment

**MSK5: Research or Knowledge Expansion**
- Through research and/or community service, in the context of the “Self-Directed Student Scholarly Project”, develop, apply, translate and/or communicate medical knowledge to their peers and/or community (2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 3.8)
- Successful completion of a scholarly project
- Faculty feedback in pre-clerkship settings including Clinical Cases and Masters Colloquium
- Faculty and resident evaluations during clinical clerkships
- Peer assessment and self-assessment
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</thead>
<tbody>
<tr>
<td>C3: Communication with Medical Team</td>
<td>Effectively communicate a H&amp;P and SOAP note in both written and oral format (4.2, 4.3)</td>
<td>Faculty feedback in pre-clerkship settings including Medical Skills</td>
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<td>Effectively communicate new patient problems or complaints in healthcare to the medical team (4.2, 4.3)</td>
<td>Faculty and resident evaluations during clinical clerkships</td>
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<td>Question medical decisions in a non-confrontational manner (4.2, 4.3, 4.4, 3.9, 7.1)</td>
<td>OSCE</td>
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<tr>
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<td>Effectively share relevant information with the team (4.2, 4.3, 4.4, 3.9)</td>
<td>Peer assessment and self-assessment</td>
</tr>
<tr>
<td>C4: Communication with Faculty</td>
<td>Identify gaps or deficiencies in understanding on each clerkship and can effectively communicate educational needs to the interns, residents, and faculty to increase knowledge (4.2, 4.3, 4.4, 3.1, 3.3)</td>
<td>Faculty and resident evaluations during clinical clerkships</td>
</tr>
<tr>
<td></td>
<td>Discuss personal ethical/social or cultural issues with faculty members to resolve any personal conflicts that may arise in the management or treatment decisions made for the benefit of the patient (4.2, 4.3, 4.7, 7.1)</td>
<td>Faculty feedback in pre-clerkship settings including Medical Skills</td>
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<td>Communicate medical knowledge to the community at large in a professional manner (4.1, 3.8)</td>
<td>OSCE</td>
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<td>Peer assessment and self-assessment</td>
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</tbody>
</table>

### 4. Professionalism

**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.

<table>
<thead>
<tr>
<th>Sub-Competency Category</th>
<th>Educational Program Objective(s) Mapped &amp; Hyperlinked to PCRS</th>
<th>Outcome Measure(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>PI: Ethical Behavior</td>
<td>Demonstrate respect, compassion and honesty in his/her approach to all patients and family members (5.1)</td>
<td>Faculty feedback in pre-clerkship settings including Clinical Cases, Masters Colloquium, and Medical Skills courses</td>
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<tr>
<td></td>
<td>Recognize and disclose one’s errors to appropriate residents/Clerkship Directors and when they involve patient care, seeks guidance on how and with whom that disclosure will be made to the patient or family (5.4, 5.6, 4.6)</td>
<td>Faculty and resident direct observation and evaluations during clinical clerkships</td>
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<td></td>
<td>Consistently display professional attire and behavior (1.10)</td>
<td>Presentation of clinical information</td>
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<td></td>
<td>Maintain—professional behavior in encounters with quarrelsome, hostile, abusive, arrogant or dismissive patients, family members or clinical staff (5.6, 4.7, 7.1)</td>
<td>Completion of HIPAA training</td>
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<td>OSCE</td>
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<td></td>
<td></td>
<td>Praise/concern professionalism incident reports</td>
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</tbody>
</table>
Use clinical hygiene for the prevention of nosocomial infection transmission *(5.4, 5.5, 3.10, 1.3)*
- Peer & self-assessment

Obtain patient consent for all therapies and/or procedures in which s/he is involved *(5.6)*
- Faculty feedback in pre-clerkship settings including Clinical Cases, Masters Colloquium, and Medical Skills
- Faculty and resident direct observation and evaluations during clinical clerkships
- Presentation of clinical information
- Completion of HIPAA training
- Standardized patient evaluations
- Simulation and inter-professional exercises
- OSCE
- USMLE Step 2 Clinical Skills Exam
- Masters Colloquium on professionalism

Identify and relate full disclosure of the risks and benefits of a therapy or procedure *(5.6, 1.5)*
- Faculty and resident direct observation and evaluations during clinical clerkships
- Presentation of clinical information
- Completion of HIPAA training
- Standardized patient evaluations
- Simulation and inter-professional exercises
- OSCE
- USMLE Step 2 Clinical Skills Exam
- Institutionally developed written examinations in system-based courses and clinical clerkships
- NBME shelf exams

Identify and adhere to institutional standards involved in patient care *(5.6, 6.1)*
- Faculty and resident direct observation and evaluations during clinical clerkships
- Presentation of clinical information
- Standardized patient evaluations
- Simulation and inter-professional exercises
- OSCE

Recognize his/her role as the patient’s advocate for clinical care *(5.2, 5.4, 7.2)*
- Faculty and resident direct observation and evaluations during clinical clerkships
- Presentation of clinical information
- Standardized patient evaluations
- Simulation and inter-professional exercises
- OSCE

Demonstrate evidence of maintaining patient privacy *(5.3)*
- Faculty feedback in pre-clerkship settings including Clinical Cases, Masters Colloquium, and Medical Skills
- Faculty and resident direct observation and evaluations during clinical clerkships
- Presentation of clinical information
- Completion of HIPAA training
- Standardized patient evaluations
- Simulation and inter-professional exercises
- OSCE

Treat all patients with dignity even when the approach is not reciprocated *(5.1, 5.5)*
- Faculty feedback in pre-clerkship settings including Clinical Cases, Masters Colloquium, and Medical Skills
Recognize his/her legal limits on imposing medical care that is considered to be in the best interest of the patient when it is being refused **(5.6)**

Demonstrate integrity, honesty, and authenticity in interactions with faculty and the medical community **(5.4, 5.6, 7.1, 7.3, 8.5)**

Identify conflicts of interest in financial and organizational arrangements in the practice of medicine **(5.6, 6.5)**

Identify and utilize standards established by specific professional societies **(5.6)**

**5. Health Care Systems**

**Scope:** 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.

<table>
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<tbody>
<tr>
<td>HC1: Healthcare Delivery Systems</td>
<td>Identify all members and their roles in a patient care team (PCT) and explain which are specific to certain specialty areas of medical practice <strong>(6.1, 6.2, 7.2)</strong></td>
<td>Faculty feedback in pre-clerkship settings including Clinical Cases, Masters Colloquium, and Medical Skills</td>
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<td></td>
<td>Identify the major components of a healthcare system and understands how they can impact access, cost and compliance <strong>(6.1, 6.2, 6.3, 7.2)</strong></td>
<td>Faculty and resident direct observation and evaluations during clinical clerkships, Presentation of clinical information, Standardized patient evaluations, Simulation and inter-professional exercises, OSCE</td>
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<tr>
<td></td>
<td>Navigate different hospital/clinic infrastructures in providing patient care <strong>(6.1)</strong></td>
<td>Faculty and resident direct observation and evaluations during clinical clerkships, Patient case logs</td>
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<tr>
<td>HC2: Delivery Systems Improvement</td>
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| Identify major monetary investment and legal needs in designing a student-run free clinic (6.3) | • Presentation of written and oral clinical information  
• Standardized patient evaluations, simulation center evaluations |
| Interpret and use multiple forms of health information technologies including electronic medical records, patient registries, computerized order entry and prescribing systems (6.1, 3.7) | • Faculty and resident direct observations and evaluations during clinical clerkships  
• Peer assessment, Self-assessment |
| Recognize the importance of current models of medical practice performance evaluation (6.6, 3.5)  
Recognize the importance of quality assessment and benchmarking in practice improvement (6.6, 3.1, 3.2, 3.3, 3.5, 3.10) | • Faculty feedback in pre-clerkship settings including Clinical Cases, Masters Colloquium, and Medical Skills  
• Faculty and resident direct observations and evaluations during clinical clerkships  
• Patient case logs  
• Presentation of written and oral clinical information  
• Standardized patient evaluations, simulation center evaluations  
• OSCE |
| Use system approaches to prevent common medical errors and hazards (6.1, 6.4) | • Faculty feedback in pre-clerkship settings including Clinical Cases, Masters Colloquium, and Medical Skills  
• Faculty and resident direct observations and evaluations during clinical clerkships  
• Patient case logs  
• Presentation of written and oral clinical information  
• Standardized patient evaluations, simulation center evaluations  
• OSCE  
| Peer assessment, Self-assessment |
| Participate in Phase B and/or C clinic rotation quality assessment for education performance improvement (6.6, 3.1, 3.2, 3.3, 3.4, 3.5) | • Faculty and resident direct observations and evaluations during clinical clerkships  
• Presentation of written and oral clinical information  
• Standardized patient evaluations, simulation center evaluations  
• OSCE |
6. Reflective Practice and Personal Development

**Scope:** 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.

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</table>
|RP1: Personal Assessment| Accept and respond appropriately to suggestions/constructive criticisms of performance including changing when necessary and discarding inappropriate feedback (**3.5, 8.1**) | • Self-assessment Evaluation by team members and peers in small group activities/clinical teams  
• Faculty feedback in pre-clerkship settings including Clinical Cases Sessions, Masters Colloquium and Medical Skills  
• Faculty and resident evaluations during clinical clerkships  
• OSCE |
|                         | Use self-assessment and reflection skills for growth and development (**3.1, 3.2, 3.3, 8.1**) | • Self-assessment  
• Evaluation by team members and peers in small group activities/clinical teams  
• Faculty feedback in pre-clerkship settings including Clinical Cases Sessions, Masters Colloquium and Medical Skills  
• Faculty and resident evaluations during clinical clerkships |
|                         | Use self-assessment to identify gaps in knowledge and skill sets and finds an approach to fill such gaps (**3.1, 3.2, 3.3, 8.1**) | • Self-assessment  
• Patient case logs/journal  
• Evaluation by team members and peers in small group activities/clinical teams  
• Faculty feedback in pre-clerkship settings including Clinical Cases Sessions, Masters Colloquium and Medical Skills  
• Faculty and resident evaluations during clinical clerkships |
|                         | Give a balanced description of personal performance in a confident and skillful manner (**3.1, 3.3, 8.1**) | • Self-assessment  
• Evaluation by team members and peers in small group activities/clinical teams  
• Faculty feedback in pre-clerkship settings including Clinical Cases Sessions, Masters Colloquium and Medical Skills  
• Faculty and resident evaluations during clinical clerkships |
|RP2: Time Management     | Develop realistic plans and timelines to achieve desired outcomes (**3.2, 3.3**) | • Evaluation by team members and peers in small group activities/clinical teams  
• Faculty feedback in pre-clerkship settings including Clinical Cases Sessions, Masters Colloquium and Medical Skills  
• Faculty and resident evaluations during clinical clerkships |
|                         | Refine and implement correction to timelines when appropriate (**3.5, 3.10**) | • Evaluation by team members and peers in small group activities/clinical teams  
• Faculty feedback in pre-clerkship settings including Clinical Cases Sessions, Masters Colloquium and Medical Skills  
• Faculty and resident evaluations during clinical clerkships |
|                         | Implement corrective actions/changes to correct deficiencies and/or promote personal growth (**3.5, 8.1, 8.4**) | • Self-assessment  
• Evaluation by team members and peers in small group activities/clinical teams  
• Faculty feedback in pre-clerkship settings including Clinical Cases Sessions, Masters Colloquium and Medical Skills  
• Faculty and resident evaluations during clinical clerkships |
|RP3: Stress/Wellness Management | Work to identify a passion within the field of medical practice (**8.1**) | • Self-assessment  
• Evaluation by team members and peers in small group activities/clinical teams |
<p>|                         | Identify an outlet for personal stress and anxiety (<strong>8.2</strong>) | |
|                         | Identify the signs, symptoms and triggers of personal stress | |</p>
<table>
<thead>
<tr>
<th>RP4: Conflict Resolution</th>
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<tbody>
<tr>
<td>and anxiety (8.1, 8.2)</td>
<td>• Faculty feedback in pre-clerkship settings including Clinical Cases Sessions, Masters Colloquium and Medical Skills</td>
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<tr>
<td>Develop a personalized program for physical/mental health (8.2, 8.4)</td>
<td>• Faculty and resident evaluations during clinical clerkships</td>
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<tr>
<td>Recognize and identify when to seek help (8.1)</td>
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<tr>
<td>Demonstrate open-mindedness to the opinions and approaches of others (8.3, 8.4)</td>
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<tr>
<td>Articulate opinions in a non-confrontational manner (8.3, 8.6)</td>
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<tr>
<td>Formulate strategies to diffuse confrontational situations between team members and/or patient/family members and the patient care team (8.3, 8.6, 8.7)</td>
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<tr>
<td>Effectively negotiate with patients/family members to gain cooperation in the medical plan of treatment (1.7, 3.8, 4.1, 8.6)</td>
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