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

Student Handbook

2017-2018
Student Handbook
2017-2018

California Northstate University
College of Medicine

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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 medicine.cnsu.edu for the most current information.
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Message from the College of Medicine 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 aspire to admit, assist, and cultivate future physicians with the highest ethical, professional, and academic standards. The rigorous course of study leading to a Doctor of Medicine degree can be challenging and stressful for students at times, but will ultimately lead to an intellectually and morally 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 oversees admission of new students, develops pipeline programs to increase the number of underrepresented populations serving in healthcare, serves as the liaison between students and faculty, oversees student government and overall operation of all student clubs and organizations, helps students to develop professional and leadership skills through various campus activities, provides mentorship and guidance for students throughout their academic experience, and assists with career placement and alumni relationships after graduation.

The ultimate goal is to help students develop a professional attitude that honors the patient-doctor relationship, promotes health and wellness, cares and advocates for the community, and embraces a lifestyle of service, teaching, and research that will advance the science and art of medicine.
HISTORY OF THE COLLEGE

California Northstate University (CNU) is a new institution dedicated to educating, developing, and training individuals to provide competent, patient-centered care. The University was developed after the successful launch of the College of Pharmacy. The founders of the College of Pharmacy built a progressive program that includes active learning, direct patient experiences, and research.

Senior operations staff at the College of Pharmacy began discussions for a new medical school in the greater Sacramento area early in the spring of 2010 as a result of several recent publications and studies which indicated the need for an increase in the number of primary care physicians trained in California. With the recent federal health care initiatives in combination with the needs of the aging baby-boomer population, primary care physicians are seeing ever increasing patient loads. It was also recognized that as a result of the financial crisis facing California, the State has been unable to increase the number of medical students trained by the state. CNU College of Medicine (CNUCOM) will directly help the primary care physician shortage in California.

It is the goal of the University as a whole to create life-long learners that are trained to serve the community as leaders in health care science, education, and research. With this goal in mind, senior officials at the University have developed a strategic plan that addresses education, partnership, and scholarship.

Much of the preliminary design of the structure of the College of Medicine and its curriculum was in place by June/July 2011. As part of this process, community leaders in medicine within the Sacramento Valley were engaged in a series of meetings to plan the outlines and address the key issues to be covered in the medical school curriculum. This core group established broad outlines of the curriculum and structure of the College of Medicine and also served as members of the Institutional Self-Study Task Force. They were visionary and demanded that this new school stress areas of training frequently ignored or understated by many medical schools. Many brought 20-30 years of experience in direct medical practice in the highly competitive Sacramento region to provide insight on how to best train future physicians. They noted that our nation is poised to institute new schemes for providing universal health care to its citizens and, at the same time, provide care that is high quality, cost-effective, and evidence-based.
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

HONOR CODE

The Honor Code of California Northstate University College of Medicine (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.

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

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.

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

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.

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

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.

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

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, 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 (College of Medicine), 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. Please refer to the Student Mistreatment Policy.

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.

ACCREDITATION INFORMATION

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 Step 3 (preliminary accreditation) of a five (5) step process to become fully accredited.
Please click here for more information about our accreditation progress. For further information on LCME:

Liaison Committee on Medical Education (LCME)
Association of American Medical Colleges
2450 N Street, N.W.
Washington, DC 20037
202-828-0596
http://www.lcme.org/

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 (WASC). The College of Medicine is accredited with WASC as a new educational program developed within California Northstate University. For more information about our accreditation, please click here.

For further information on WASC:

Western Association of Schools and Colleges
985 Atlantic Avenue, Suite 100
Alameda, CA 94501 (510)
748-9001
http://www.wascsenior.org/

Complaints Related to Accreditation Standards

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 (www.lcme.org) 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.
California Northstate University College of Medicine encourages students to seek internal resolution to any conflict.

**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:

1. complaints
2. third-party comments

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

Individuals should review the Policy on *Complaints and Third-Party Comments Policy* at the WASC website to ascertain the appropriate means to communicate comments and complaints.  
[https://www.wascsenior.org/content/complaints-and-third-party-comment-policy](https://www.wascsenior.org/content/complaints-and-third-party-comment-policy)
ADMINISTRATION AND FACULTY

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Jason Stovall  
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DEPARTMENTS AND DIVISIONS

DEPARTMENT OF MEDICAL EDUCATION

The faculty in the Department of Medical Education is comprised of clinical faculty and biomedical science faculty. This department works in concert to create and deliver the integrated, clinical-presentation based curriculum. Clinical faculty has expertise in Internal Medicine, Surgery, OB/GYN, Pediatrics, Psychiatry, Family Medicine, and Emergency Medicine. Biomedical science faculty have expertise in anatomy, behavioral science, biological chemistry, cell biology, embryology, endocrinology, genetics, immunology, microbiology, microscopic anatomy/histology, neuroscience, pathology, pharmacology, and physiology.

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DOCTOR OF MEDICINE DEGREE REQUIREMENTS

Educational Philosophy
The California Northstate University College of Medicine (CNUCOM) curriculum is designed to help students become physicians who are self-directed and lifelong learners. The four (4) 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, nutrition, pathology, pharmacology, 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 listed in the “Course Selection Book,” accessible for students online at www.cnsu.edu, and in the syllabi provided prior to the start of each course.

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. At graduation, the student will have mastered:

1. Highly developed critical thinking skills;
2. Effective oral and written communication skills; and
3. Exemplary professional behavior, attitude, and values.

Program Competencies and Learning Outcomes

CNUCOM has adapted the six ACGME competencies to the vision and mission of the school and have adopted those as expected program learning objectives (PLO’s). These six general competencies reflect the knowledge, skills, behaviors, and attitudes that medical students will be expected to exhibit as evidence of their achievement. Medical students will demonstrate competency in these six areas as a requirement for graduation. For each of the six general competencies, there are a series of educational learning objectives (learning outcomes) which define the competency.
Map of CNUCOM Competencies to ACGME Competencies

<table>
<thead>
<tr>
<th>ACGME CNUCOM</th>
<th>Patient Care</th>
<th>Med/Sci Knowledge</th>
<th>Communication/Interpersonal Skills</th>
<th>Professionalism</th>
<th>Health Care Systems</th>
<th>Reflective Practice and Personal Development</th>
</tr>
</thead>
<tbody>
<tr>
<td>Patient Care</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medical Knowledge</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communication/Interpersonal Skills</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Professionalism</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Practice-Based Learning and Improvement</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>System-Based Practice</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

Students are assigned four levels of PLO mastery related to knowledge, skills and behaviors: Introduce Develop, Apply and Master. These levels of mastery reflect the expectations at the completion of the medical program and readiness for entry into residency. In general, by the end of the medical program, all objectives need to be at level of “Master” and earlier mastery would be encouraged. It is expected that individual students (or, small cohorts of students) might move through achieving levels of mastery at a different pace. Please refer to the table below for visual presentation of this concept:

Achieving levels of competency mastery

<table>
<thead>
<tr>
<th>Competency/Mastery level</th>
<th>Introduce</th>
<th>Develop</th>
<th>Apply</th>
<th>Master</th>
<th>At</th>
</tr>
</thead>
<tbody>
<tr>
<td>Patient Care</td>
<td>MS1*</td>
<td>MS1-2</td>
<td>MS2-4</td>
<td>MS3-4</td>
<td>Master</td>
</tr>
<tr>
<td>Medical and Scientific Knowledge</td>
<td>MS1</td>
<td>MS1-2</td>
<td>MS2-4</td>
<td>MS2-4 Basic Sciences - MS2 Clinical Sciences-MS4</td>
<td>Master</td>
</tr>
<tr>
<td>Communication and Interpersonal Skills</td>
<td>MS1</td>
<td>MS1-2</td>
<td>MS1-4</td>
<td>MS1-4</td>
<td>Master</td>
</tr>
<tr>
<td>Professionalism</td>
<td>MS1</td>
<td>MS1-2</td>
<td>MS1-4</td>
<td>MS1-4</td>
<td>Master</td>
</tr>
<tr>
<td>Health Care Systems</td>
<td>MS1</td>
<td>MS1-2</td>
<td>MS2-4</td>
<td>MS3-4</td>
<td>Master</td>
</tr>
<tr>
<td>Reflective Practice and Personal Development</td>
<td>MS1</td>
<td>MS1-2</td>
<td>MS1-4</td>
<td>MS2-4</td>
<td>Master</td>
</tr>
</tbody>
</table>

*MS1 through 4 indicate the student year in the medical program, e.g., medical student 1st year – MS1

Faculty will follow and assess individual student competencies and level of mastery, and determine where each individual student stands in their progress at any given point of time. Implementation of this concept would allow individualized (or small cohort) progress within the curriculum of each student or small cohort, dependent on the achieved level of competency mastery. The competencies (PLO’s) and their associated learning outcomes and measures are listed in the tables below.
1) **Patient Care**

**Scope:** Students must be able to provide evidence based care that is compassionate, appropriate, and effective for the promotion of health and the treatment of illness; they must be able to accurately evaluate relevant diagnostic information.

<table>
<thead>
<tr>
<th>Learning Outcome</th>
<th>Measures/Evaluation of Achievement:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Obtain a medical history and perform a physical examination that is tailored to</td>
<td>Faculty feedback in preclinical settings including team-based learning and Medical Skills courses.</td>
</tr>
<tr>
<td>the patient’s presentation and based on an understanding of pathophysiology and</td>
<td></td>
</tr>
<tr>
<td>cultural sensitivities.</td>
<td></td>
</tr>
<tr>
<td>Demonstrate the ability to practice contemporary medicine in accordance with</td>
<td>Faculty feedback in preclinical settings including team-based learning and Medical Skills courses.</td>
</tr>
<tr>
<td>professional, legal, and ethical standards.</td>
<td></td>
</tr>
<tr>
<td>Identify abnormal findings and components of the physical exam that are critical</td>
<td>Patient case logs.</td>
</tr>
<tr>
<td>to the clinical presentation.</td>
<td></td>
</tr>
<tr>
<td>Assess the need for, order, and interpret basic diagnostic investigations necessary</td>
<td>Patient case logs.</td>
</tr>
<tr>
<td>for accurate diagnosis and treatment.</td>
<td></td>
</tr>
<tr>
<td>Be able to understand and use the clinical presentation-based curriculum, using</td>
<td>Self-assessment.</td>
</tr>
<tr>
<td>schemes and process worksheets, to invoke inductive reasoning and arrive at a</td>
<td></td>
</tr>
<tr>
<td>clinical diagnosis.</td>
<td></td>
</tr>
<tr>
<td>Formulate evidence-based and individualized medical care plans; begin to compare</td>
<td>Simulation center exercises.</td>
</tr>
<tr>
<td>the relative cost-effectiveness of various treatments.</td>
<td></td>
</tr>
<tr>
<td>Deliver counseling and education to patients and families which are individualized</td>
<td>Simulation center exercises.</td>
</tr>
<tr>
<td>to the patient/family situation.</td>
<td></td>
</tr>
<tr>
<td>Analyze and address factors that may serve as obstacles to the patient’s health</td>
<td>USMLE Step 2 Clinical Knowledge Exam</td>
</tr>
<tr>
<td>maintenance and the treatment of disease.</td>
<td></td>
</tr>
<tr>
<td>Identify genetic and environmental influences on preventive health, diagnosis of</td>
<td>USMLE Step 2 Clinical Knowledge Exam</td>
</tr>
<tr>
<td>disease, and treatment possibilities.</td>
<td></td>
</tr>
<tr>
<td>Recognize the differences and understand the importance of a patient’s belief</td>
<td>Self-assessment</td>
</tr>
<tr>
<td>system, values, language, religion, and health practices that impact care for a</td>
<td></td>
</tr>
<tr>
<td>culturally diverse population.</td>
<td></td>
</tr>
<tr>
<td>Describe the role and importance of each member of the multidisciplinary health</td>
<td>Self-assessment</td>
</tr>
<tr>
<td>care team in managing the patient’s health and disease.</td>
<td></td>
</tr>
<tr>
<td>Re-evaluate and revise the patient’s working diagnosis and treatment plan as</td>
<td>Peer assessment.</td>
</tr>
<tr>
<td>additional clinical information becomes available.</td>
<td></td>
</tr>
<tr>
<td>Assess the urgency of a clinical situation so as to optimize patient care.</td>
<td>OSCEs.</td>
</tr>
<tr>
<td>Perform designated essential medical procedures with proper technique, universal</td>
<td>OSCEs.</td>
</tr>
<tr>
<td>precautions, and consideration of the patient’s rights.</td>
<td></td>
</tr>
</tbody>
</table>
### 2) Medical and Scientific Knowledge

**Scope:** Students must demonstrate knowledge about established and evolving biomedical and clinical sciences, and application of this knowledge to the practice of medicine. Students must demonstrate ability to appraise and assimilate scientific evidence into their own ongoing learning, research, and patient care.

<table>
<thead>
<tr>
<th>Learning Outcome</th>
<th>Measures/Evaluation of Achievement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Describe the normal structure and functions of each major organ system, their spatial relationships, and physiological interactions.</td>
<td>Written examinations (both individual and team-based) in basic science courses and clinical clerkships</td>
</tr>
<tr>
<td>Explain the pathophysiology that is seen in major categories of injury and disease, using schemes, process worksheets, and worked case examples.</td>
<td>NBME shelf exams.</td>
</tr>
<tr>
<td>Describe the etiologies (genetic, developmental, toxic, microbiologic, autoimmune, neoplastic, degenerative, traumatic, and behavioral) of diseases, and the ways in which these diseases present clinically.</td>
<td>Faculty feedback in preclinical settings including small groups, team-based learning, and Medical Skills courses.</td>
</tr>
<tr>
<td>Practice the scientific method in developing and testing hypotheses about the causation and treatment of disease.</td>
<td>Scholarly project.</td>
</tr>
<tr>
<td>Demonstrate knowledge of scientific principles of basic and clinical sciences that will allow him/her to formulate sound evidence-based, individualized medical care plans.</td>
<td>Faculty and resident evaluations during clinical clerkships.</td>
</tr>
<tr>
<td>Evaluate the significance of and incorporate new scientific developments into medical practice to improve patient care as appropriate.</td>
<td>Patient case logs.</td>
</tr>
<tr>
<td>Discuss principles of pharmacology and describe major categories of drugs, including their actions, interactions, and indications for use.</td>
<td>Presentation of clinical information.</td>
</tr>
<tr>
<td>Discuss the scientific basis, contraindications, interpretation, and cost effectiveness of common diagnostic modalities.</td>
<td>Standardized patient evaluations.</td>
</tr>
<tr>
<td>Discuss principles of epidemiology and population-based medicine.</td>
<td>Simulation center exercises</td>
</tr>
<tr>
<td>Describe social and behavioral factors that influence patients’ responses to disease and treatment.</td>
<td>OSCEs.</td>
</tr>
<tr>
<td>Identify literature sources appropriate to evidence-based practice, using effective search methods in a variety of media; determine the validity and applicability of published data through critical appraisal.</td>
<td>Peer assessment.</td>
</tr>
</tbody>
</table>
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>
<th>Learning Outcome</th>
<th>Measures/Evaluation of Achievement:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Utilize appropriate and effective communication strategies, including nonverbal,</td>
<td>Faculty feedback in preclinical settings including team-based learning and Medical Skills course.</td>
</tr>
<tr>
<td>explanatory, questioning and writing skills, to elicit and provide health care</td>
<td></td>
</tr>
<tr>
<td>information to patients and families; employ active listening and ask appropriate</td>
<td></td>
</tr>
<tr>
<td>questions to clarify any points of ambiguity.</td>
<td></td>
</tr>
<tr>
<td>Demonstrate empathic, respectful, and non-judgmental approaches to care of</td>
<td>Faculty and resident direct observation and evaluations during clinical clerkships.</td>
</tr>
<tr>
<td>diverse patients; demonstrate cultural competence for the language, religion,</td>
<td></td>
</tr>
<tr>
<td>and cultural beliefs of patients and families.</td>
<td></td>
</tr>
<tr>
<td>Create and sustain a therapeutic relationship with patients in order to</td>
<td>Patient case logs.</td>
</tr>
<tr>
<td>communicate effectively their health care needs, including situations involving</td>
<td></td>
</tr>
<tr>
<td>sensitive, complex, or distressing information.</td>
<td></td>
</tr>
<tr>
<td>Assess the patient’s and family’s understanding of written and oral</td>
<td>Presentation of written and oral clinical information.</td>
</tr>
<tr>
<td>communications; adapt communication style to the individual needs of the patient.</td>
<td></td>
</tr>
<tr>
<td>Teach, counsel, and negotiate wellness and disease prevention strategies with</td>
<td>Standardized patient evaluations.</td>
</tr>
<tr>
<td>patients or their surrogates.</td>
<td></td>
</tr>
<tr>
<td>Recommend and negotiate appropriate treatment plans based on clinical judgment</td>
<td>Simulation and inter-professional exercises.</td>
</tr>
<tr>
<td>and patient preference; employ established principles of behavioral science to</td>
<td></td>
</tr>
<tr>
<td>help patients change their behaviors to improve health and adhere to treatment</td>
<td></td>
</tr>
<tr>
<td>regimens.</td>
<td></td>
</tr>
<tr>
<td>Detail the principles necessary and demonstrate the ability to obtain informed</td>
<td>OSCEs</td>
</tr>
<tr>
<td>consent.</td>
<td></td>
</tr>
<tr>
<td>Discuss effective ways to communicate medical errors to patients, families, and</td>
<td>Peer assessment.</td>
</tr>
<tr>
<td>health care providers.</td>
<td></td>
</tr>
<tr>
<td>Establish effective written and oral communication among members of the health</td>
<td>Self-assessment</td>
</tr>
<tr>
<td>care team; provide well-organized, accurate written and oral case presentations</td>
<td></td>
</tr>
<tr>
<td>to a team member, prioritizing the most significant factors for clinical</td>
<td></td>
</tr>
<tr>
<td>decision-making and consultation.</td>
<td></td>
</tr>
<tr>
<td>Create and maintain appropriate records of clinical encounters using standard</td>
<td>USMLE Step 2 Clinical Skills Exam.</td>
</tr>
<tr>
<td>terminology and formats, including written history and physicals, progress notes,</td>
<td></td>
</tr>
<tr>
<td>and patient case log information.</td>
<td></td>
</tr>
<tr>
<td>Demonstrate ability to share clinically relevant material with fellow students</td>
<td>OSCEs</td>
</tr>
<tr>
<td>and other members of the health care team.</td>
<td></td>
</tr>
</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><strong>Learning Outcome</strong></th>
<th><strong>Measures/Evaluation of Achievement:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Consistently act in the patient’s best interest; put the needs of patient before self-interest.</td>
<td>Faculty feedback in preclinical settings including team-based learning and Medical Skills courses.</td>
</tr>
<tr>
<td>Demonstrate respect, compassion, and integrity in interactions with patients, families, and the medical community.</td>
<td>Faculty and resident direct observation and evaluations during clinical clerkships.</td>
</tr>
<tr>
<td>Demonstrate ethical behavior and altruism.</td>
<td>Presentation of clinical information.</td>
</tr>
<tr>
<td>Accept responsibility for his/her actions; admit errors of omission or commission; not misrepresent or falsify information and/or actions</td>
<td>Completion of HIPAA training.</td>
</tr>
<tr>
<td>Respect generally accepted boundaries for physician-patient relationships</td>
<td>Standardized patient evaluations.</td>
</tr>
<tr>
<td>Show respect for the patient’s privacy and dignity; maintain confidentiality of patient’s protected health information.</td>
<td>Simulation and inter-professional exercises.</td>
</tr>
<tr>
<td>Display cultural competence in interactions with patient, families, and the medical community.</td>
<td>OSCEs.</td>
</tr>
<tr>
<td>Respond appropriately to ethical conflict; recognize and reason through ethical dilemmas in clinical practice, while respecting cultural and religious beliefs the patient may have that affect his/her choices.</td>
<td>Praise/concern professionalism incident reports.</td>
</tr>
<tr>
<td>Effectively reconcile personal, patient, and professional conflicts; maintain composure even when stressed and avoid being hostile, abusive, arrogant, dismissive, or inappropriately angry.</td>
<td>Peer assessment.</td>
</tr>
<tr>
<td>Obtain informed consent for medical and surgical procedures by clearly explaining the risks, benefits, and alternatives.</td>
<td>Self-assessment.</td>
</tr>
<tr>
<td>Recognize and avoid conflicts of interest in financial and organizational arrangements for the practice of medicine.</td>
<td>USMLE Step 2 Clinical Skills Exam.</td>
</tr>
<tr>
<td>Demonstrate accountability to patients, society and the profession, and a commitment to excellence and continuing professional development.</td>
<td>Masters Colloquium on professionalism</td>
</tr>
</tbody>
</table>
5) **Health Care Systems**

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

<table>
<thead>
<tr>
<th><strong>Learning Outcome</strong></th>
<th><strong>Measures/Evaluation of Achievement:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Describe the role of each member of the interdisciplinary health care team and work effectively within it to provide coordinated, continuous patient care.</td>
<td>Faculty feedback in preclinical settings including team-based learning and Medical Skills courses.</td>
</tr>
<tr>
<td>Identify the structure and function of various health care delivery and insurance systems currently in place in the United States; recognize how these systems differ from one another, including their methods of controlling health care costs and allocating resources.</td>
<td>Faculty and resident direct observations and evaluations during clinical clerkships.</td>
</tr>
<tr>
<td>Discuss barriers to health care and describe various strategies designed to assist patients in gaining access to health care.</td>
<td>Patient case logs</td>
</tr>
<tr>
<td>Assist patients in dealing with health care system complexities; use knowledge of delivery systems and insurance-related factors in diagnostic, treatment, and discharge plans.</td>
<td>Patient case logs</td>
</tr>
<tr>
<td>Describe basic principles of cost-effective health care and resource allocation that does not compromise quality care; apply cost-effectiveness analysis to specific instances of diagnosis and treatment of disease and health promotion.</td>
<td>Presentation of written and oral clinical information</td>
</tr>
<tr>
<td>Analyze and describe the health care needs of defined populations, in particular the specific needs and challenges of vulnerable populations; advocate for excellence in care for all patients regardless of culture, ethnicity, language, or socioeconomic status.</td>
<td>Presentation of written and oral clinical information</td>
</tr>
<tr>
<td>Recognize the importance of educating the entire community about health issues; can assume responsibility for educating the public about important current public health concerns as they arise.</td>
<td>Standardized patient evaluations</td>
</tr>
<tr>
<td>Demonstrate understanding of the importance of service-learning through student-run community clinics or other volunteer opportunities in the community.</td>
<td>Simulation center exercises</td>
</tr>
<tr>
<td>Explain current models of medical practice performance evaluation, quality assessment and improvement, and benchmarking.</td>
<td>OSCEs</td>
</tr>
<tr>
<td>Identify common errors and hazards in medical care, and can describe appropriate consultation to manage them.</td>
<td>Peer assessment</td>
</tr>
<tr>
<td>Discuss the application of health information technologies, including electronic health records, patient registries, computerized order entry, and electronic prescriptions.</td>
<td>Self-assessment</td>
</tr>
</tbody>
</table>
6) **Reflective Practice and Personal Development**

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

<table>
<thead>
<tr>
<th>Learning Outcome</th>
<th>Measures/Evaluation of Achievement:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Observe and give a balanced description of personal performance comfortably and skillfully.</td>
<td>Self-assessment writing.</td>
</tr>
<tr>
<td>Demonstrate self-assessment and reflection skills that lead to a greater insight of one’s own knowledge, strengths, and limitations</td>
<td>Patient case logs/journal.</td>
</tr>
<tr>
<td>Interpret and analyze personal performance using feedback from others to identify strengths and weaknesses.</td>
<td>Evaluation by team members and peers in small group activities/clinical teams.</td>
</tr>
<tr>
<td>Respond to suggestions and criticism constructively – changing when necessary and discarding inappropriate feedback.</td>
<td>Faculty feedback in preclinical settings including team-based learning and Medical Skills courses.</td>
</tr>
<tr>
<td>Develop realistic plans and timelines to achieve desired outcomes; implement and refine plans, documenting correction of deficiencies and/or growth.</td>
<td>Faculty and resident evaluations during clinical clerkships.</td>
</tr>
<tr>
<td>Identify and express personal passion for medicine whether in caring for others, research, and/or service to the community</td>
<td>Standardized patient evaluations.</td>
</tr>
<tr>
<td>Identify signs, symptoms, and triggers of personal stress and anxiety; use appropriate techniques to manage these including when and how to seek help.</td>
<td>Simulation and inter-professional exercises.</td>
</tr>
<tr>
<td>Maintain physical/mental health by taking steps to achieve wellness.</td>
<td>OSCEs</td>
</tr>
<tr>
<td>Demonstrate basic group skills including time management, negotiation, delegation, conflict resolution, assessment of group dynamics, and open-mindedness towards others.</td>
<td>Self-directed Student Scholarly Projects</td>
</tr>
</tbody>
</table>
CONDUCT

UNPROFESSIONAL CONDUCT

Medical students are expected to uphold the highest level of professional and personal ethical behavior. Failure to maintain this level of ethical behavior is a matter of concern to the University and to the College of Medicine. To address these issues, the College of Medicine has a number of programs designed to help intervene to reduce stress and to enable students to access help. It is the responsibility of the student to seek help either through their College Master or through the Office of Student Affairs, Admissions and Outreach.

It is the policy of the University to respond in a measured fashion commensurate with the student’s violation and offense. However, a continued pattern of questionable ethical actions and unprofessional acts is not tolerated.

The University reserves the right to require the student enter 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 resolution of the allegations against the student. It is the responsibility of the student to notify the Assistant Dean of Student Affairs, Admissions and Outreach as soon as possible if s/he has been arrested for any reason. Regardless of actions of any third party, CNUCOM reserves the right to dismiss any student for violations of the conduct codes of the University.

COPYRIGHT POLICY

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.

DISCIPLINARY PROCESS FOR NON-ACADEMIC REASONS

Students at CNUCOM 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.

In the event that students are 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, in writing, to the Assistant Dean of Student Affairs, Admissions and Outreach. The Assistant Dean of Student Affairs, Admissions and Outreach informs the Vice Dean in the event of an allegation of misconduct by a medical student. The responsibility of the Vice Dean is to monitor the student’s behavior and educational performance while the allegation is being reviewed until a final resolution is reached.

The Assistant Dean of Student Affairs, Admissions and Outreach or delegate reviews the document of allegation and determines the seriousness of the offense. The Assistant Dean of Student Affairs, Admissions and Outreach or delegate may form an investigation committee of up to three University employees to investigate the allegation and provide a written report within twenty (20) business days of the receipt of the report. On the basis of written allegation and/or the report of the investigation committee, the Assistant Dean of Student Affairs may dismiss the allegation or determine that additional action is required.
If additional action is required, the Assistant Dean of Student Affairs, Admissions and Outreach brings in the student for counseling to attempt to resolve the issue. Based upon the seriousness of infraction and the student’s response, the Assistant Dean of Student Affairs may include, but not be limited to, a fine for lateness of compliance with College of Medicine requirements, suspension of university services, or a confidential letter kept on file in the Assistant Dean of Student Affairs, Admissions and Outreach office. A letter may be referenced and/or placed in the student record if further concerns arise about the student’s conduct.

If the Assistant Dean of Student Affairs, Admissions and Outreach determines that the infraction is deemed to be a serious breach of College of Medicine standards or a pattern of behavior which persists in spite of coaching and counseling, the Assistant Dean of Student Affairs, Admissions and Outreach reports, in writing, to the Vice Dean that “Non-Academic Misconduct” has occurred. The Vice Dean will form a Committee of two-to-four faculty members and one student member to review the case. The Committee reviews the documentation of the case and recommends an action, from verbal or written sanction to dismissal from the College to the Vice Dean on the basis of CNUCOM policy and standards of professional conduct. The Vice Dean, the Assistant Dean of Student Affairs, Admissions and Outreach, and the General Counsel are available to advise the Committee on institutional policies and procedures.

The Vice Dean provides a letter to the student summarizing the charge against the student, evidence related to the charge, the actions taken by the University, and the recommendation of the Committee. The student is advised that he/she may accept the recommendation of the Committee or request a Hearing during which the student may be accompanied by an advisor of his/her choice. If the student does not respond to the notice by the Vice Dean within five (5) business days or if the student accepts the recommendation of the Committee, the University imposes the recommended sanction by the Committee.

If the student requests a Hearing, the Committee convenes at a Hearing at a reasonable time and date of its choice. At the Hearing, the student may submit additional evidence in writing or be present and offer testimony and/or other evidence to rebut the charge(s). The student is afforded an opportunity to make a brief statement to the Committee. The Committee has the authority to solicit additional evidence from any reasonable source regarding the allegations.

Upon the conclusion of the Hearing, the Committee reviews the evidence and provides a written statement to the Vice Dean in which it may revise or endorse their earlier recommended action to the Vice Dean. The Vice Dean may dismiss the charge(s), take any less severe action than the recommendation of the Committee, or accept the recommendation of the Committee. For any action other than dismissal, the decision of the Vice Dean is final. The student is notified of the action to be taken.

In the event that the Vice Dean accepts a recommendation of dismissal of the student, the Vice Dean notifies the student and forwards the recommendation along with all appropriate documentation to the Dean of the College of Medicine. The Dean of the College of Medicine reviews the documentation and may invite the student to an interview prior to making a final decision. The Dean may accept the recommendation of dismissal or may impose any less severe sanction. The decision of the Dean is final.

If a student has been arrested and has pending legal action against him/her, the Assistant Dean of Student Affairs, Admissions and Outreach may initiate the review process for action. Final action by the Vice Dean or Dean may be withheld pending the final outcome of the legal action against the student.

**DISORDERLY ASSEMBLY AND CONDUCT POLICY**

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 POLICY**

**Professional Dress Guidelines**

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. Appropriate dress is also essential to enhance patient safety in the clinical setting. When students are assigned to clinical activities in any of the College of Medicine’s clinical settings, they should consider themselves as representatives of the CNU College of Medicine. Attire and behavior should promote a positive impression for the individual student, the specific course, and the institution. In addition to the guidelines outlined below, certain departments and some clinical affiliate institutions may require alternative dress guidelines, which must be followed.

**Classroom**

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. Shorts of mid-thigh length or longer are permitted, except on lab days.

**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 students care provided is perceived by patients, faculty, staff, and other students.

**Clothing:** Men should wear a shirt, long pants, socks, and hard-soled shoes. Ties, if worn, must be bow tie or tucked to the shirt if long, so as to not permit the tie coming in contact with the patient. Women should wear dresses of medium length, or professional style slacks. 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.

**Examples of inappropriate attire in the clinical setting include, but are not limited to, the following:**

Blue denim jeans of any length and pants or slacks that are not in good condition

Exercise or workout clothing, including sweatpants, spandex, or leggings

Caps or hats, unless worn for medical or religious reasons

Shirts or other clothing with images, wording, or logos that may be perceived as offensive by patients, families, or others

Tank tops, halter tops, translucent tops, tops with low necklines, spaghetti strap tops, or tops that leave the cleavage, undergarments, midriff or back exposed

Clothing that exposes undergarments

Wearing sunglasses indoors (includes covering the eyes and worn on head)
Men’s sleeveless shirts; shorts; overalls; form fitting, and/or revealing clothing; dresses or skirts shorter than 2 -3 inches above the knee.

**Scrubs:** In general, medical students should wear their own clothes with the white coat (rather than scrubs) for patient care assignments in clinics and when performing inpatient services. Scrubs must be worn in compliance with the policies of the institution in which the medical student is assigned for patient care rotations. They should never be worn in public places outside the clinical care facility. Scrubs may only be worn in specific patient care areas. If scrubs must be worn outside of the designated clinical area, they should be covered with a white coat. Scrubs should not be taken home without prior written authorization from the providing institution.

**Shoes:** 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.

**Hair:** 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 the student’s clinical performance. For safety and infection control reasons, students working in some areas of the hospital, such as operating rooms, may not be permitted to have beards, or may be required to wear beard guards.

**Fingernails:** Should be short, neat and clean. Nail polish, if used, should be clear. Long fingernails are a safety hazard to self and others. Artificial nails are not permitted.

**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.

**Gum:** Students should not chew gum.

**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.

**Note:** 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.

**Dress Code for the Research Laboratory**

The CNUCOM dress code for the research laboratory is about safety and following OSHA regulations. The basic safety rule is to dress in such a manner that will minimize the safety risks.

**Clothing** should be comfortable and 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.

Visible cleavage, hips, stomachs, or lower backs are also not allowed. Spaghetti strap shirts, belly shirts, tank tops, tube tops, bare midriffs, and deep U or V necks are not appropriate for the same reasons.

**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.

**Hair** must be clean and groomed. Long hair can easily become burned or trapped in machines.

Similarly, jewelry and any hanging article of clothing should be detained. To work in the cell culture room, hair must be tied back.
**Fingernails** should be short, neat and clean. Long fingernails are a safety hazard.

**Shoes** worn must meet OSHA safety standards and regulatory requirements relative to the specific work location. Open-toed and open-heeled shoes, perforated shoes and canvas sneakers are not allowed in the laboratory areas, or other areas subject to foot safety concerns. Footwear must be clean, in presentable condition, and professional. Flip flops are not appropriate.

**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. Therefore, the first thing to do when entering the laboratory is to put the lab coat on. Likewise, when finished and before exiting the lab area the lab coat should be taken off. To work in the cell culture room, only specific lab coats kept inside the room must be worn.

Gloves and protective eyewear must be worn in appropriate locations.

**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.**

**Dress Code for the Anatomy Lab**

**A lab coat** must be worn at all times in the laboratory and should be long-sleeved, comfortable, and easy to work in. It should be laundered frequently.

**Short pants** are prohibited.

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

**Shoes** must be worn that cover the entire foot. Shoes should protect the feet from accidental chemical drip, and should provide sufficient traction for use in the lab where the floor has the possibility of moisture. It is recommended to have a pair of shoes for anatomy lab use only.

**Shoe covers and particulate masks** will be kept in the lab for use when needed. If you find that you have a chemical sensitivity (respiratory or mucosal irritation), please contact the Instructor or the Lab Manager immediately.

**Gloves** must be worn at all times.

**Eyewear:** 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.

**Hats:** Baseball caps or other hats (except surgical caps and head coverings prescribed for religious/cultural observation) are not permitted.

**Hair** must be clean and groomed. Hair must be tied back.

**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. This policy establishes internet usage guidelines for University/College students to ensure that they are representing themselves and the University professionally on and off campus. Social Media includes social networking sites (e.g., Snapchat, Instagram, Twitter, LinkedIn, Facebook, online dating sites, etc.); blogs; video sharing sites (e.g., YouTube, Vine, etc.); and photo sharing sites (e.g., Flickr, Instagram, etc.).

**Social Media**

Students are to maintain a professional demeanor at all times over social media. Students must avoid posting or being tagged in text, photos, or videos that may be professionally compromising. Students should monitor their sites to seek
removal of unprofessional public posts by others.

Using social media to insult, threaten, defame, harass, disparage or bully another person or entity or to engage in copyright or trademark infringement, misappropriation of trade secrets, discrimination, or related actions, or for any other purpose that is illegal, against University policy, or not in the best interest of the University is prohibited. The use of social media during class time is unacceptable.

Confidential Information

Students are required to abide by HIPAA (Health Insurance and Portability and Accountability Act) and related jurisprudence in treating patient information as confidential. Students are prohibited from:

- Discussing specific patients’ online, unless on secure healthcare-related networks, even if all identifying information is excluded.
- Posting pictures of patients online without the specific prior written permission of the patient (or legal guardian, in the case of a minor).
- Disclosing confidential University information including, but not limited to, student records, personal information of students or employees, and non-public strategies.

Representation of University Entities

Representing one’s personal opinions as institutionally endorsed by the University or any of its entities is prohibited. Students should maintain the privacy of fellow student colleagues and University/College employees unless they have been given prior written permission to use the person’s likeness or name.

Students are not allowed to use the University/College logos unless they have received prior written permission from authorized University personnel. While students are encouraged to share information about their experiences at the University online, they should be transparent in regard to their relationship with the University/College and be truthful, accurate and complete in describing the University programs and services.

Violation of the Social Media and E-Professionalism Policy

Any violation of this policy may result in disciplinary action suspension and other actions up to or dismissal from the University. In addition appropriate legal action against the offending individual(s) or organization(s) may also be pursued.

FOOD IN CLASS AND LABORATORY

Eating food during class or laboratory is not allowed. Eating food on campus is permitted in designated areas only. Drinks are allowed in capped and closed bottles.

The student receives a verbal warning for the first offense. The student may be removed from the setting for any subsequent occurrences. Substantial academic disruption may result in dismissal from the course.

FREE SPEECH

The College supports the right of students to free speech, to engage in discourse and to listen to others, and to express views whether expressing approval or disapproval of ideas or issues. However, it is not appropriate and is unprofessional to be disruptive of the academic setting or clinical milieu when seeking to express an opinion. Unprofessional conduct is subject to disciplinary action.
FUNDRAISING

Detailed information regarding fundraising for student organizations can be found in the College’s Student Organization Handbook. CNUCOM recognizes that fundraising is a vital component of a successful professional organization. Therefore, the College encourages students to seek entrepreneurial ideas for fundraising.

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

Use of the University or College insignia is prohibited unless prior authorization for use is granted by the Assistant Dean of Student Affairs, Admissions and Outreach or Vice President of Operations. Use of the University or College insignia must comply with the Use Guide for the University or College insignia.

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, Admissions and Outreach. A formal proposal, with the organization’s advisors signature, must be submitted with the request to the Assistant Dean of Student Affairs, Admissions and Outreach for review. Once the proposal is approved by the Assistant Dean of Student Affairs, Admissions and Outreach, the student organization may forward the approved request to the potential sponsor(s).

GAMBLING

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

HAZING POLICY

Hazing, usually only associated with undergraduate degrees, 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, Admissions and Outreach.

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. California Northstate University College of Medicine does not guarantee that any insurance hereby provided will be sufficient in every case.
NAME BADGES, IDENTIFICATION, REPLACEMENT

The CNUCOM identification 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. In addition, it is extremely important for students not to identify or introduce themselves as “doctor” in any physical setting, and to use “Student Doctor” instead. 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.

Those select individuals who already have advanced degrees (MD, PhD, PharmD, etc.) are still asked to refrain from introducing themselves as doctor in the presence of patients in order to prevent confusion and maintain legal compliance.

Replacing Name Badges

Name badges are provided to all students during Orientation and must be worn on campus, at clinical sites, and during patient-care activities.

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.

SMARTPHONES, HEADPHONES, AND EARBUDS

Out of courtesy for others, all smartphones, pagers and headphones (including earbuds) must be turned off before entering any classroom, laboratory, and discussion session or academic/professional event.

Students are not to take telephone calls or text messages during academic/professional events. The student will receive a verbal warning for the first offense. The student may be removed from the setting for any subsequent occurrences. Substantial academic disruption may result in dismissal from the course and the possible loss of a full academic year.

If students expect to receive an emergency message during class, they should request permission of the faculty member before the start of the class session. Students will be requested to leave the telephone (with permission to answer the phone) with the Office of Student Affairs, Admissions and Outreach.

SMOKING AND SMOKELESS TOBACCO

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

CAREER PLANNING AND COUNSELING

One of the most significant decisions students make while attending medical school is choosing a specialty. The California Northstate University College of Medicine Careers in Medicine program is designed to help students stay on track making this decision during the four years of medical school with a four-step program of self-assessment and career exploration. The goal of the program is to help each student narrow their choices and select a specialty focus by the end of spring quarter of 3rd year and be prepared to begin the application to residency, interview, and enjoy a successful Match to the career of their choosing.

The College of Medicine has a Director of Career Counseling who maintains an office for one-on-one career advising. The office will also be the location of a Career Guidance Library with various books and resources to help students in the process of selecting a medical specialty.

Year 1 Activities

Session 1: Introduction to the Careers in Medicine Program (during Orientation)

Session 2: The Art of Understanding Yourself: Students to take self-assessments available on Careers in Medicine website in advance of session, so results may be discussed and understood in the context of medical specialty career decisions.

Session 3: Learn about the Medical Specialty Groups: Representatives from the various medical specialty groups will be on hand to allow students to learn about the specialty interest group’s activities. In addition, students will learn how to arrange for shadowing experiences to gain additional experience in various medical specialties.

Year 2 Activities

Session 1: Students will be required to complete the Exploring Options section of the AAMC-CiM website and be prepared to discuss this information in this session.

Session 2: Becoming familiar with the many ways to practice medicine: Exploration of the various specialties and subspecialties and their related national organizations and web-based resources.

Lunch Sessions: Several brown bag informative lunch sessions will be provided during the year featuring panels of physicians representing various medical specialties and sub-specialties. The guest panelists will be asked to provide a “day in the life” description of the work they perform, followed by a question and answer session.

Throughout the year: A USMLE preparation program will be facilitated by the College of Medicine’s Academic Skills Specialist.

Year 3 Activities

Session 1: Career Exploration and Preliminary Decision Making: Medical students will be shown how to explore many specialties during their clerkships. They will further know how to ask important questions of their clinical rotations: “Do I enjoy continuity of care, certain procedures, certain types of illnesses, seeing immediate results, having long term relationships with patients, figuring out diagnostic puzzles, caring for people in the context of their community, addressing issues of mental well-being, prevention, working with the underserved, working with children, etc."

Session 2: Students will develop an understanding of the high yield preparation resources for study of the USMLE Step 2 and Step 2CS examinations.

Session 3: Student will learn how to make realistic assessments of their competitiveness for the various medical specialties.
Clinical Elective Advising

Session 4: Elective Selection - Students will learn about important considerations in selecting electives for their fourth year of study. They will be exposed to departmental recommendations of electives for those students considering applying in their discipline as well as being introduced to the Visiting Student Application Service provided by the AAMC. Students will also be encouraged to make an appointment with the departmentally-based career advisor to obtain information on various residency programs for consideration.

Session 5: Students will be counseled about how and when to obtain letters of recommendation for the residency application process; how to write a strong personal statement; and how to utilize AMA’s FREIDA as a resource. Students will receive training on use of the Electronic Residency Application Service (ERAS) and the timeline and activities associated with the National Resident Application Program (NRMP).

Year 4 Activities

Students will participate in the following exercises and activities in preparation for the Match:

1. Submitting Applications for Residencies: Recommendations for consideration
2. Strategy for scheduling away rotations and time-off for interview season.
3. Interview Advice and Communication Skills
4. How to Avoid the scramble and Developing Plan B

TUTORING

Students experiencing difficulty in any course are urged to seek the help and assistance of the course coordinator or their College Master before the problem becomes unmanageable. If academic problems arise, school funded tutoring services are available through the Office of Student Affairs, Admissions and Outreach. Students requiring this assistance may be referred by the faculty of the course, by their College Master, the Assistant Dean of Student Affairs, Admissions and Outreach, or by the Student Promotions Committee.

Additional tutoring is offered for a nominal fee by students who have successfully completed courses. These tutors typically post their contact information on campus bulletin boards. The Office of Student Affairs, Admissions and Outreach keeps a list of recommended tutors and can provide insight into selecting a suitable tutor.

Additional tutoring is offered free of charge and is provided by faculty volunteers in the form of review sessions.

PEER TUTORING POLICY

I. PURPOSE

The purpose of this policy is to establish a procedure to facilitate peer-to-peer tutoring.

II. SCOPE/COVERAGE

This policy applies to all current students of California Northstate University College of Medicine.

III. POLICY STATEMENT

California Northstate University College of Medicine policy on peer-to-peer tutoring represents a supplement to academic support services provided by the Course Director, Faculty, and the Department of Basic Sciences. The program serves the dual purpose of providing an opportunity for tutors to reinforce their knowledge and critical thinking
skills while simultaneously helping their colleagues achieve the same goal. School-funded tutoring services are available through, and arranged by, the Office of Admissions, Student Affairs, and Outreach. Students requiring this assistance may be referred by the course faculty, by their College Master, the Assistant or Associate Dean of Admissions, Student Affairs and Outreach, or by the Student Promotions Committee.

IV. PROCEDURE

Students may request tutoring assistance at any time and are encouraged to do so at the earliest indication of difficulty in a course.

TUTEE RESPONSIBILITIES

- The student requesting tutoring (the Tutee) must contact the Office of Student Affairs for a list of currently available tutors.
- The tutee is responsible for contacting and arranging sessions with the tutor.
- The tutee is expected to be punctual and prepared for every tutoring session.
- 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

- 6. The tutor must be available at least one (>1) hour per week for tutoring sessions, and must be reasonably accessible by phone or e-mail for scheduling tutoring sessions.
- 7. The tutor must have a grade of 80% or above on the most recent summative exam and on any subsequent formative exams.
- 8. Tutoring is normally limited to three hours per week. The tutor must obtain approval from the Office of Student Affairs for additional tutoring hours.
- 9. 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 by the 12th and 28th of each month for payment processing.
- 10. The tutor is required to report any concerns or challenges regarding the tutee or the tutoring sessions to the Office of Student Affairs.

JOINT TUTOR/TUTEE RESPONSIBILITIES

- Tutor and tutee must review and discuss the Peer Tutoring policy and sign the top portion of the Peer Tutoring Agreement & Tutor Report/Payment form before beginning tutoring sessions. The signed agreement form should be submitted to the Office of Student Affairs. Breach of the Peer Tutoring Policy stipulations by either party may constitute an honor code violation.

CNUCOM RESPONSIBILITIES

- 12. Tutor will be paid by CNUCOM at $13 an hour for tutoring 1 or 2 students simultaneously, and at a rate of $20 per hour for group tutoring (greater than or equal to 3 students).

PEER TUTORING AGREEMENT AND PAYMENT FORM

http://medicine.cnsu.edu/shareddocs/PeerTutoringAgreementandPaymentForm.pdf

ACADEMIC ADVISING

It is the Medical School’s desire to see that each student has every opportunity to succeed. Important resources in this regard are Faculty Advisors, Academic Counseling Teams (ACTs), and Case Conferences.
College Masters

Upon matriculation, students are assigned to a small group headed by a College Master. The College Master has the responsibility for monitoring advisees’ academic progress. The College Master can play a valuable role in helping students proactively identify and address evolving academic problems before these problems develop into serious academic difficulties. He/she will be available to discuss issues such as group skills and group process, curricular matters, study strategies, academic performance and professionalism issues.

1. One of the goals of a College Master is to foster a collegial, helping relationship with their advisees that results in the facilitation of a student’s learning and successful progression through all four years of the curriculum.

2. A goal of the academic advising system is to prevent a student from falling into academic difficulty through early assessment and intervention. The College Master (CM) will serve as a resource for information and guidance on academic issues, as well as other issues related to medical education as requested by the student.

3. Students are required to meet with their CM regularly to discuss their academic performance.

4. CM’s will have access to advisees’ academic records for the purposes of academic counseling. The student will have an initial meeting with their CM during the first week of medical school. Other mandatory meetings will occur after the final is taken for each course.

5. If students fail an examination, they will be required to meet with the individuals assigned to serve on their Academic Counseling Team (see below), as well as the Assistant Dean of Student Affairs, Admissions and Outreach or his designee.

6. Students may initiate a request to be assigned a different CM at any time upon request through the Assistant Dean of Student Affairs, Admissions and Outreach.

Clinical Advisor

Students will be assigned a physician who will serve as their Clinical Year’s Advisor at the start of Year 3. This advisor will serve to guide and advise them throughout the clinical years of the curriculum. These advisors will also help students in the process of medical specialty selection and preparing for the residency selection process. There will be mandatory meetings with their clinical year’s advisor in Year 3 and Year 4. Students may change clinical advisors upon request to the Assistant Dean of Student Affairs, Admissions and Outreach. The clinical year’s advisor system will be explained in detail at the Year 3 Orientation that will occur at the end of Year 2.

Academic Counseling Team (ACT)

If a student fails an examination an Academic Counseling Team (ACT) will be formed composed of the student’s preclinical advisor, Academic Skills Specialist and the Assistant Dean of Student Affairs, Admissions and Outreach. The goal of the ACT is to provide prompt and effective interventions to correct departures from good academic health.

If a student fails a second examination, a Case Conference will be held. A Case Conference is called by the Assistant Dean of Student Affairs, Admissions and Outreach and includes: the Vice Dean, Associate Dean of Student Affairs, Admissions and Outreach, College Master, the course directors of the classes in which the student received the unsatisfactory examinations, and the Director of Clinical Skills. The purpose of this conference is to determine if there are any recurring themes (attitudes, behaviors, etc.) which may be contributing to the student’s difficulty and to develop a specialized recommendation for the student. Subsequent to this conference, the Assistant Dean of Student Affairs, Admissions and Outreach will meet with the student and discuss this recommendation.

Academic Support Services

The Assistant Dean of Student Affairs, Admissions and Outreach, who in addition to others monitors students’ academic progress, routinely, meets with individuals who are concerned with their academic progress, or who have been identified from performance data, or referral by faculty or students, as potentially needing assistance. The rigorous medical curriculum is often more than a student expects and may call for new test-taking strategies, study
strategies, and better time management. For many students it may be the first time that they experience an academic failure. The Assistant Dean of Student Affairs, Admissions and Outreach offers both counseling and referral services. The College of Medicine’s Academic Skills Specialist monitors the academic progress of all students and contacts students who may benefit from services provided by that office.

These services include: test-taking and study skills; time management; access to various discipline specific study guides; tutoring services; USMLE preparation; and referral to psychological learning specialists for diagnostic services (i.e. learning disabilities; dyslexia; ADD; ADHD, etc.).

The COM Student Promotions Committee (SPC) is responsible for the application of effective procedures for the evaluation of student performance, which is defined to include both academic achievement and professional competence. The Committee evaluates the progress of all students in the program and certifies whether or not students have met the stated criteria for academic advancement. It recommends appropriate actions when students do not maintain satisfactory academic progress. The SPC may formulate a remediation program for the student based on his/her unique presentation. In such cases the student may be required to submit reports to the SPC concerning their progress they have made in these remediation efforts. If a student finds that their level of academic difficulty places them before the Student Promotions Committee (SPC), the Assistant Dean of Student Affairs, Admissions and Outreach is available to help them prepare their comments for their appearance before the committee. Data from the University’s CAMS system (Comprehensive Academic Management System) and COM’s learning management system (Sakai CLE), as well as from the evaluation and curriculum management system (E*Value) will be analyzed in monitoring student academic progress.

The COM faculty members are expected to have an open-door policy to allow for increased student interactions. Based on our experiences with such policies and with the increased direct student contact planned for our program, we expect that students will seek out unofficial advisors and mentors from among the faculty. California Northstate University College of Medicine encourages these types of interactions as well.

**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. At graduation, the student will have mastered:

- Highly developed critical thinking skills;
- Effective oral and written communication skills; and
- Exemplary professional behavior, attitude, and values.
FORMS, POLICIES, AND PROCEDURES

NON-DISCRIMINATION

California Northstate University College of Medicine (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.

ETHICS AND PROFESSIONALISM POLICY FOR CNUCOM STUDENTS

I. Policy Statement

California Northstate University College of Medicine (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.

II. Purpose

The purposes of this policy are: 1) to outline expectations of behaviors that demonstrate professionalism in all aspects of the CNUCOM medical education experience; and 2) to identify procedures to address alleged lapses.

III. Scope/Coverage

This policy pertains to all phases of the CNUCOM curriculum. Professional behavior is expected throughout medical school, within courses and clerkships, during on campus extra-curricular activities and also in off campus settings. This policy will be shared with all students. It will be included as an appendix in the CNUCOM Student Handbook and will be available on the CNUCOM website.

IV. Procedure

Examples of Professional Behavior

A. Academic integrity and responsibility – students are expected to continue to study, apply, and advance scientific/medical knowledge, maintaining a commitment to medical education while exhibiting cooperation with all aspects of the CNUCOM curriculum including:
   a. Adherence to all timelines, requirements, and policies mentioned in course syllabi and the CNUCOM Student Handbook.
   b. Dedication to satisfactory completion of academic requirements as described in the Academic Progression Policy.
   c. Attendance at all mandatory classroom sessions and timely arrival at curricular sessions and examinations.
   d. Honesty in all professional and academic activities.

B. Personal integrity and responsibility – students are expected to exhibit respectful behavior to patients, staff, fellow students, faculty members, administrators and guest speakers in all venues and phases of the CNUCOM curriculum while:
   a. Exhibiting appropriate representation of the CNUCOM community in all public arenas, including the Internet
b. Adhering to the CNUCOM dress code policy  
c. Abiding by local and national laws  

C. Responsibility to uphold the standards of medical professionalism. CNUCOM abides by the professionalism standards drafted by the American Board of Internal Medicine (ABIM) Foundation in 2004. By these standards, three fundamental principles of medical professionalism and ten life commitments are considered appropriate behavior for all physicians  
  a. The principle of primacy of patient welfare – dedication to serving the interest of the patient first (altruism, trust and serving patient interest)  
  b. The principle of patient autonomy (honesty, the need to educate and empower patients to make important medical decisions)  
  c. The principle of social justice (promote justice including the fair distribution of health care resources)  
  d. The charter also mandated ten professional commitments: Commitment to professional competence, honesty with patients, patient confidentiality, maintaining appropriate relations with patients, improving quality of care, improving access to care, to a just distribution of finite resources, to scientific knowledge, to maintaining trust and to professional responsibilities.  

By these standards, the physician professional is defined not only by what he or she must know and do, but also by a profound sense of what he or she must be.  

Procedure for Reporting Lapses in Professional Behavior  

A perceived lapse in professional behavior by a CNUCOM student should be reported on the Professional Behavior Inquiry Form for CNUCOM students (Available on the CNUCOM website). Anyone (staff, students, administrators, faculty members or allied health professionals) may submit a report indicating a perceived lapse in professional behavior by a CNUCOM student. Steps and timeline for the form submission process are as follows:  

Step 1 - The completed Professional Behavior Inquiry Form for CNUCOM students is be submitted to the Assistant Dean of Student Affairs, Admissions, and Outreach (ADSA).  

Step 2- The ADSA must notify the student of concern within two (2) business days of receiving the report. This notification will indicate that one or more of the following organizations will consider the alleged lapse in professionalism: Student Promotions Committee, CNUCOM Honor Council or CNUCOM General Counsel. This notification will also indicate the procedure and timeline for investigating the inquiry and will delineate specific questions requiring answers.  

Step 3 - The student receiving the notification will have five (5) business days to generate and return a student response report to the ADSA. This report should include answers to specific questions posed by the ADSA.  

The organization considering the alleged lapse in professionalism will meet and prepare an outcome report within five (5) business days of return of the student response report. This outcome report must include specific recommendations for the student in question with a timeframe for completion. In this process, the student may request to be present to add any additional information or perspective.  

Procedure for Student Appeal Regarding Reported Lapses in Professional Behavior  

Following submission of a Student Professional Behavioral Inquiry and Appeal Form, the student being investigated may appeal a negative decision by submitting the appeal portion of the completed form together with all previously completed portions of the form. Steps and timeline for the appeal process are as follows:
1. A student requesting an appeal of negative disposition of the outcome report may submit an appeal within five (5) business days from the date of receiving the outcome report. The appeal should be submitted to the Associate Dean of Student Affairs, Admissions, and Outreach.

2. The Associate Dean of Student Affairs, Admissions, and Outreach, in consultation with a three member ad hoc committee of faculty not involved in any aspect of the matter, will render a decision on the appeal and inform the student in writing within ten (10) work days of receipt of the appeal. The student has the option to be present and provide information or perspective to this committee.

3. The student, if unsatisfied with the decision of the Associate Dean of Student Affairs, Admissions, and Outreach and the faculty ad hoc committee, may appeal to the Dean of the College of Medicine within two (2) business days of receipt of written notification from the Associate Dean of Student Affairs, Admissions, and Outreach. The Dean of the College of Medicine will review the two previous decisions from a procedural standpoint. The Dean may uphold, reverse or request further review of the appeal. The Associate Dean of Student Affairs, Admissions, and Outreach must report back within five (5) business days of a request for further review. The Dean will communicate the outcome of his/her final decision in writing to the student within ten (10) business days of receipt of the student’s appeal.

**COMPLAINT/GRIEVANCE POLICY**

I. PURPOSE

The purpose of this policy is to establish a student complaint/grievance procedure.

II. SCOPE/OVERAGE

This policy applies to all current students of California Northstate University College of Medicine.

III. POLICY STATEMENT

California Northstate University College of Medicine is committed to a policy of fair treatment of its students in their relationships with the administration, faculty, staff and fellow students.

IV. PROCEDURE

Note that a grievance is defined as a matter not falling under the progression policy for academic or non-academic due-process.

1. The student shall file a written complaint using the Student Complaint/Grievance Form.

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

3. The Assistant Dean of Student Affairs will handle the complaint in accordance with the policies of the California Northstate University College of Medicine, will review the facts surrounding the issue and will attempt to resolve the complaint.

4. The complaint will be answered in writing by the Assistant Dean of Student Affairs within four weeks of receipt of the complaint, excluding holidays/university breaks.

5. If the complaint relates to the Assistant Dean of Student Affairs, the matter will be handled by the Associate Dean of Student Affairs following the same procedure.

6. If the Assistant Dean of Student Affairs cannot resolve the complaint satisfactorily, the matter will be referred to an ad hoc committee formed on a case-by-case basis. This will include 3-5 individuals one of whom will have a legal background. Otherwise the committee will be constituted of CNU faculty and staff.
7. If the ad hoc committee cannot resolve the complaint satisfactorily, the matter will be transferred to the Dean for appropriate action.

8. Students may appeal decisions by filing an appeal with the Dean within five days of receipt of the complaint/grievance resolution. The Dean’s decision is final.

9. A record of the student complaints is kept on file in the Assistant Dean of Student Affairs office.

10. All aspects of student complaints shall be treated as confidential.

COMPLAINTS/GRIEVANCE FORM
http://medicine.cnsu.edu/shareddocs/StudentGrievanceFormCOM.pdf

MISTREATMENT POLICY FOR COM STUDENTS

I. POLICY STATEMENT

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

This policy will be published in the Student and Faculty Handbooks, and will be available online. This policy will be shared with all students (new and continuing), all new residents and faculty, and on an annual basis with all current instructors (e.g. residents, faculty, staff, nurses, administrators).

II. PURPOSE

The purposes of this policy are:

1. To outline expectations of behaviors that promote a positive learning environment for CNUCOM medical students and other learners

2. To identify grievance procedures to address alleged violations

III. SCOPE/COVERAGE

This policy offers a definition of the behavioral expectations that promote a positive learning environment as outlined in the AAMC “Statement on Learning Environment”. It also provides examples of unacceptable treatment of medical students, and describes the procedures available to report incidents of mistreatment in a safe and effective manner.

IV. SCOPE/COVERAGE

1. This policy will be published in the Student and Faculty Handbooks, and will be available online. This policy will be shared with all students (new and continuing), all new residents and faculty teachers, and on an annual basis with all current instructors (e.g. residents, faculty, staff, nurses, administrators).

2. Examples of mistreatment - Students should use this Policy to address discriminatory, unfair, arbitrary or capricious treatment by faculty or staff. 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 discriminatory, unfair, arbitrary or capricious treatment 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” (i.e. “scut” work) on patients not assigned to them or where performing them interferes with a student’s attendance at educational activities, e.g. rounds, teaching sessions, lectures, etc.
Pressuring a student to perform medical procedures for which the student is insufficiently trained (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 Possible Mistreatment
Medical students who themselves experience or observe other students experiencing possible mistreatment are encouraged to discuss it with someone in a position to understand the context and address the necessary action(s). The individual considering making a report of mistreatment may consider attempting to resolve the matter directly with the alleged offender; although he/she is not required to do so.

Medical Students may also choose to pursue claims of unlawful discrimination or harassment compliance with the University’s Anti-Discrimination Statement:

“California Northstate University College of Medicine (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.”

Suggested options for medical students include:
1. **DISCUSS** it with their College Master, the Assistant or Associate Dean of Student Affairs or the clerkship/course director(s).
2. **REPORT** it utilizing one of the options below:

   File a formal report with the Vice President for Institutional Effectiveness and Assessment.

   File an anonymous report via the Portal contained on the CNUCOM website [https://californianorthstateuniversity.formstack.com/forms/anonymouseportcnu](https://californianorthstateuniversity.formstack.com/forms/anonymouseportcnu)

Medical Students requesting complete 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.

Responding to Concerns of Mistreatment
Every effort is made to respond to concerns of mistreatment in a professional manner to minimize the risk of retaliation. The Assistant or Associate Dean of Student Affairs, Admissions and Outreach, and/or the Associate Dean of Faculty Affairs and Development will be provided with written notice of reported mistreatment of Medical Students and respond to the submitter within two (2) business days that the report is being researched. An initial inquiry will be conducted into the circumstances. The Vice President for Institutional Effectiveness and Assessment will engage the appropriate process channels for implementing notice to the offending party, and for investigation and implementation of potential corrective action. The process must be complete within ten (10) business days.

Aggregate and de-identified data on reports of mistreatment of Medical Students will be shared with the Curriculum Committee and the President’s Executive Council at least quarterly.

**No Retaliation**

CNUCOM does not tolerate retaliation against individuals who report hateful, dishonest, illegal, unethical, unprofessional, or otherwise inappropriate acts that constitute student mistreatment. 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**

**I. POLICY AND GENERAL STATEMENT**

Respect for diversity is one of California Northstate University College of Medicine’s core values, extending to all aspects of our community. CNUCOM will endeavor to provide reasonable accommodations relating to religious beliefs and practices in response to a formal written student request.

**II. PURPOSE**

The purpose of the policy is to ensure that 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 as outlined below. 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.

**III. SCOPE/COVERAGE**

The policy applies to all enrolled students.

**IV. PROCEDURE**

All student’s request must be made in writing using the designated form for this purpose and include the following:

- Notification to the Assistant Dean of Student Affairs, Admissions and Outreach of the student’s request for excused absence from participation in an aspect of the curriculum.
- A statement of the reason for this request and a description of the curriculum that the student will miss as a result of this absence.
- The date of the request and the student’s signature.

**Phase A (Years 1 – 2)**

Students must notify the Course Director(s) during the first week of the semester, or at least 2 weeks before the holiday, whichever comes first, of their request to be absent from class on their day(s) of religious observance.
The Assistant Dean of Student Affairs, Admissions and Outreach will consult with the Course Director(s) and review any student’s written request, decide if there is a need to grant reasonable accommodation for religious observance, and whether granting an accommodation will unduly burden faculty, staff or others involved with the affected activity or will unacceptably compromise the rigor of the educational requirements.

They will also consider whether there will be an opportunity to make up any missed activity. A written response to the student request will be issued by the Assistant Dean of Student Affairs, Admissions and Outreach in a timely manner. The student’s request and written response to the request will be maintained in the student’s academic file.

Work Assignments: Students who are excused from class, specific work assignment, or other academic or educational activity for the purpose of observing a religious holiday will be responsible for the material covered in their absence, but shall be permitted a reasonable amount of time to make up any missed work. Missed work shall be made up in accordance with a timetable set by the student's instructor or as prescribed by the Course Director(s) at the beginning of the academic term, including permission to make up examinations.

**Phases B and C (Years 3 – 4)**

Students requesting an absence due to religious observances during any clerkship or clinical rotation shall notify the Assistant Dean of Student Affairs, Admissions and Outreach and the Clerkship Director as early as possible, but in no case any later than the first week of the semester in which the clinical clerkship and rotation begins, in order to avoid scheduling conflicts.

The student’s request must be in writing and include the following:

- Notification to the students’ Clerkship Director and the Assistant Dean of Student Affairs, Admissions and Outreach of the student’s request for an excused absence from participation in some aspect of the curriculum.
- A statement of the reason for this request and a description of the aspect of the curriculum that the student will miss as a result of this absence.
- The date of the request and the student’s signature.

The Clerkship Director and the Assistant Dean of Student Affairs, Admissions and Outreach will review any student’s written request, decide if there is a need to grant reasonable accommodation for religious purposes, and whether granting an accommodation will unduly burden faculty, staff or others involved with the affected activity or will unacceptably compromise the rigor of the educational requirements. They will also consider whether there will be an opportunity to make up any missed activity. A written response to the student request will be issued by the Assistant Dean for Student Affairs, Admissions and Outreach. The student’s request and written response to the request will be maintained in the student’s academic file.

Requests for absences from clinical activities must comply with the amount of excused absences for each clerkship/clinical rotation.

**STUDENT RELIGIOUS OBSERVANCE EXCUSED ABSENCE FORM**

[http://medicine.cnsu.edu/sharedocs/StudentReligiousObservancePolicyForm.pdf](http://medicine.cnsu.edu/sharedocs/StudentReligiousObservancePolicyForm.pdf)

**INFECTION AND ENVIRONMENTAL HAZARDS EXPOSURE CONTROL POLICY**

**I. POLICY STATEMENT**

At California Northstate University College of Medicine, we provide 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. This policy is designed to prevent or minimize occupational exposure to blood and other potentially infectious
materials. The policy is consistent with the requirements of the Cal/OSHA Injury and Illness Prevention Program (8 CCR 3203).

II. PURPOSE

The purpose of this policy is to:

1. Establish, implement, and maintain an effective exposure control plan for infectious and environmental hazards.
2. Provide a safe and healthy learning and training environment for medical students, faculty, staff and volunteers.
3. Protect them from the potential exposure to infectious and environmental hazards.

III. SCOPE/COVERAGE

This policy applies to all medical students, faculty, staff and volunteers.

IV. PROCEDURE

All employees who have occupational exposure to blood borne pathogens receive training on the epidemiology, symptoms, and transmission of blood borne pathogen diseases. The training program will also cover:

- A copy and explanation of the Cal/OSHA blood borne pathogen standard.
- An explanation of methods to recognize tasks and other activities that may involve exposure to blood and other potentially infectious materials (OPIM), including what constitutes an exposure incident.
- An explanation of the use and limitations of engineering controls, work practices, and Personal Protective Equipment (PPE).
- An explanation of the types, uses, location, removal, handling, decontamination, and disposal of PPE.
- Information on the hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine will be offered free of charge.
- Information on the appropriate actions to take and persons to contact in an emergency involving blood or OPIM.
- An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available.
- Information on the post-exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure incident.

INFECTION AND ENVIRONMENTAL HAZARDS POST-EXPOSURE POLICY

I. POLICY STATEMENT

At California Northstate University College of Medicine (CNUCOM), safety training session 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 report and treat the exposure.

Health insurance coverage and immunization are mandatory for all medical students, faculty, staff and volunteers.

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.
All the follow-up recommendations on medical student educational activities should be NONDISCRIMINATORY. 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.

I. PURPOSE

The purpose of this policy is to implement plan for medical students, faculty, staff and volunteers after the potential exposure to infectious and environmental hazards.

II. SCOPE/COVERAGE

This policy applies to all medical students, faculty, staff and volunteers.

III. PROCEDURE

1. Follow exposure plan of CNUCOM while study at CNUCOM, or follow the exposure plan of host institution while study away, to get proper immediate treatment
2. Contact health insurance plan for coverage and follow up treatment.
3. Report to CNUCOM Student Affairs Office and Clerkship Office

ACADEMIC PROGRESSION POLICY

I. POLICY STATEMENT

This policy establishes the CNUCOM standards of academic progression. These are defined to ensure students advance through the curriculum in a timely manner while maintaining high standards of academic performance and professional conduct.

II. PURPOSE

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

III. SCOPE/COVEREGE

This progression policy applies to all medical students. This policy will be reviewed at least every three (3) years.

IV. POLICY

A. Good Academic Standing

A student who is advancing in the program as planned, is considered in Good Academic Standing. For students in good academic standing, a standard(template) letter may be issued for verification purposes (academic and nonacademic needs).

B. Serving in Elective or Appointed Positions

A student must be in a good academic standing to hold elective office at the class or the college level, to serve on college or university committees, or to represent the college to outside organizations, either on or off campus.
Before a student can assume an elected or appointed position, both the Assistant Dean of Student Affairs and the Chair of the Student Promotions Committee must determine, based on the student's documented history of academic performance and professional behavior, that assuming such responsibilities would be in the best interest of both the student and the college. Review of candidates for elected or appointed positions will be done before the announcement about filling such positions.

If a probationary or dismissal procedures occur during an already started service term, the student will be allowed to complete the term; voluntary resignation will be accepted.

C. Medical Student Performance Evaluation (MSPE)

MSPE is the student’s academic identity card. It is completed before October 1 of Phase C (Year 4). Its content includes, but is not limited to, the following:

- A descriptive narrative of student’s performance over the length of the program till the date of MSPE issuance
- Student’s academic standing, past and present probationary status and other disciplinary actions
- Student’s class rank and quartile will only be included if requested by the student or outside program with the student’s permission
- Grades and, when appropriate, narratives for completed courses/ clerkships in Phases A, B, and C at the time of issuance
- Notes about research projects and service learning activities
- Any other information that might be considered important to residency programs (students will be notified about changes)

D. Academic and Behavioral Alert Notification

- **Academic Alert**

  Academic Alert is issued by the Office of Student Affairs and applies to students in good academic standing that may have failed one or more formative assignments. Since the student is in good academic standing, this designation is not recorded in the Medical Student Performance Evaluation (MSPE) or in outside requests for documentation (e.g., visiting student elective applications, other degree program applications, license requests, etc.). Academic alerts are shared with the student, the course director and the respective college master. Academic alert is not considered an adverse action.

- **Behavioral Alert**

  Behavioral alert is issued by the Office of Student Affairs. Behavioral Alert applies to students who may have failed to maintain standards of professionalism. It is issued following incident report, fact finding and deliberation by the student Honor Council, Student Promotions Committee or CNUCOM General Counsel. Behavioral alert will be shared with the student and the respective college master. Behavioral alert is not considered an adverse action. The student will be required to undertake behavioral improvement as outlined in the alert. Repeated incidence of unprofessional conduct may lead to disciplinary review by the Student Promotion Committee. In this case, the student must appear at the review session to defend, to explain, or to provide a behavioral improvement plan. The results of this disciplinary review may be a return to good standing, maintenance of the alert, probation, or recommendation to the Dean for dismissal.

E. Provisional Academic Status

The Y grade is a temporary transcript grade and can be replaced by a passing grade (P) if the course/clerkship
requirements are met within six weeks after the course/clerkship ends. If the Y grade has been assigned due to failing a summative examination, such deficiency must be corrected within two attempts during remediation (see remediation policy). Such remediation and all allowed attempts at remediation must occur within six weeks from the course/clerkship’s end.

Students remediating a “Y” grade are not eligible for Honors (H) in that course, but, upon successful remediation, a grade of P (70%) will be recorded. When a student fails the initial summative exam, s/he will not be eligible for Honors even if the remediation happens before the final grade for the course is registered in the Registrar’s office. If the course/clerkship requirements are not met or the student is unable to pass a summative exam within two attempts during the remediation period, a grade of F (Fail) will be recorded.

Upon the recording a failing grade (F), the student will be required to appear before the Student Promotions Committee. The student’s academic record will be reviewed and a personalized study plan will be designed by the Student Promotions Committee with the help of the respective Course Director. The remediation study plan will be sent for approval to the Assistant Dean of Student Affairs, Admissions and Outreach. Upon successful completion of the study plan and success in passing the examination, a passing grade (P) will be recorded. If the student’s performance is not satisfactory, the course grade will remain recorded as a Fail (F). The student will be allowed to repeat the course in its entirety but must pass the exam within two attempts. Provisional academic status will not be noted in the Medical Student Performance Evaluation (MSPE).

An extended remediation period may be requested for certain documented conditions or a leave of absence may be sought. A request for extended remediation period must be in writing and submitted by the student to the Student Promotions Committee, whose recommendation and accompanying documentation will be forwarded for approval to the Assistant Dean of Student Affairs, Admissions and Outreach.

F. Probationary Academic Status (Probation)

A student may be placed on academic and/or disciplinary probation due to conditions such as but not limited to:

i) Receiving two failing grades in courses within one academic year
ii) Receiving a failing grade when repeating a course as a remediation of a previously recorded F in same course
iii) Documented unprofessional behavior that has not been corrected with remediation

Probationary status is reported to the student by the Assistant or Associated Dean of Student Affairs. Probationary status is recorded in the Medical Student Performance Evaluation (MSPE) and in outside requests for documentation (e.g. visiting student elective applications, other degree program applications, licensure requests, etc.). Students, who are on probation are not eligible to assume new class, college or university-related positions, such as running for officer positions in student organizations, and applying for other elected or appointed positions.

Students on Probation must appear in front of the Student Promotions Committee, who will prepare a remediation plan with specific timelines in accordance with the requirements to meet graduation deadlines. The plan of action may include but is not limited to repeating the failed course(s), repeating an academic year or designing a study plan to extend the content of one academic year over two academic years, should the timing for graduation permit. Other options may be considered at the discretion of the Assistant or Associate Dean of Student Affairs. The plan for student remediation may not extend the maximum time allowed for graduation from the program; i.e. students must graduate within seven (7) years from matriculation (including all remediations). The remediation plan must be in writing. The plan and accompanying documentation must be forwarded for approval to the Assistant Dean of Student Affairs, Admissions and Outreach.
Flowchart 1: General flow of status from provisional to probation to dismissal
Flowchart 2: General flow of status from provisional to probation to dismissal

G. Repeating Courses/Clerkships
A student may repeat an individual course/clerkship (not as a part of a repeated year) only once.

H. Dismissal
If a student is unable to remediate the performance deficiencies which led to Academic or Non-academic Probation, dismissal may be considered by the Student Promotions Committee. There is an appeal process for dismissal proceedings.

I. Withdrawal
A student may withdraw from a course or a clerkship if he/she is not able to complete the course due to extenuating circumstances (including, but not limited to, personal illness or family emergency) or a leave of absence. Performance at the time of withdrawal must be at a satisfactory level. A transcript grade of Withdraw is issued if more than 20% of a course has not been completed. If a course has been >80% completed, excluding the week for testing during Phase A, the Course Director may issue a passing grade based on the completed portion of the student’s performance. Full grading options will be available when the entire course is re-attempted or completed.

J. Leave of Absence
A leave of absence may be granted by the Dean at the written request of a student and upon written recommendation of the Student Promotions Committee, for appropriate personal or professional reasons. A student requesting a leave of absence (LOA) should appear in front of the Student Promotions Committee for review of specific circumstances, exploration of on and off campus resources, and the committee’s recommendation to the Dean.
In general, a student is eligible for one LOA request, for up to one calendar year, during their tenure at the COM. Requests for a second LOA are discouraged but will be considered. A LOA may affect financial aid, health insurance and malpractice insurance coverage.

Clinical activities are not authorized by the school during an LOA. A student may not serve in elected or appointed positions related to the class, the college or the university, and may not represent the school to another organization while on LOA, unless the Dean has specifically granted an LOA with that provision. These factors should be carefully considered along with the timing and benefits of a planned LOA.

V. Promotion Requirements
A. Promotion within Phase A (Year 1 to Year 2 promotion)
   i. Students must pass 7 out of the 9 M1 courses.
   ii. No more than two F grades are allowed.
   iii. Students on probation are eligible for promotion within Phase A (from Year 1 to Year 2).
B. Promotion from Phase A to Phase B (Year 2 to Year 3 promotion)
   i. Students must pass all Phase A courses
   ii. Students must be in good academic standing
   iii. Students must take the NBME Comprehensive Basic Science Exam twice: once in March on the Friday immediately prior to Spring Break, and again in May on the last Friday of MS2 Course 6 Exam Week.
   iv. Two additional NBME Comprehensive Basic Science Exams will also be offered on an optional basis for students who have already achieved a passing grade, and on a mandatory basis for students who have yet to achieve a qualifying score of 70. These additional NBME Comprehensive Basic Science Exams will be offered on Friday two weeks after the second mandatory exam and again on Friday four weeks after the second mandatory exam. Students who have already achieved a qualifying score of 70 are strongly encouraged to electively take the NBME Comprehensive Basic Science exam on one or both of the optional exam sessions.
   v. Students must pass (>70) the NBME Comprehensive Basic Science Exam prior to taking the USMLE Step 1 exam.
   vi. Students on probation are not eligible to be promoted to Phase B (Year 3).
   vii. Only students in good academic standing can start clinical rotations/clerkships. Promotion to Phase B (Year 3) must be accomplished prior to beginning clinical rotations/clerkships.
   viii. Students must pass USMLE Step 1 by Feb 1 in the winter of their 3rd year. If the student has not passed Step 1 by Feb1 of their third year, they will be allowed to complete the clerkship in which they are currently engaged. They will not be allowed to continue with subsequent clerkships, they will be placed on academic probation, and they will be required to appear before the Student Promotions Committee.
C. Promotion from Phase B to Phase C (Year 3 to Year 4 promotion)
   i. Students must have completed all clerkships and passed at least 6 out of the 8 required clerkships
   ii. Under special circumstances, students may need to delay taking a clerkship. Any delays of clerkships must be approved by the Assistant Dean for Curriculum and the Assistant Dean of Student Affairs.
   iii. Students may not delay to Year 4 by more than 2 required clerkships
iv. Students may be in remediation for no more than 2 clerkships at the time for promotion to Year 4.

D. Completion of Phase C

Student must have taken a Selective or at least one Sub-I, and a sufficient number of electives required for graduation.

V. 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-I 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.

DISABILITY POLICY

California Northstate University College of Medicine 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 to Section 504 of 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, Admissions and Outreach 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, Admissions and Outreach or designee in writing as soon as he/she becomes aware of the disability. Students seeking accommodation are required to provide appropriate documentation of that disability to the Assistant Dean of Student Affairs, Admissions and Outreach or designee.
Eligibility for Services
The federal definition of “disability” encompasses a physical or mental impairment which substantially limits one or more major life activities such as walking, breathing, seeing, hearing, learning, working, and performing manual tasks.

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

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

Documentation of the disability should include, but is not limited to:
- A diagnostic statement identifying the disability.
- Date of the current diagnostic evaluation (must be within the past three (3) years).
- Date of the original diagnosis.
- A description of the diagnostic criteria used.
- A description of the current functional impact of the disability.
- Treatments and medications, assistive devices currently prescribed or in use.
- A description of the expected progression or stability of the disability over time.
- Specific recommendations for accommodations and an explanation of why each recommendation is needed.
- Impact the disability has on specific major life activities.
- Credentials of the diagnosing professional.

In addition to the above documentation, students are required to submit additional documents based on the specific disability.

Students applying for services and accommodations on the basis of a learning disability should submit a comprehensive report of a psycho-educational assessment performed by a licensed psychologist. The assessment, usually performed in the junior or senior level of high school, should contain the following:
- A complete intellectual assessment with all subtests and standard scores reported.
- A comprehensive academic achievement battery with subtests, standard scores, current levels of academic functioning in reading, mathematics, and oral and written language.
- Short and long-term memory, sequential memory, auditory and visual processing, processing speed, executive functioning, and motor ability.
- A clinical summary of the supported judgment of the health care provider conducting the assessment justifying the diagnosis and suggested accommodations that would be appropriate to strengthen the students relative learning deficits.
Students applying for services and accommodations on the basis of a psychiatric disability should submit a comprehensive report completed by a psychiatrist or licensed psychologist who has experience diagnosing and treating the student’s condition. The assessment should include the following:

- DSM-V diagnosis.
- Psychological test(s) and all scores used to support the diagnosis.
- Medications needed, side effects affecting academic performance, and compliance with the therapeutic plan.
- Any accommodation(s) that may jeopardize therapeutic interventions.

Students applying for services and accommodations on the basis of ADD/ADHD should submit a comprehensive report of a psycho-educational assessment performed by a psychiatrist, licensed psychologist, and/or licensed medical doctor who has expertise in diagnosing and treating ADD/ADHD. The assessment should include the following:

- DSM-V diagnosis.
- Description of supporting past and present symptoms.
- Summary of assessment procedures.
- Fluctuating symptoms and prognosis.
- Medications needed, side effects affecting academic performance.
- Recommendations for reasonable accommodations

Recommendations for Accommodations

The student’s request for accommodations is assessed by CNUCOM-appointed administrators who determine eligibility.

Approval of the recommendations requested are based on the diagnostic report submitted by an appropriate health care provider rather that the student’s request alone. Prior history of accommodations does not solely guarantee provisions of a similar accommodation.

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

Accommodations are not retroactive and begin only after appropriate documentation is received and a reasonable time for accommodation development exists.

POLICY FOR USE OF COPYRIGHTED MATERIAL

I. PURPOSE

The purpose of the policy is to provide guidelines for the use of copyrighted materials.

II. SCOPE/COVERAGE

This policy applies to all students, staff, and faculty.

III. POLICY STATEMENT

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.

IV. PROCEDURE

Students, faculty and staff shall not transfer copyrighted material onto a computer for any use other than personal study. Some of the material provided to the student by CNUCOM via electronic means may be "printable" from student’s
POLICY ON ASSIGNMENT OF CREDIT HOURS

I. PURPOSE
To ensure consistent and appropriate assignment of course credit hours. Based on the WASC’s Policy on the Credit Hour and CNU’s Policy on Credit Hours.

II. SCOPE/COVERAGE
All courses at CNUCOM are included.

III. POLICY STATEMENT
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.

IV. PROCEDURE
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.

SCHEDULING GUIDELINES POLICY

I. POLICY STATEMENT/PURPOSE
To define the preclinical course contact hours, scheduling and Holiday time.

II. SCOPE/COVERAGE
This policy applies to ALL CNU College of Medicine Students.

III. PROCEDURE
The schedule will be as follows:

Holidays: First and second year students receive all University holidays as time off; third and fourth year student schedules will be determined by clerkship directors in conjunction with clinical sites.

There should be an average of 25 contact hours maximum per week during the preclinical courses (Phase A).

There should be a 10 minute break between classes.

Class sessions 2 hours or longer should incorporate a 10 minute break for student/faculty wellness for every hour of instruction.
Medical Skills should have 15 minute break between each group.

No classes will be held on the day of summative exams.
All courses, with the exception of Masters Colloquium, will have a final summative exam.
No questions regarding content will be answered during exams.
Lunch will be 12:00 PM to 1:00 PM every day.

**PROFESSIONAL MEETINGS**

A goal of the College is to graduate competent physicians who will improve health care to a diverse population through medical expertise. The College 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, Admissions and Outreach. Any student on academic probation will not be allowed to attend.

**OUTSIDE WORK AWARDS, NON-ACADEMIC**

During the academic year, students are notified in class, by email or a posting to the CNUCOM News bulletin board, of criteria, dates, nomination information, and deadlines of certain awards, scholarships, or honors. The College of Medicine Awards Committee coordinates selection of recipients of the College of Medicine honors, scholarships and awards. The Office of Student Affairs, Admissions and Outreach coordinates an Award and Scholarship Ceremony at the end of each academic year. Recipients and their friends and family are invited by formal invitation to attend this event to receive an official recognition of their achievement.

**SEXUAL HARRASSMENT POLICY**

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.

*Sexual harassment*: consists of interaction between individuals of the same or opposite sex that is characterized by unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, living conditions and/or educational evaluation; (2) submission to or rejection of such conduct by an individual is used as the basis for tangible employment or educational decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive working or educational environment.

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

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

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, Admissions and Outreach at 916-503-1850. 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. Students may also report non-emergency incidents using the College’s official Student Complaint/Grievance Form located outside the Office of the Student Affairs, Admissions and Outreach Office, and Registrars Office. Once the Student Complaint/Grievance Form is completed contact the Assistant Dean of Student Affairs, Admissions and Outreach to review the complaint. Additional resources and assistance will be given.

LGBT NON-DISCRIMINATION POLICY

The University/College has a no tolerance policy for any type of sexual harassment including harassment or discrimination of LGBT students. The policies and protection acts that focus on this non-discrimination stance include:

- Equal Protection Clause of the 14th Amendment: All students have a federal constitutional right to equal protection under the law. This means that schools have a duty to protect lesbian, gay, bisexual, and transgender (LGBT) students from harassment on an equal basis with all other students.
- 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. The Assistant Dean of Student Affairs, Admissions and Outreach is the Title IX Coordinator for the University. Any violations of the Title IX Education Amendment Act should be reported to the Assistant Dean of Student Affairs, Admissions and Outreach in a timely manner.
- 1st Amendment, Equal Protection & Due Process Clauses: A transgender student’s right to dress in accordance with his or her gender identity may be protected under the First Amendment and the Equal Protection and Due Process Clauses of the U.S. Constitution. The First Amendment limits the right of school officials to censor a student’s speech or expression. Students also have a protected liberty interest (under the Due Process Clause) in their personal appearance. In addition, a transgender student also has a right under the Equal Protection Clause to be treated similarly to other students of the same gender identity.

Conduct Disruptive to the University Community Policy (SAVE Act)

Students should immediately report any acts of violence, threatening behaviors or violations of the Honor Code to the Office of Student Affairs, Admissions and Outreach, the Office of Academic Affairs, campus security or another school official.

VIOLENT BEHAVIOR – DEFINITIONS AND POLICY

Violent behavior encompasses a broad range of behaviors that may affect the campus or the workplace, may generate reasonable concerns for personal safety, or may result in physical injury. Violent behavior includes, but is not limited to, aggressive or frightening acts, intimidation, threats, harassing behavior, stalking/unwanted pursuit, physical attacks, domestic violence or property damage.
Intimidation
Intimidation is engaging in actions intended to frighten, coerce, or induce duress. These actions include, but are not limited to, stalking/unwanted pursuit.

Threats
A threat is an expression of intent to cause physical or mental harm. A threat may be direct, indirect, conditional or veiled. Any threat is presumed to constitute a statement of intent to complete the behavior consistent with the threat.

Physical Attack
Physical attack is unwanted physical contact such as hitting, kicking, pushing, shoving, biting, fighting or throwing objects or use of unauthorized weapon against another person.
Domestic violence is the use of abusive or violent behavior, including threats and intimidation, between people who have an ongoing or prior intimate or familial relationship, including individuals who are or have been married, living together, or dating.

Stalking
Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress.

Reporting Sexual Harassment or Disruptive Conduct
If you need to report sexual harassment or conduct that is disruptive or have questions please contact the Office of Student Affairs, Admissions and Outreach, or other campus administrator. 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.

Students may also report non-emergency incidents using the University/College’s official Student Complaint/Grievance Form located in the Office of Student Affairs, Admissions and Outreach website. Once the Student Complaint/Grievance Form is completed contact the Office of Student Affairs, Admissions and Outreach to review the complaint. Additional resources and assistance will be given.
To report off-campus criminal conduct, including sexual assault or other serious allegations of sexual harassment in which the complainant believes that his or her safety is threatened contact The Elk Grove Police Department. Allegations of serious sexual harassment should also be reported to the local police department if they occur after hours or on weekends.
Who to Call When You Need Help

The Office of Student Affairs, Admissions and Outreach or any Administrative Office on Campus
Contact: Assistant Dean of Student Affairs, Admissions and Outreach, Telephone: 916-686-7813
Elk Grove Police Department, Office: 8380 Laguna Palms Way, Elk Grove, CA 95758
Telephone: 916-714-5111
Emergency: 911

Contact The Elk Grove Police Department to report on-campus criminal conduct, including sexual assault or other serious allegations of sexual harassment in which the complainant believes that his or her safety is threatened. Allegations of serious sexual harassment should be reported to The Elk Grove Police Department if they occur after hours or on weekends.

For a detailed profile of our safety and security policies, please see the Annual Security Report located on our website at http://www.cnsu.edu/annual-security-report.
CAMPUS RESOURCES

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. The following programs are offered to educate students and faculty on the availability of resources and the process of their uses:

- **Students Resource Center Orientation Session:** At the beginning of each semester, a Resource Center Orientation session is scheduled to accommodate all interested students. The attendance is mandatory for all first semester students and optional for other students. During this orientation, the students are introduced to the learning resources available as well as to policies and procedures relevant to their usage.
- **Tutoring Center:** Tutors are available to help students who are experiencing academic difficulties.

Students requiring assistance may sign up for tutoring through the Office of Student Affairs, Admissions and Outreach.

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.

Library Hours
The hours listed below are for the 2017 – 2018 academic year. These days and times exclude holidays.

Monday: 7:30a – 11:45p (campus locks-down at midnight)
Tuesday: 7:30a – 11:45p (campus locks-down at midnight)
Wednesday: 7:30a – 11:45p (campus locks-down at midnight)
Thursday: 7:30a – 11:45p (campus locks-down at midnight)
Friday: 7:30a – 5:45p (campus locks-down at 6:00p)
Saturday: 10:00a – 4:45p (campus locks-down at 5:00p)
Sunday: 10:00a – 4:45p (campus locks-down at 5:00p)
CLERKSHIPS

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 (2) 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 on their 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.

Applicants should also be aware that the Board receives information regarding actions that have been dismissed or expunged, and the application forms advise applicants to disclose all prior convictions including those that have been dismissed or expunged. If in doubt as to whether a conviction should be disclosed, it is best to disclose the conviction on the application. Please be aware, the Board will be notified of all future criminal actions through subsequent reports from the DOJ and/or the FBI. It is strongly recommended that every applicant to the College of Medicine review the Medical Board of California criteria to ensure a clear understanding of admission expectations.
CLINICAL COURSE REQUIREMENTS POLICY

I. POLICY STATEMENT
Students are required to complete 46 credits of required clerkships, 4 credits of required Sub-I (Sub- Internship) and 27 elective credits for graduation. Standard electives have one credit assigned for each week of training. All students may take more than the required number of elective credits.

II. PURPOSE
To define the clinical course requirements necessary for graduation.

III. SCOPE/COVERAGE
This policy applies to all students during their clinical clerkships and to Phase A students as appropriate (see PROCEDURES item 4).

IV. PROCEDURE
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 15 elective credits must be sponsored by a CNUCOM faculty member at affiliated health care centers.
3. A maximum of 12 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 six (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 existing electives at LCME accredited medical schools, as well as potential clerkship electives which do not appear in the Course Selection Book, must have prior approval by the sponsoring faculty member or attending physician at the proposed elective and the Assistant Dean of Student Affairs and Admissions. Students must complete an Add/Drop Form and a Request for Approval of Unique Elective Form. The request for such approval must be submitted 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. Students must meet all prerequisites of a course/elective (unless waived by the course director) before they will be permitted to begin the clerkship.

CLINICAL LOG POLICY

I. POLICY STATEMENT
Students are required to log all Clinical Experiences in a timely manner as described below.

II. PURPOSE
To define the timing and scope for submission of Clinical Experience Logs.

III. SCOPE/COVERAGE
This policy applies to all students doing clerkships. Experiences to be logged include ALL cases, “must see” cases and all other clinical experiences. Repeat cases do not necessarily need to be logged.

IV. PROCEDURE

The student must log ALL of their clinical case experiences within 7 days after the end of each rotation. Cases must be logged into eValue. If ALL of the cases are not logged into eValue after the 7th day, the student will receive a Y (provisional, requiring remediation) in the course. Students with a Y grade are not eligible to earn Honors (H).

CLERKSHIP GRADE ASSIGNMENT

I. POLICY STATEMENT

To define the parameters for Clerkship Grade submission to the Registrar.

II. SCOPE/COVERAGE

This policy applies to all students and clerkship directors and covers the clinical clerkships

III. PROCEDURE

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

I. POLICY STATEMENT

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.

II. PURPOSE

This policy outlines the criteria and procedures to allow a medical student to formally request an alternative assignment of clerkship site.

III. SCOPE/COVERAGE

This policy applies to all third year and fourth year medical students before or during the clerkship.

IV. PROCEDURE

1. This policy will be published in the Student Handbooks as an appendix, and will be available online. This policy will be shared with all students (new and continuing), all clerkship preceptors, clerkship directors, college masters, clinical department administrators and the Office of Student Affairs.

2. 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

3. 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.

4. 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.

5. 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.

6. The student will be notified of a decision by the Clerkship Director within 5 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 2 business days. The Assistant Dean of Student Affairs will make final decision within 2 business days.

**PROCESS FOR MEDICAL STUDENT CLINICAL CLERKSHIP ASSIGNMENT**

There are 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 having specific extenuating reason, such as approved medical conditions, family emergency, delayed entry to third year, undue hardship stemming from their assigned clerkship site or mentor, that student must discuss the issues with the clerkship site leader and/or the specific Clerkship Director and/or the Senior Chair of the Clinical Sciences. 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 Senior Chair of the Clinical Sciences 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 Senior Chair of Clinical Sciences 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 at California Northstate University College of Medicine.
POLICY ON CLERKSHIP DUTY HOURS

I. POLICY STATEMENT

Relevant excerpts from the policy on duty hours will be a part of the clinical clerkship handbooks. Students will be informed and reminded throughout the curriculum of the importance of abiding by prescribed duty hour limitations. 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.

II. PURPOSE

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.

III. SCOPE/COVERAGE

The following is intended to mandate acceptable duty hours for medical students participating in clinical clerkships.

IV. PROCEDURE

Responsibility of the Supervising Faculty: Clinical Setting

- If a student in a clinical setting has violated duty hours, the faculty supervising the student should immediately release the student from further clinical duties and responsibilities. If the student exhibits signs of excessive fatigue, the supervising faculty should follow the policies outlines in the Policy on Stress and Fatigue Management.
- The faculty and/or supervising resident should privately discuss with the student the possible causes of the duty hour violation in order to identify ways to mitigate such violations in the future.
- The faculty and/or supervising resident must immediately notify the 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.
RESOURCES, 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 our website at http://www.cnsu.edu/annual-security-report.

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

WEAPONS POLICY

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. The campus building hours are posted prior to each semester and the hours may be extended prior to exam dates. Student card entry is logged and entry information is monitored by 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.

CAMPUS PARKING
The College currently charges no fee for parking on campus.

Illegal Parking
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 & COMPREHENSIVE MEDICAL SKILLS EXAMINATION

At the conclusion of the MS-2 year, the faculty administers the Comprehensive Basic Science Examination and Comprehensive Medical Skills Examination from the National Board of Medical Examiners (NBME).

Minimum score required on examination is 70% in order to be eligible to take USMLE Step 1. For more information about USMLE Comprehensive Basic Science Exam visit https://nsas.nbme.org/home

The Comprehensive Medical Skills Exam focuses on medical student's Communications skills, History- Gathering, Physical Examination, and Clinical Reasoning ability. The goals of the exam are to provide students with development feedback on their integrated clinical skills performance, ensure the clinical competence of medical students for clerkships, and prepare students for USMLE Step II Clinical Skills (CS) exam. This exam will be offered at the CNUCOM OSCE labs. The successful completion of this exam is required prior to beginning Clerkships.

USMLE

Eligibility Requirements

To take the USMLE, candidates must meet the eligibility requirements established by the Federation of State Medical Boards of the United States, Inc., and the National Board of Medical Examiners. Registration instructions, requirements, and application form can be obtained and downloaded from:


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.

POLICY ON GRADING

Grading System

The work of all students in any of the required courses for the MD degree is reported in terms of the following grades: 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 Self-Directed Student Scholarly Project course and some electives that are graded P/F.

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 rubrics as assigned by the Course Director

For a passing grade, students are expected to score an average above 70% on 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 remediation examination. The grade assigned following completion of the reexamination is to be based either solely on the results of the reexamination or on an aggregate of all examinations as specified in the syllabus. If the student decides not to take the reexamination within six weeks, the Course Director must submit the “F” grade.

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.

Narrative

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

<table>
<thead>
<tr>
<th>Numeric</th>
<th>Recorded Grade CNUCOM</th>
<th>Grade Conversion to 4.0</th>
<th>Numeric</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100</td>
<td>HONORS (H)</td>
<td>4.0 (A)</td>
<td>90-100</td>
</tr>
<tr>
<td>70-89</td>
<td>PASS (P)</td>
<td>3.0 (B)</td>
<td>81-89</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2.0 (C)</td>
<td>75-80</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1.0 (D)</td>
<td>70-74</td>
</tr>
<tr>
<td>&lt; 70</td>
<td>FAIL (F)</td>
<td>0.0 (F)</td>
<td>&lt; 70</td>
</tr>
</tbody>
</table>

GRADE APPEAL POLICY

I. PURPOSE

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. This policy pertains to grade appeals for all phases of the CNUCOM curriculum.
II. SCOPE/COVERAGE

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.

III. PROVISION

This policy is applicable to every course and pedagogical activity in CNUCOM medical school curriculum.

IV. POLICY STATEMENT

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. The process for grade appeal and associated forms are available on the College of Medicine website medicine.cnsu.edu.

Steps and timeline of the appeal process are as follows:

- The student must initiate formal grade appeal by submitting a written appeal to the Course Director within ten (10) work days of receiving official notification from the University of the final grade for the course.
- The Course Director, usually in consultation with the course faculty, must respond to the student in writing within ten (10) work days after receiving the student’s appeal.
- The student, if unsatisfied with the decision of the Course Director, may appeal the decision to the Vice Dean within two (2) work days of receipt of written notification from the Course Director.
- The Vice Dean, in consultation with a three member ad hoc committee of faculty not involved in the teaching of the course, will render a decision on the grade appeal and inform the student in writing within ten (10) work days of receipt of the formal appeal.
- If unsatisfied with the decision of the Vice Dean, the student may appeal to the Dean of the College of Medicine within two (2) work days of receipt of written notification from the Vice Dean. The Dean will review the two previous decisions. The Dean may uphold the decision of the Vice Dean or request further review of the appeal by the Vice Dean and ad hoc committee, in cases where the process was violated or if there is insufficient evidence, either way, to support the grade/grade appeal. The Dean will communicate the outcome of his/her decision in writing to the Student within ten (10) work days of receipt of the Student’s appeal of the Vice Dean’s decision.

If a grade appeal is approved, the course director then submits to the Registrar the modified grade to update the student transcript.
# Grade Appeal Form

**California Northstate University, College of Medicine**

## Step 1:

**Grade Appeal Petition by the student to Course Director**

Email the completed Step 1 Form and attachments (if any) to Course Director, Registrar, and to Faculty Affairs within ten work days of receiving official notification of the final course grade.

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>Date of Submission:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Name:</td>
<td>Course Director:</td>
</tr>
</tbody>
</table>

Reason for Requesting Grade Appeal:

## Step 2:

**Course Director’s Response to Grade Appeal Petition**

Email completed form and attachments (if any) to Student, Registrar, and to Faculty Affairs within ten work days after receiving the student’s appeal.

<table>
<thead>
<tr>
<th>Appeal Granted:</th>
<th>Appeal Denied:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Grade Changed from _______ to _______

Rational for the Decision on the Appeal:

<table>
<thead>
<tr>
<th>Student Notified By:</th>
<th>Date:</th>
</tr>
</thead>
</table>
California Northstate University, College of Medicine
Grade Appeal Form

Step 3:
Grade Appeal Petition by the Student to the Vice Dean

The student, if dissatisfied with the decision of the Course Director, may appeal the decision to the Vice Dean and an ad hoc committee within two work days of receipt of written notification from the course director.

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>Date of Appeal:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Additional Rational for Grade Appeal:

Step 4:
Vice Dean Ad Hoc Committee Response to Grade Appeal Petition

The Vice Dean, in consultation with a three member ad hoc committee will render a decision on the grade appeal and inform the student within ten work days of receipt of the formal appeal.

<table>
<thead>
<tr>
<th>Appeal Granted:</th>
<th>Appeal Denied:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Grade Changed from _______ to _______

Rational for the Decision on the Appeal:

<table>
<thead>
<tr>
<th>Student Notified By:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
California Northstate University, College of Medicine

Grade Appeal Form

**Step 5:**

*Grade Appeal Petition by the Student to Dean*

The student, if dissatisfied with the decision of the Vice Dean, may appeal the decision to the Dean of the College of Medicine within two work days of receipt of written notification from the Vice Dean.

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>Date of Appeal:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Additional Rational for Grade Appeal:

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**Step 6:**

*Dean’s Response to Grade Appeal Petition and the Process of Handling the Situation*

The Dean will review the two previous decisions and may uphold the decision of the Vice Dean or request further review of the appeal. The Dean will communicate the outcome of his or her decision within ten work days of receipt of the student’s appeal of the Vice Dean’s decision.

<table>
<thead>
<tr>
<th>Appeal Granted:</th>
<th>Appeal Denied:</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

Grade Changed from ______ to ______

Rational for the Decision on the Appeal and Comments on the Process:

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Student Notified By:            Date:
GRADUATION

GRADUATION REQUIREMENTS
Students are recommended and approved for the Doctor of Medicine degree from CNUCOM by the Student Promotions Committee provided that the following requirements are satisfied:

- The student has conducted him/herself in an ethical, moral, professional, and lawful manner.
- The student has satisfactorily completed all required coursework and clinical clerkships with CNUCOM in a timely fashion, not to exceed six (6) years from the date of initial enrollment (excluding approved leave of absences).
- The student is not on academic probation.
- The student has fulfilled all financial requirements and completed all necessary paperwork for CNUCOM.
- The student attends graduation and commencement ceremonies in person. Under special circumstances the Dean of the College may release the attendance requirement.

In the clinical portion of the curriculum, students are required to complete 48 credits of required clerkships, 4 credits of required AI (Acting Internship) and 27 elective credits for graduation. Standard electives have one credit assigned for each week of training. All students may take more than the required number of elective credits.

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 California Northstate University College of Medicine (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 required to attend commencement and wear traditional academic regalia consisting of cap, gown, and academic hood. Hoods of academics regalia are conferred upon the graduates at commencement by faculty. The hood is lined with the California Northstate University colors of cabernet (red) and gold, and 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, Admissions and Outreach.
IT

INFORMATION TECHNOLOGY

Students must display basic computer literacy skills in accessing the Internet and websites, using e-mail, and software programs including, but not limited to, Microsoft Word, Excel, and PowerPoint.

The Office of Information Technology provides an overview of their services and contact information if further training or assistance is needed. A brief session is given during orientation to familiarize new students with the learning management system the College uses for course information and with the University email system.

RECORDING OF EDUCATIONAL SESSIONS

This policy applies to all forms of recording on the college campus or affiliate locations and includes all lectures. Lectures or presentations may be recorded if the student receives written permission from the course coordinator. Lectures may not be recorded in lieu of attending class.

Reproduction and/or distribution via any means of any lectures or lecture material by students is not permitted (see Copyright Policy).
FERPA AND STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." Therefore, the students in California Northstate University, College of Medicine are "eligible students."

- Student records are confidential. Records are kept on campus and only certain individuals with status of "right to know" are allowed access to them.
- Eligible students have the right to inspect and review their own education records maintained by the school. Schools are not required to provide copies of records, and may charge a fee for copies.
- Eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading (including challenging a grade). If the school decides not to amend the record, the eligible student then has the right to a formal hearing. CNUCOM has a formal “due process” for such circumstances. After the hearing, if the school still decides not to amend the record, the eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR §99.31):
  - school officials with legitimate educational interest;
  - other schools to which a student is transferring;
  - specified officials for audit or evaluation purposes;
  - appropriate parties in connection with financial aid to a student;
  - organizations conducting certain studies for or on behalf of the school;
  - accrediting organizations;
  - to comply with a judicial order or lawfully issued subpoena;
  - appropriate officials in cases of health and safety emergencies; and
  - state and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, citizenship, honors and awards, and dates of attendance.

However, schools must tell the eligible students about directory information and allow them a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify the eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may call 1-800-437-0833.
Or you may contact FERPA officers at the following address: Family Policy Compliance Office
U.S. Department of Education: 400 Maryland Avenue, SW Washington, D.C. 20202-8520
Website:  http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html

NAME CHANGE PROCEDURE
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 Request for Official Name Change Form (on the College’s web site)
   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 is updated. The Registrar then forwards the name change to the following departments:
   1. IT Department - The learning management system, new student identification badge, new email address
   2. Library - All library resources
   3. Student Records - Official Academic file, Student roster, academic advisor
   4. Admissions - Admission file
   5. Financial Aid Office
The official name change becomes effective at the end of the semester in which the change is approved.

PROOF OF FULL-TIME ENROLLMENT
CNUCOM’s Office of the Registrar provides confirmation of full-time student enrollment status to financial institutions, organizations, or agencies at the student’s request.

Students may request proof of full-time enrollment by completing a Proof of Full-Time Enrollment Form from the Office of the Registrar.

The student must complete the form and submit it to The Registrar. The Registrar completes a letter/form on official college letterhead indicating the enrollment status of the student and imprints the college seal on the form. The Office completes the request within five (5) business days.

A student may pick up the Proof of Full Time Enrollment or have it mailed to a Person or Organization.

TRANSCRIPT REQUESTS
Official transcripts can be requested in writing. The Request for Transcripts form is available from the Office of the Registrar. A $5.00 fee is required for each transcript requested. Requests are processed within five (5) business days. All delinquent financial obligations with the University must be cleared before transcripts are released.

The University may withhold official transcripts if the College has knowledge that the student has any default on loans or service obligations to the University.
DUPLICATE DIPLOMA PROCEDURE

The Office of the Registrar oversees the release of College Diplomas. A student may request a duplicate diploma 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.

The student’s degree must be awarded and posted to the Official Transcript before a diploma, or duplicate diploma, can be processed or ordered. The diploma will be sent from the third party that furnishes the diploma. The original request is kept in the student’s file.

Diplomas are mailed first class to the address indicated on the Duplicate Diploma Request Form. Transcripts and diplomas are not released if there is a financial hold. The College is not responsible for lost or returned diplomas.

WITHDRAWAL FROM COLLEGE

Students may voluntarily withdraw from CNUCOM at any time during the academic semester. The student will receive a “W” on their transcript for all classes after the third week of the semester. Informing CNUCOM, your academic department or your instructor does not constitute official withdrawal from the program. All withdrawals must be processed by the Office of the Registrar.

Students must request, in person, an Official College Withdrawal Form from the Office of the Registrar. A student must meet with and receive signatures from, the Assistant Dean of Student Affairs, Admissions and Outreach and the Director of Financial Aid before the form can be filed with the Office of the Registrar. A student that officially withdraws from the college is entitled to apply for readmission.

Withdrawal Tuition Refund

Some or all of the tuition paid by a withdrawing student may be refundable in accord with the procedures outlined in the Enrollment Agreement applicable to the withdrawing student’s enrollment at the College. Please refer to the Enrollment Agreement for all details regarding eligibility and procedures for such a refund.

READMISSION

A student may apply for readmission if they have been on Leave of Absence (LOA) or have withdrawn from CNUCOM. The Office of the Registrar 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 Registrar with their intent to return to the College or officially withdraw.

If a student intends to return, they must complete and return the Application for Readmission within 30 days. They must also meet with the Vice Dean 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.
ATTENDANCE

ATTENDANCE

Regular class attendance is expected of all students. The college recognizes that circumstances may cause a student to miss an occasional class. The student may make up the missed work, providing that it is an excused absence. What constitutes an acceptable rate of class attendance is a matter between students and their instructors, although the college expects instructors to maintain reasonable standards. If a student misses more than five percent (5%) of any class he/she needs to meet with the assigned College Master and/or Student Promotions Committee to discuss the situation. The College Master may refer the student to tutoring or if too much time is missed, the College Master in discussions with the faculty member may suggest that the student repeat the course. Students should refer to the Excused Absence Policy and Leave of Absence Policy for illness, family death, emergency or other serious personal issues.

Laboratory exercises and all Medical Skills sessions are mandatory. If a student misses a laboratory session or a Medical Skills session through an Excused Absence, s/he must make arrangements with the Course Director to make up the work that was missed.

LEAVE OF ABSENCE POLICY

I. PURPOSE

The purpose of the policy is to provide guidelines for approved extended leaves of absences for medical students at CNUCOM.

II. SCOPE/COVERAGE

This policy applies to all CNUCOM students.

III. POLICY STATEMENT

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.

IV. PROCEDURE

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 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.

STUDENT ABSENCE FORM
http://medicine.cnsu.edu/shareddocs/StudentAbsenceForm.pdf

EXCUSED ABSENCE REQUEST FORM
http://medicine.cnsu.edu/shareddocs/ExcusedAbsenceRequestForm.pdf

LEAVE OF ABSENCE FORM
http://www.cnsu.edu/shareddocs/Registrar/CNU_LeaveofAbsenceForm.pdf
STUDENT INTEREST GROUPS

STUDENT COLLEGE COMMITTEES, COUNCILS, AND LEADERSHIP

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, Admissions and Outreach requests nominations of students desiring to serve on CNUCOM committees or councils.

Student Body Council

Charge – The Student Body Council is the student government body of the College. The Student Body Council establishes bylaws for governing its operations. The Assistant Dean of Student Affairs, Admissions and Outreach and an appointed faculty member serve as advisors to the SBC. Within their capacity as representatives of the student body, student government may fulfill a range of responsibilities, such as:

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

Admission Interview Ambassador Committee

Charge - The members of this Committee are charged with the duty of assuring student representation and assistance during on-campus applicant interviews. The Director of Student Affairs, Admissions and Outreach oversees the Committee, provide training, and guidance.

Class Representatives - Each class elects leaders to serve as a student representative to the faculty and to facilitate in addressing student-related issues. Class leaders serve as part of the Student Body Council.

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, Admissions and Outreach. Students interested in serving on this council must be in good academic standing and display qualities of honesty, integrity, and maturity.
PROFESSIONAL STUDENT ORGANIZATIONS

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, Admissions and Outreach provides guidance to students seeking to develop new professional organizations as well as re-registering of existing organizations at California Northstate University College of Medicine (CNUCOM).

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

Registration Procedures

Professional Student Organizations must meet the following requirements to attain registered status:

1. Membership must be open to all students at California Northstate University College of Medicine regardless of race, color, ethnicity, national origin, age, gender, political affiliation, religion, creed, sexual orientation, veteran status, or disability.

2. The professional organization must not associate with any local, state or national organizations which require its members to support positions contrary to California Northstate University College of Medicine policies.

3. A copy of the current constitution and bylaws that govern the professional organization must be on file with the Assistant Dean of Student Affairs, Admissions and Outreach. 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, Admissions and Outreach.

4. The professional organization must have a faculty advisor.

5. Student professional organizations must have a minimum of five (5) members, including two (2) officers.

6. Student officers must be in good academic standing.

7. Meeting dates and events should be reported to the Assistant Dean of Student Affairs, Admissions and Outreach and placed on the professional affairs yearly calendar.

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

STUDENT ORGANIZATION POLICY AND PROCEDURES

All officially recognized student organizations at CNUCOM must abide by the policies and procedures set forth in the Student Organization Policy & Procedure Manual. A copy is provided to the President and the group’s advisor at the beginning of the fall semester. The Manual may also be found on the school’s website under Student Affairs.

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

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.
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.

Organizations

American Medical Association Medical Student Section (MSS)

The 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. http://www.amsa.org/AMSA/Homepage.aspx

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.
STUDENT HEALTH AND WELLNESS

STUDENT WELLNESS

California Northstate University College of Medicine (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/she needs help and where to turn for that assistance.

There are three mechanisms for personal counseling of students.

1. The CNUCOM 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, Admissions and Outreach and the staff involved who deal with these types of issues do not have a role in assessing academic performance. Mental health counseling is available to students at CNUCOM through the school’s student health insurance program, Sutter Employee Assistance Program, the county of Sacramento, and private counselors in the area (by referral only). A list of referrals is available in the Office of Student Affairs and Admissions.

2. It is mandatory for students to have medical insurance while enrolled in the program. Students can coordinate mental health counseling services through the through the Office of Student Affairs and Admissions or their medical insurance carrier. Please click [here](#) for more information.

3. One of the key features of CNUCOM is that faculty have a close professional relationship with students. The faculty serve as mentors and advisors to students and have open door policies. Student with personal issues often address one of their faculty mentors as one of their first means of addressing the issue. Part of the training and orientation faculty receive as part of the process of becoming a “College Master” (student advisor/mentor) includes information about indicators of students distress and the people to whom the student should be referred in the event that the student shows signs of distress.

In addition to addressing these issues in Orientation, information regarding student wellness is addressed throughout the curriculum.

Advanced study skills and time management techniques must be garnered in order to successfully take on the massive work load ahead of the medical students and allow for adequate preparation. This is not to say that students need to abandon their previous skill set and learn a new one, rather, students will focus on supplementing the methods and tactics that students of this caliber already know and practice.

It is critical for first year students to get a solid start and avoid the pitfalls so many have fallen into in the past. In line with that thinking, it is also important for students to take charge of their own physical and mental well-being by consuming nutritious foods, staying active, and utilizing down time to get needed rest.

For some, this translates into a measurable level of change, and while change itself can be intimidating, a positive attitude and a willingness to expand their current skill set (aka “med school survival tactics”) will only reduce stress, improve their overall experience, and make the final transition from a scholastic environment to a professional one even easier.

Hence, students are provided with the tools and knowledge to successfully navigate the medical curriculum and maintain their standing without sacrificing the stability of their mental and physical conditions. Students are exposed to advanced reading and comprehension techniques, organizational methods, time saving tips, strategies for developing mental discipline, and information regarding why nutrition and sleep are so important, yet so often ignored. First
year students discuss the pros and cons of creating peer study groups, and how to maintain velocity while preventing distractions and operational breakdowns. Students are provided with recommendations for building the optimal study environment and how individuals can cognitively identify and recreate the “atmosphere” they learn best in. Additionally, feedback is provided to instructors (via interactive media sessions) to help identify students who are potentially unaware of a learning disability, so they can be directed to College resources for guidance and coursework assistance.

MENTAL HEALTH AND WELLNESS

The College of Medicine will hire a licensed mental health provider in July 2014 who will serve as a professional and confidential “in-house” resource for medical students seeking personal counseling. This person will also serve as the Director of our Wellness and Academic Success Programs (see below).

Role of the Colleges in the Facilitation of Personal Adjustment

Each student upon matriculation is assigned to a College (Learning Community) that is headed by a College Master, who is a member of the faculty. As part of the College of Medicine’s Academic Success initiative, students are to meet with their College Master twice each phase of the curriculum. The purpose of these meetings is to provide advice and support to the student in order to facilitate and monitor their adjustment and continued success in the curriculum.

College of Medicine Wellness Program

The College of Medicine’s Wellness Program is designed to support the student both mentally and physically, through programming designed to facilitate students’ ability to maintain good physical fitness and mental health. This program includes:

1. Intermural Sports Teams
2. Membership to Fitness Center(s)
3. Hiking; jogging; walking “Meetups”
4. Yoga Classes on campus
5. Nutritional Boot Camp for Peak Mind/Body Performance
6. Mindfulness training on campus
7. Guided Imagery and deep breathing exercises
8. Cognitive Behavioral Training: Stress Without Distress
9. Staying focused on the solution; not the problem
10. Maintaining life/work balance
11. Check-ins with College Master
12. Personal counseling with in-house mental health counselor as needed
13. Referral to EAP resources of additional counseling and evaluation as appropriate
14. Academic counseling with Academic Skills Specialist
15. Free tutoring resources as needed
16. Referral to psychological testing provider to rule out learning disorders; ADD/ADHD; etc.
17. Concerned Student Program: Students letting others know if they have a concern regarding another student’s well-being.
18. Aid for Impaired Medical Students Program: Help for students with alcohol and drug abuse.

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.

No Wrong Door Policy
The College of Medicine will foster an atmosphere among students that there is no wrong door when it comes to seeking assistance. Correspondingly, faculty will be trained on how to assist students with the various kinds of issues they may present with, as well as know where and when to make referrals.

Mental health counseling is also available to students at CNUCOM through the school’s student health insurance program, the county of Sacramento, and private counselors in the area (by referral only). A list of referrals is available in the University Office of Student Affairs and Admissions. Students who have elected to use the Student Health Insurance offered by the College have access to mental health counseling as part of their policy. A small co-payment may be required.

ALCOHOL – CHEMICAL DEPENDENCE/IMPAIRMENT
California Northstate University College of Medicine (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.

Any student convicted of a drug- or alcohol-related crime during the time they are enrolled at CNUCOM is subject to dismissal from the University. Students dependent on alcohol or other chemical substances should voluntarily seek assistance from the University’s contracted recovery program or similar drug treatment system prior to disciplinary action being taken. Students with substance abuse and addiction problems may have impaired judgment compromising educational experiences and may be unable to provide safe and competent care due to the abuse or addition. Therefore, if the College identifies students who are impaired or dependent on alcohol or other chemical substances, the College may refer the student to an affiliated recovery program or similar drug treatment system. If the student does not consent to participate or does not comply with the treatment plan/contract, if enrolled, then the student may be dismissed from the University.

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.
Alcohol & Drug Prevention Services

The Office of Student Affairs, Admissions and Outreach offers many resources and programs to promote alcohol and drug awareness, as well as individualized counselling and support for CNUCOM students.

Any student experiencing an alcohol or drug problem is encouraged to seek assistance to obtain help by contacting the Office of Student Affairs, Admissions and Outreach. The Assistant Dean of Student Affairs, Admissions and Outreach is available for confidential consultation on a walk-in basis or by appointment. Confidentiality will not be violated unless authorized by the student or a threat to life occurs. The Assistant Dean of Student Affairs, Admissions and Outreach will be able to provide you with information, or to assist in making a referral to a local agency, treatment facility, or clinical professional.

The Assistant Dean of Student Affairs, Admissions and Outreach may be reached at (916) 686-7300. For any emergency please call 911.

Available Resources

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<tr>
<th>Western Health Advantage Insurance</th>
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<tr>
<td>WHA Nurse 24 Option</td>
<td>877-793-3655</td>
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<tr>
<td>Mental Health and Substance Abuse Services</td>
<td>800-424-1778</td>
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<tr>
<th>COM Counseling Services</th>
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<tr>
<td>Dr. Sherif Zaher</td>
<td>916-969-0723</td>
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<table>
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<tr>
<th>Local Community Resources</th>
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<tbody>
<tr>
<td>Alcoholics Anonymous (24 Hours)</td>
<td>916-454-1100</td>
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<tr>
<td>Alcoholics Anonymous (Office)</td>
<td>916-454-1771</td>
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<tr>
<td>Al-Anon</td>
<td>916-344-2971</td>
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<tr>
<td>Narcotics Anonymous</td>
<td>800-600-4673</td>
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<tr>
<td>Adolescent Chemical Dependency Program</td>
<td>916-482-1132</td>
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<th>Primary Local Assessment and Treatment Facilities</th>
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<tr>
<td>Bi-Valley Medical Clinics</td>
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<tr>
<td>- Capitol Clinic</td>
<td>916-442-4985</td>
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<tr>
<td>- Carmichael Clinic</td>
<td>916-974-8090</td>
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<tr>
<td>- Norwood Clinic</td>
<td>916-649-6793</td>
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<tr>
<td>Adult Psychiatry – Kaiser Permanente</td>
<td>916-525-6100</td>
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<tr>
<td>Mental Health Center – Kaiser Patients</td>
<td>916-631-3034</td>
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<tr>
<td>Mental Health Center – Kaiser, After-Hours Emergency</td>
<td>916-973-5300</td>
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<tr>
<th>Toll-Free Numbers</th>
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<tr>
<td>Drug and Alcohol 24-Hour Information, Assistances, and Referrals</td>
<td>800-662-4357</td>
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<tr>
<td>Talk One 2 One – 24/7 Confidential Support for Students</td>
<td>800-756-3124</td>
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Websites

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

For additional assistance, you are encouraged to enlist the help and support of family and friends who would be supportive of your sobriety. Also, look in the yellow pages of your telephone directory or search the web under mental health, community services, social and human services, alcoholism, or drug abuse. You may be surprised to learn how many organizations there are that can help.

**MEDICAL EMERGENCIES**

For life threatening emergencies, call 911. For all other emergencies contact the University Office of Student Affairs or Business Operations at (916) 686-7300.

**HEALTH CARE INSURANCE REQUIREMENTS**

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.

Information on individual health plans in California can be found at:

- Blue Cross of California: [www.blucrossca.com](http://www.blucrossca.com)
- WHA: [http://choosewha.com/whaa177](http://choosewha.com/whaa177)
- Blue Shield of California: [http://www.blueshieldcalifornia.com](http://www.blueshieldcalifornia.com)
- Kaiser Permanente of California: [www.kp.org](http://www.kp.org)
- Health Net: [www.healthnet.com](http://www.healthnet.com)

This list is neither complete nor in any way an endorsement or recommendation by California Northstate University College of Medicine.

**DRUG TEST REQUIREMENTS**

Clinical Clerkship site partners who are accredited or seeking accreditation from The Joint Commission are required to screen students and volunteers with the same standards as employees. Therefore, if the hospital standards require drug screening, students attending the College must accommodate the requirement.

- **Medical Skills**
  
  Students participating in clinical clerkships at hospitals or clinics that require drug testing must undergo and pass all drug test requirements prior to placement. Many of the hospitals and clinics associated with the College’s clerkship program mandate this obligation.

- **Clinical Rotations and Electives**
  
  All students scheduled for rotations and electives are required to go through drug testing.
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

To achieve academic success and be an active advocate for health, students should strive to achieve good physical and mental health themselves. It is expected that all routine medical, dental, and surgical care have been completed prior to the beginning of the semester.

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.

Translations of non-English documents must be certified. It is acceptable to have an English translation of the documents certified as accurate by a member of the University community who is fluent in the document’s original language.

Additional Vaccines/Testing:

Immunization status will be rechecked by CNUCOM prior to clinical clerkships in the 3rd year. Clinical sites where students will be rotating may require additional vaccines.

A medical student who has contacts with patients may potentially harm them by transmitting an otherwise preventable disease. That would violate the very basic ethical principle of medicine ‘First, do not harm’. For this reason, all immunizations and testing listed above are mandatory for all medical students.

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.
POLICY ON STRESS AND FATIGUE MANAGEMENT

I. PURPOSE
In medical education, and specifically in clinical care settings, patient safety, as well as the personal safety and well-being of the student, mandates implementation of an immediate and proper response sequence.

II. SCOPE/COVERAGE
Excess student fatigue and/or stress may occur in patient care settings or in non-patient care settings. The following is intended as guideline for recognizing and observing excessive student fatigue and/or stress in non-patient and patient care settings.

III. POLICY STATEMENT
All students will be trained on stress, fatigue, and burnout. Any release from duty assignments due to stress/fatigue that exceeds the requirements for completion of educational objectives must be made up in order to meet curriculum requirements.

IV. PROCEDURE
Responsibility of the Supervising Faculty: Classroom Setting
• 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.
• The faculty and/or supervising resident should privately discuss with the student the possible causes of stress/fatigue in order to identify ways to reduce fatigue/stress.
• 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 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/presenting 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.
• The Clerkship Director will meet with the student in person. If needed, the student will be referred to the Director of Student Affairs and Admissions for provision of appropriate services and/or counseling.
• The Clerkship Director will follow up with the faculty supervising the clinical setting as necessary.
TUITION, FEES, AND SCHOLARSHIP

FEES, CHARGES, AND EXPENSES (PER YEAR)

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

You have the right to cancel this Student Enrollment Agreement. Please contact the Financial Aid Department for details at (916) 686-7300.

STUDENT’S RIGHT TO WITHDRAWL

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:

- Private Educational Loan(s); and
- 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 will be sent to the lender or to the loan guarantee agency, up to the amount of the loan plus interest. 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.

TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED

The transferability of credits you earn at California Northstate University College of Medicine (CNUCOM) is at the complete discretion of the institution to which you may seek to transfer. Acceptance of the degree and diploma you earn in the Doctor of Medicine program is also at the complete discretion of the institution to which you may seek to transfer. If the credits, degree, or diploma that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending CNUCOM to determine if your credits, degree, or diploma will transfer.

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. Current information regarding various scholarships may be found on the University’s Web site www.cnsu.edu.

COLLEGE HANDBOOK AND SCHOOL PERFORMANCE FACT SHEET

Prior to signing the Student Enrollment Agreement, you will be given, in addition to the Student Handbook, a College Performance Fact Sheet, which you are encouraged to review prior to signing the Agreement. These documents contain important policies and performance data for this institution. You must sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, prior to signing the agreement.

LANGUAGE RIGHTS

An Enrollment Agreement shall be written in language that is easily understood. If English is not the student's primary language, and the student is unable to understand the terms and conditions of the Enrollment Agreement, the student shall have the right to obtain a clear explanation of the terms and conditions and all cancellation and refund policies in his or her primary language. If the recruitment leading to enrollment was conducted in a language other than English, the Enrollment Agreement, disclosures, and statements shall be in that language. If any of the circumstances described in this paragraph apply to you, please contact the Associate Dean of Student Affairs, Admissions and Outreach so that your rights described in this paragraph may be applied.
SCHEDULES

CLASS SCHEDULE

PHASE A—YEAR 1—SEMESTER 1—FALL
1. Foundations of Clinical Medicine
2. Hematology
3. Integumentary and Musculoskeletal Systems
4. Medical Skills
5. Masters Colloquium

PHASE A—YEAR 1—SEMESTER 2—SPRING
6. Neuroscience
7. Cardiovascular and Pulmonary Systems
8. Medical Skills
9. Masters Colloquium

PHASE A—YEAR 2—SEMESTER 1—FALL
10. Endocrine System
11. Gastrointestinal System
12. Renal System
13. Medical Skills
14. Masters Colloquium
15. Self-Directed Student Scholarly Project

PHASE A—YEAR 2—SEMESTER 2—SPRING
16. Reproductive System
17. Stages of Life
18. Behavioral Medicine
19. Medical Skills
20. Masters Colloquium
21. Self-Directed Student Scholarly Project

PHASE B—YEAR 3—CLERKSHIPS
Emergency Medicine
Family Medicine
Internal Medicine
Neurology
Obstetrics & Gynecology
Pediatrics
Psychiatry
Surgery

PHASE C—YEAR 4—SUB-INTERNSHIPS
Emergency Medicine Sub-Internship
Internal Medicine Sub-Internship
Pediatric Sub-Internship
OB/GYN Sub-Internship
Surgery Sub-Internship
Family Medicine Sub-Internship

PHASE C—YEAR 4—ELECTIVES
Radiology
Renal
Endocrinology
Cardiology
Pulmonary Gastroenterology
Dermatology
Rheumatology/Immunology
Pathology
Geriatrics
Global Health
Anesthesiology
Hematology/Oncology
Infectious Disease
Orthopedic Surgery
Trauma Surgery
ENT Surgery
Plastic Surgery
GI Surgery
Urology
Thoracic Surgery
Vascular Surgery
Research—Basic, Clinical, Translational
Notes:
1. Medical Skills: This course contains doctoring skills, physical diagnosis, issues confronting physicians, etc. There is a continued Medical Skills program through all four years emphasizing progressive mastery over communication skills, professionalism, understanding the bases of illness and preventative medicine, doctoring skills, therapeutics and problem solving, practice and resource management, and understanding health care systems and policies.

2. Self-Directed Student Scholarly Project: During the second academic year of Phase A of the curriculum, students will be required to conduct a Self-Directed Scholarly Project. This required scholarly project course allows students to hone their analytical and investigative skills by participating in active basic or clinical research under a collegiate/community mentor with the goal of producing data sets and results of significant quality for public presentations, or improvement of a medical issue within the community. Students will begin the effort by (1) identifying area of deficient knowledge that could be improved by completing a scholarly project, and (2) selecting an advisor, usually in the field of interest. The faculty advisor will serve as a mentor providing oversight and direction as the student develops a suitable project proposal including background information, clinical significance, hypothesis/question, specific aims, analyses, and projected outcomes. The Self-Directed Student Scholarly Project is specifically designed to promote the development of active learning skills by requiring students to identify specific objectives and seek the information necessary to address the objectives outlined and needed for clinical/research success.

HOLIDAY SCHEDULE

Holiday Schedule for Academic Years 1 and 2

Due to patient care responsibilities, student responsibilities to their service take precedence over Holiday Time that is allotted in the MS1 and MS2 years.

Example Holiday Policy Dates for AY 2017-2018:

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor Day</td>
<td>Monday, September 04, 2017</td>
</tr>
<tr>
<td>Thanksgiving Holiday</td>
<td>Thursday, November 23, 2017 - Friday, November 24, 2017</td>
</tr>
<tr>
<td>Winter Break</td>
<td>Monday, December 25, 2017 - Friday, January 5, 2018</td>
</tr>
<tr>
<td>Martin Luther King, Jr. Day</td>
<td>Monday, January 15, 2018</td>
</tr>
<tr>
<td>President's Day</td>
<td>Monday, February 19, 2018</td>
</tr>
<tr>
<td>Spring Break: MS1 &amp; MS2</td>
<td>Monday, March 19, 2018 - Friday, March 23, 2018</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>Monday, May 28, 2018</td>
</tr>
<tr>
<td>Independence Day</td>
<td>Wednesday, July 04, 2018</td>
</tr>
</tbody>
</table>

Holiday Schedule for Clinical Years 3 and 4

Due to patient care responsibilities, student responsibilities to their service take precedence over Holiday Time that is allotted in the MS1 and MS2 years. The below are the official Holidays for the MS3 and MS4 year. *This policy governs all geographic sites.*
Memorial Day
11PM the day before the holiday observed until 5AM the day after the holiday observed.

Independence Day
11PM the day before the holiday observed until 5AM the day after the holiday observed.

Labor Day
11PM the day before the holiday observed until 5AM the day after the holiday observed.

Thanksgiving Day
11PM the day before the holiday observed until 5AM the day after the holiday observed. The Thanksgiving Day Break provides 4 days off. Should you choose to work during your holiday time off, please work diligently with your fellow students and obtain approval from your preceptor.

Winter Break
11PM the day before the winter break is observed until 5AM the day after the winter break is observed.

Martin Luther King Day
11PM the day before the holiday observed until 5AM the day after the holiday observed