CALIFORNIA NORTHSTATE UNIVERSITY

COLLEGE of MEDICINE

WELLNESS · ETHICS · REASON · PROFESSIONALISM · COMMUNICATION · PROBLEM SOLVING

EXCELLENCE INTEGRITY

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

2023-2024 Student Handbook

9700 West Taron Drive
Elk Grove, California 95757

Contents

WELCOME

Message from the Dean

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

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

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

Message from the Assistant Dean of Student Affairs

Welcome to the College of Medicine!

The Offices of Student Affairs and Admissions at California Northstate University College of Medicine aspire to admit, assist, and cultivate future physicians with the highest ethical, professional, and academic standards. The rigorous course of study leading to a Doctor of Medicine degree can be challenging and stressful for students at times, but ultimately leads to a fulfilling career.

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

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

ABOUT CNUCOM

History of the College

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

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

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

The College of Medicine successfully completed all necessary

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

Mission, Vision, and Core Values

Mission Statement

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

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

Vision

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

Core Values

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

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

Accreditation

Liaison Committee on Medical Education (LCME)

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

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

Complaints Related to LCME Accreditation

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

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

Complaints, comments, and questions may be addressed to the LCME Secretariat at lcme@aamc.org. Complaints and comments must include a completed consent form.

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

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

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

Complaints Related to WSCUC Accreditation

According to the WSCUC, accreditation "represents the Commission's judgment that an institution is satisfactorily achieving its mission and educational purposes and meets or exceeds the Commission's standards of quality, integrity, and effectiveness.

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

The Commission has two established means for receiving comments from concerned stakeholders about its member institutions: complaints and third-party comments. Complaints are usually filed by employees and students who have grievances regarding adherence to one or more Commission Accreditation Standards or Policies. Third-party comments are typically general comments about a member institution.

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

ADMINISTRATION & FACULTY

To view the College of Medicine Administration directory, please click here.

Department of Basic Sciences

To view the College of Medicine faculty directory for the Department of Basic Sciences, please click here.

Department of Clinical Sciences

To view the College of Medicine faculty directory for the Department of Clinical Sciences, please click here.

Department of Clinical Medicine

To view the College of Medicine faculty directory for the Department of Clinical Medicine, please click here.

PROGRAM DESCRIPTION

Educational Philosophy

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

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

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

Masters Colloquium is a biweekly course designed to foster professionalism, ethics, 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. Students will have the opportunity to master the basic sciences and foundational clinical skills associated with the clinical presentations in Phase A. Students will then see these clinical presentations again as live patients in Phases B and C and hone their clinical skills and develop a deeper understanding of therapeutics and treatment.

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

Learning Outcomes

Institutional Learning Outcomes

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

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

Program Learning Outcomes

Upon successful completion of CNUCOM Doctor of Medicine program, students will be able to demonstrate competency in the COM Program Learning Outcomes (PLOs), as defined below and in Appendix A: CNUCOM PLOs

1. Patient Care. Students must provide evidence-based care that is compassionate, appropriate, and effective for the promotion of health and the treatment of illness. Students should be able to evaluate relevant diagnostic information.

2. Medical and Scientific Knowledge. Students must demonstrate knowledge about established and evolving biomedical and clinical sciences. They must showcase an ability to apply this knowledge to the practice of medicine. Students should be able to appraise and assimilate scientific evidence into their own ongoing learning, research, and patient care.

3. Communication and Interpersonal Skills. Students must demonstrate compassionate and effective interpersonal communication skills toward patients and families necessary to deliver effective medical care and promote shared decision making. Students must be able to articulate information and ideas (written and oral) in an organized and clear manner to educate or inform patients, families, colleagues, and community.

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

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

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

Co-Curricular Learning Outcomes

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

1. Social Awareness and Cultural Sensitivity. Demonstrate awareness of and responsiveness to social and cultural differences by adapting behaviors appropriately and using effective interpersonal skills.

2. Professionalism and Advocacy. Demonstrate professional behavior and effective interactions with other healthcare professionals, community members, and/or patients and advocate for initiatives to improve patient care, health outcomes, and the profession of medicine.

3. Self-Awareness and Learning. Demonstrate self-awareness through reflection and the development of appropriate plans for self-directed learning and development.

4. Innovation and Entrepreneurship. Demonstrate innovation and creativity to develop novel strategies to accomplish professional goals, or students demonstrate an understanding

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

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

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

ACADEMIC CALENDARS & HOLIDAY SCHEDULE

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

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

INTERNATIONAL STUDENTS

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

HONOR CODE

The Honor Code of CNUCOM is a formal code of conduct that emphasizes the four core principles of respect; honesty and integrity; legal and ethical behavior; and professionalism; to which all students, faculty, and staff are held responsible to. The CNU Honor Council, described in detail below, addresses reported violations of the CNU Honor Code.

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 goodwill amongst our diverse population and uphold the autonomy, dignity, and moral integrity of all persons. We respect the abilities, customs, beliefs, values, and opinions of others. As members of the medical community, we promote the good of every patient in a caring, compassionate, and confidential manner, with respect to their right to privacy.

Honesty and Integrity

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

Legal Standards and Ethical Behavior

CNUCOM is dedicated to behavior that follows legal and ethical standards in teaching, scholarly activity, research, and service. We are committed to following the law, professional practice standards, and the American Medical Association Code of Medical Ethics. We comply with and adhere to all federal, state, and local laws and regulations.

We encourage all to act ethically in developing and advocating a culture of consideration for codes of ethics, values, and moral convictions of those who could be affected by our decisions. Whenever appropriate, we seek advice and counsel to determine

the right course of action and make the best decision on behalf of those who depend on us to do so.

Professionalism

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

Personal Accountability and Expectations

All students, faculty, and staff of the CNUCOM community must follow all applicable provisions of this Honor Code. We are all personally responsible and accountable for maintaining an environment and culture of respect, honesty, integrity, legal and ethical behavior, and professionalism. This environment and culture shall be extended off campus when dealing with a CNUCOM related matter or a member of the CNUCOM community, including, but not limited to, patients   and clinical clerkship sites participating in the CNUCOM clinical education program.

It is understood that teamwork is necessary for ensuring and sustaining an environment and culture that support these core principles and related values.

As such, it is expected that all students, faculty, and staff of CNUCOM shall know, uphold, and promote the Honor Code in daily life both on and off-campus, as well as report Honor Code violations to the appropriate personnel, seek appropriate advice if unsure or in doubt, and cooperate with investigations of Honor Code violations.

Consequences of Honor Code Violations

All violations of the Honor Code are processed as appropriate through the Office of Student Affairs and Admissions, or the responsible governing body. Any person accused of academic or non-academic violations will be afforded fair jurisprudence and due process of law. Violations of an academic, professional, or other nature are subject to appropriate disciplinary action, which may include, but is not limited to, warning, probation, remediation, suspension, dismissal, expulsion, or legal prosecution. For examples on types of infractions, please see below:

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

Section A. Academic Honor Violations

1. **Academic Misrepresentation:**

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

2. **Examinations**

   - Knowingly using, buying, selling, stealing, transporting or soliciting, in whole or in part or the attempt to use, buy, sell, steal, transport or solicit the contents of an un-administered test that is expected to be administered.
   - Obtaining or attempting to physically or electronically obtain a test without authorization prior to administration or attempting to obtain unauthorized or

reserved information about a test prior to administration.

- Obtaining, replicating or attempting to replicate (orally, manually, electronically, or photographically), without authorization, an administered secure examination, which has been designated for viewing only.
- Distribution of NBME test questions, whether reproduced, rephrased, or paraphrased.

3. Academic Misconduct

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

4. Clerkships: clinical, academic, and shelf exams

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

Section B. Non-Academic Honor violations

1. Personal conduct and professionalism, in the following

environments:

1. During medical skills with standardized patients, including, but not limited to:
   - Dress code violations.
   - Inappropriate physical behavior and verbal conduct during the medical skills section.
   - Harassment of fellow colleagues, faculty preceptor, and/or standardized patients.
2. Off-campus, including, but not limited to:
   - Lewd and inappropriate behavior of any kind.
   - Public intoxication and/or illegal substance use and abuse, including the non-prescription use of cannabis.
   - Reckless and/or aggressive operation of an automobile or other forms of transportation.
3. Anatomy lab, including, but not limited to:
   - Disrespect for the cadaver in the anatomy lab.
   - Horseplay or roughhousing.
   - Mishandling and misplacement of cadaver materials, including dissection materials and figure models.
4. Student to student and student to faculty interactions, including, but not limited to:
   - Repeated violations of inappropriate attire to any lab, class, clinical environment, or other academic setting as outlined in the student dress code policy: http://medicine.cnsu.edu/PDFs/policies/StudentDressCodePolicy1.pdf
   - Sexual, verbal, physical, or cyber harassment will not be tolerated.
   - Repeated violations of punctuality to mandatory sessions and medical skills sessions
   - Publicly available and searchable social media postings that reflect negatively on the institution, faculty members, and students in all forms of social media.
   - Social media postings that reflect negatively of the student's professional image on College of Medicine affiliated groups or pages.
   - False accusatory remarks or comments that damage a colleague's reputation.
   - Attempted or actual theft of property of the College or of a member of the Institution's community or campus visitor(s).

2. Committing an intentional act of lying, cheating, or

stealing, on or off-campus.

3. Extra-curricular Activities

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

4. Safety and Security

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

5. Violation of any federal or state laws

<u>**Section C.**</u> **Accessory Involvement**

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

Non-Retaliation

CNUCOM does not tolerate retaliation against individuals who report hateful, dishonest, illegal, unethical, unprofessional, or otherwise inappropriate acts. Anyone who retaliates against these individuals is in violation of the Honor Code and is subject to disciplinary action for that Honor Code violation.

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

Purpose

All alleged Honor Code violations and investigations pertaining to the student body will be heard by the Honor Council who will decide the validity of any alleged violation, act as a judicial body, and determine the guilt or innocence of students who have allegedly committed such violations. Additionally, the Honor Council establishes bylaws and procedures for conducting the aforementioned hearings.

Membership

The Honor Council consists of two voting student members from each graduating class of the College of Medicine and one faculty member nominated by the Honor Council and approved by the Dean. The Honor Council nominee and the approved faculty member shall have voting privileges. In addition, a representative from the Office of Student Affairs and Admissions will serve as a nonvoting member.

Nominations of student members of the Honor Council will be made by the College Masters, who will recommend nominees from the first-year cohort to the Student Council Co-Presidents and to the Honor Council. To be eligible to serve on the Honor Council, the nominee must be in good academic and professional standing.

Other Actions

A faculty representative from the Honor Council introduces the Honor Code to the student body during new student orientation. Additionally, the Honor Council reviews the Honor Code in collaboration with the faculty advisor every odd year and makes recommendations for changes to the Assistant Dean of Student Affairs.

CONDUCT

CNUCOM is committed to guiding students as they seek to attain the highest standards of professional responsibility and adherence to ethical principles. The domains of professionalism

are honesty, integrity, responsibility, and accountability, commitment to excellence, altruism, empathy, respect for others and respect for patients. Students are expected to display these professional qualities and uphold the highest level of professional and personal ethical behavior while engaged in educational or university activities.

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

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

Professionalism

Professionalism is especially important because it communicates trust. Professionalism can further be defined with respect to responsibilities, relationships, and ethics.

Professional Responsibilities:

- Seek and accept feedback and constructive instruction from teachers, peers, residents, and faculty to continually improve the student's educational experience, knowledge and clinical skills.
- Commit to the highest standards of competence both for the student and for those with whom they work.
- Recognize the importance of life-long learning and commit to maintaining competence throughout the student's medical career.
- Be mindful of demeanor, language, and appearance in the classroom, in the presence of patients, and in all health care settings.
- Be accountable to all members of the CNUCOM community and its affiliates, including students, residents, faculty, and support staff.
- Adopt accountability mindset for mistakes made and develop honest, mature, and productive approaches to

correction.
- Refrain from using federally illegal substances. Refrain from using alcohol, non- prescription or prescription drugs in a manner that may compromise judgment or ability to contribute to safe and effective patient care.
- Be considerate and respectful of others' (teachers, peers, residents, and faculty) time, rights, values, religious, ethnic and socioeconomic backgrounds, lifestyles, opinions, and choices, even when they differ from your own.
- Meet the expectations for participation and timeliness that are communicated by professors.
- Take an active role in caring for the diverse patient population served by CNUCOM and its affiliate hospitals and clinics.
- Recognize individual limitations and seek help when expertise, knowledge, or level of experience falls outside the scope of practice be it in the classroom, hospital, or a research setting.

Professional Relationships

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

Professional Ethic

- Maintain the highest standards of academic and scholarly honesty by behaving in a trustworthy manner.

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

Disciplinary Process for Non- Academic Reasons

Students are expected to comply with all regulations and policies of California Northstate University and of the College of Medicine. Students are also expected to behave in accordance with accepted professional standards as students and future physicians.

Professionalism Concern Process

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

If a student is alleged to be in violation of norms of conduct as described in the Student Handbook, or in violation of professional conduct code at an affiliate institution, the allegation is reported to the Assistant Dean of Student Affairs via a Professional Concern Report (PCR). Subsequently, the ASDA will notify the student who **will need** to review and respond in writing to the unprofessional behavior reported in the PCR. The ASDA will indicate 1 or more of the following parties to review the PCR outcome: Student Promotions Committee, Honor Council, or General Counsel. The student *has the option* to appeal to the ASDA. If the student is unsatisfied with the outcome, the student may appeal to the Dean of the College. If a student accumulates two or more PCRs, these will become part of the student's permanent record and incorporated into external requests record requests. If a student accumulates one PCR and not more, it **will be** destroyed at the time of graduation and will not become part of the permanent record.

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

Professionalism Concern Report (PCR)

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

Attendance and Absence

> The following serves as a summary for the Student Attendance and Absence Policy. To read the complete policy, click here.

First and Second Year Attendance (M1 AND M2)

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

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

Students are to stay local and not travel out of the area before the end of the semester term if needed summative exam retesting.

Excused Absence (M1 and M2)

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

Dean of Student Affairs or their designee.

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

Approved Absence for Anticipated Excused Absence (M1 and M2)

Every effort will be made to accommodate student attendance at a national meeting for national student leadership representation, significant educational student enrichment, and/or research presentation. Students who desire to attend professional meetings and conferences **must meet** with the Assistant Dean of the Office of Student Affairs or their designee at least four weeks prior to the conference in order to seek preliminary approval prior to registering for the conference and prior to completing the absence request form. The student is also to meet with the designated faculty for the mandatory sessions missed to determine a make-up plan. The appropriate staff members should also be notified to document the excused absence ahead of time. Once make-up work is completed, each designated faculty member **must** sign off, verifying completion. The completed absence request form should be submitted with all signatures to the designated staff member for final documentation.

Unexcused Absence (M1 and M2)

A student with an unexcused absence (defined as any absence not meeting excused absence definition and/or not approved by the Course Director and the Office of Student Affairs) **will be** required to make up the missed material and may be subject to a Professionalism Concern Report. Family obligations, employment, travel, weddings, and previous plans are considered as unexcused absences.

Emergency Absence (M1 and M2)

An emergency such as illness, death in the family, or a traffic accident would constitute an excused absence. A student experiencing an emergency that will result in missing a mandatory session is expected to notify the most appropriate faculty member to notify them of the absence. The student should subsequently complete the Absence Form in a timely fashion and complete any make-up work needed. If the emergency absence is expected to last longer than two days, then the student must notify the Assistant Dean of the Office of

Student Affairs or their designee.

Recurring Patterns (M1 and M2)

A recurring pattern of absences is defined as two or more unexcused absences in one academic year. The students will be expected to meet with their college master. If the pattern continues and is not corrected, then the concerns regarding a student's attendance pattern are to be brought by the course director to the attention of the Office of Student Affairs. The Assistant Dean of Student Affairs or their designee will meet with the student to determine if additional interventions are needed. A Professionalism Concern Report may be completed, and the student may be referred to the Honor Council or the Student Promotions Committee. An excessive number of unexcused absences **will be** adversely reflected in the Professionalism Performance section of the Medical Student Performance Evaluation (MSPE).

Procedure for Requesting and Reporting Absences (M1 and M2)

A student **will need** to complete the Absence Request Form for any missed mandatory session. Please refer to the Absence Request Form for instructions on how to report the absence, complete the form, obtain the necessary signatures, and complete missed mandatory work. A summary of steps required are as follows:

- Meet with the designated faculty for the mandatory sessions to be missed/have missed to agree on a make-up plan.
- If the absence is anticipated, notify the designated staff member (see form) to document the absence ahead of time.
- Once the make-up plans are completed, ask each designated faculty member to sign the form verifying completion.
- Submit the completed form with all signatures to the designated staff member for final documentation.
- A student who desires to attend professional meetings and conferences **must meet** with the Assistant Dean of the Office of Student Affairs or their designee for preliminary approval prior to registering for the conference and prior to completing the form.

Third Year Attendance (M3)

Students are expected to attend every day of their scheduled third year clerkships as directed by their Clerkship Directors and

Preceptors. Didactic sessions, Shelf Exams, and the CCSE exam are all mandatory sessions. Students are not allowed to miss no more than 1 day for a 4-week clerkship, 1.5 days for a 6-week clerkship or 2 days for an 8-week clerkship.

Absences (M3)

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

Every effort will be made to accommodate student attendance at a national meeting for national student leadership representation, significant educational student enrichment, and/or presentation of research. Students who want to attend professional meetings and conferences must first discuss with their Clerkship Director at least 2 weeks before the clerkship starts to seek preliminary approval to determine if the absence can be accommodated. Once approved, the student **will need** to notify the Preceptor, complete the Absence Form, and work with both the Preceptor and Clerkship Director to complete missed work. The appropriate staff members should also be notified to document the excused absence ahead of time. Once the make-up work is completed, the Clerkship Director **must** sign off, verifying completion. The completed Absence Request Form should then be submitted with all signatures to the designated staff member for final documentation.

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

Emergency Absence (M3)

An emergency such as illness, death in the family, or a traffic accident would constitute an excused absence. A student experiencing an emergency that will result in missing any clerkship time **is expected** to notify the Preceptor and Clerkship Director immediately. The student should then complete the Absence Form promptly and any missed work. If the emergency absence is expected to last longer than two days, the student *should* communicate daily with the Clerkship Director and notify the Assistant Dean of the Office of Student Affairs or their

designee.

Recurring Patterns (M3)

Questions or concerns regarding a student's attendance pattern are to be brought by the Clerkship Director to the attention of the Clerkship Department and Office of Student Affairs. All absences are to be reported as part of the student's evaluation and may result in a referral to the Honor Council and/or Student Promotions Committee. Repeated tardiness, excessive absences, unexcused absences, and unreported absences may result in make-up days, remediation, Professionalism Concern Report, or course failure. An excessive number of unexcused absences will be adversely reflected in the Professionalism Performance section of the Medical Student Performance Evaluation (MSPE).

Shelf Examinations (M3)

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

University Holidays (M3)

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

Procedure for Requesting and Reporting Absences (M3)

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

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

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

Fourth Year Attendance (M4)

> The following serves as a summary for the M4 Attendance Policy. To read the complete policy, click here.

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

Excused Absence (M4)

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

Emergent Absences for Interviewing or Step 2 Scheduling (M4)

A student may request an emergent absence for an interview invitation if the invitation is received less than four weeks in advance of the start of the rotation. Written documentation of the invitation for the interview **must be** submitted to the Course Director and Clerkship Department prior to approval. Emergent scheduling of Step 2 CK *may* be approved as an excused absence if documentation of an exam opening in less than four weeks is provided to the Course Director. Failure to provide written documentation **will result** in automatic denial.

Unexcused Absence (M4)

A student with unexcused absence (defined as any absence that is not approved by the Course Director in advance) **will be** required to be made up and may be subject to a Professionalism Concern Report. Nothing in this policy statement should be construed as students having an allotment of personal days in which absences can occur. A student who misses a mandatory session without an approved excused absence *should* reach out to the Course Director to make up the content. The Course Director **will determine** how the unexcused absence is to be made up. Repeated tardiness, excessive absences and unreported absences may result in make-up days, remediation, or course failure.

Recurring Patterns (M4)

Questions or concerns regarding a student's attendance pattern are to be brought by the course director to the attention of the Clerkship Department and Office of Student Affairs. All absences *are to be* reported as part of the student's evaluation and the Honor Council and Student Promotions Committee **will discuss** reoccurring absence patterns with the student. In the case of reoccurring patterns, the Honor Council and Student Promotion Committee **will determine** the appropriate course of action.

Procedure for Requesting and Reporting Absences (M4)

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

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

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

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

Absence Request Form

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

Disorderly Assembly and Conduct

No person **shall participate** in or organize any activity for the purpose of creating a disturbance that interferes with the operations of University or of the College of Medicine. No person shall use any University- and/or College-owned or controlled building or property without authorization. Any conduct on the college campus or on affiliated sites that are disruptive or offensive is prohibited and *may be* grounds for dismissal from the College.

Disorderly conduct includes but is not limited to:

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

Any violation of this policy **will result** in disciplinary action. In addition appropriate legal action against the offending individual(s) or organization(s) may also be pursued.

Dress Code Guidelines

Anatomy Lab

Clothing

Shorts or skirts are not permitted. Clothing or personal protective equipment must cover any part of the body that could be contaminated or come in contact with the cadaver or chemical fluids.

Footwear

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

Lab Coats

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

Personal Grooming

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

Protective Equipment

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

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

Classroom

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

For men, a shirt with a collar is preferred. For women, shirts and blouses must extend, at least, to the waistband of the skirt or pants.

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

Clinic

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

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

Clothing

Men should wear a collared shirt, long pants, socks, and closed-toe, non-athletic shoes. Ties, if worn, must be bow ties or tacked to the shirt to prevent the tie coming in contact with the patient.

Women may wear dresses of medium length or professional-style slacks. Dress and skirt hems must be clearly visible below

the hem of the white coat. A white coat with the CNUCOM logo and a name badge **are required.** Clothing *should be* neat and clean and appropriate for the clinical setting.

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

Footwear

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

Jewelry

Any jewelry worn by students must be of reasonable shape and size, appropriate to the work setting, as defined by the clinical supervisor, and may not interfere with patient care, job performance, or safety. 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.

Personal Grooming

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

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

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

Scrubs

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

Tattoos

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

Other

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

Research Lab

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

Clothing

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

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

Jewelry and any hanging article of clothing should be constrained.

Footwear

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

Lab Coats

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

Gloves and protective eyewear must be worn in appropriate locations.

Personal Grooming

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

Fingernails should be short, neat and clean.

Food on Campus

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

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

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

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

Free Speech

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

Fundraising

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

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

Medical students/organizations may not directly solicit funds from an outside company (such as pharmaceutical companies, medical employers, alumni). However, a funding request may be made through the Assistant Dean of Student Affairs. A formal proposal, with the organization's advisor's signature, must be submitted with the request to the Assistant Dean of Student Affairs for review. Once the proposal is approved by the Assistant Dean of Student Affairs, the student organization may forward

the approved request to the potential sponsor(s).

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

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

Gambling

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

Hazing Policy

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

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

Healthcare Insurance Requirement

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

August 1st to July 31st, including break periods. Students have the option to choose any health insurance plans, including coverage under a parent or spouses' insurance, by providing proof of coverage. Students who do not provide proof of coverage to a health plan will automatically be enrolled into the student health plan through United HealthCare student coverage and be billed directly to their students' accounts. If you do not want to be automatically enrolled into the United HealthCare policy, please make sure to go online during open enrollment and complete the necessary steps.

Liability and Malpractice Insurance

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

Logo Use

> The following serves as a summary of the University Logo use and Branding Policy. To read the complete policy, click here.

Logo Use Guidelines

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

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

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

For any questions regarding whether it falls under any of these please see the Office of the General Counsel.

Guidelines for Logo Use on Apparel

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

Student Organizations

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

University Entities

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

Request for Logo Use

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

Official Colors

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

Professional Identification

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

Students who have already obtained a doctorate degree are still

asked to refrain from introducing themselves as "doctor" in the presence of patients in order to prevent confusion and maintain legal compliance.

Social Media and E-Professionalism

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

Social Media

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

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

Confidential Information

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

Representation of University Entities

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

Students are not allowed to use the University or College of Medicine logos unless they have received prior written permission from authorized University personnel.

For more information regarding the usage of university and college logos, please see the University Logo Use Policy.

Violations

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

Smartphones & Personal Communication Devices

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

Smoking and Smokeless Tobacco

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

Student Leadership Policy

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

Before taking any leadership role, students must complete the required orientation and take an oath of office. Students are to always maintain a professional demeanor while acting in a leadership role. Student leaders should refrain from behavior whether online or offline that may be professionally compromising. It is the expectation that students demonstrate sound judgement when conducting online activities of any nature including social media/third party website posts, virtual meetings, and interviews etc. Student behavior demonstrated with intent to insult, threaten, defame, harass, disparage, or bully another person or entity or to engage in copyright or trademark infringement, misappropriation of trade secrets, discrimination, or related actions, or for any other unlawful and/or illegal purpose contravenes University policy and is expressly

prohibited.

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

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

OFFICE OF ACADEMIC AND CAREER ADVISING

The Office of Academic and Career Advising (OACA) has developed a comprehensive system for medical students that integrates faculty members, course and clerkship directors, and staff of OACA as well as the Office of Student Affairs with its counseling and tutorial services to ensure that medical students can obtain academic counseling from individuals who have no evaluative role in assessments or promotion decisions about them. We work with students and other teaching faculty and administrators to help them develop and maintain the academic and personal skills that will help them achieve their academic, residency and career goals.

Academic Support Services

It is CNUCOM's desire to see that each student has every opportunity to succeed personally and academically. The rigorous college of medicine curriculum is often more than a student expects and may call for new test-taking and study strategies as well as improved time management skills. The goal of Academic Support Services is to prevent a student from falling into academic difficulty using early assessment and intervention.

Academic Advising and Counseling

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

In conjunction with the Director of Academic Services, **Academic Counselors** are COM staff who are available to discuss academic difficulties and help the medical student acquire more effective and efficient abilities in areas such as study skills, reading skills, and/or test-taking skills. **Academic Counselors** play a valuable role in helping students proactively identify and address evolving academic difficulties and refer the student to appropriate resources. Of important note, **Academic Counselors** are completely free of any evaluative and promotional responsibilities of the student, unlike their College Masters who are **Academic Advisors** for M1 and M2 students and who do evaluate student performance in the Master's Colloquium. Academic Counselors have access to students' academic records for the purposes of academic counseling.

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

Academic Skills Workshops

As part of the Orientation and throughout the curriculum, the College of Medicine *will provide* students with sessions designed to mitigate the stress of attending medical school, improve time management, and optimize their study skills. Topics covered in workshops include time management, study strategies, use of study resources and tools, preparation for Step 1, FAQs for Step 1, and stress management.

Success Seminars

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

Academic Skills Tutoring

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

Peer Tutoring

Students experiencing difficulty in any course are urged to seek the help and assistance of the Course Director or from the Office

of Academic and Career Advising before the problem becomes unmanageable. School-funded peer tutoring services are available through the Office of Student Affairs.

Students *may request* tutoring for themselves by contacting the Office of Student Affairs directly. Students may also be referred for tutoring by the Course Director, their Academic Advisor, the Assistant Dean of Student Affairs, the Director of Student Affairs, the Director of Academic Services, the Associate Dean of Academic and Career Advising and/or by the Student Promotions Committee.

Tutee Responsibilities

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

Tutor Responsibilities

- The tutor must have a grade of 80% or above on the most recent summative exam and on any subsequent formative exams.
- Tutoring is normally limited to four hours per week. The tutor must obtain approval from the Office of Student Affairs for additional tutoring hours. Special consideration will be given to fourth-year peer tutors for increase in hours per week.
- The tutor must record all tutoring sessions on the Peer Tutoring Agreement & Tutor Report/Payment Form and submit it to the Office of Student Affairs for payment processing.

The tutor is required to report any concerns or challenges regarding the tutee or the tutoring sessions to the Office of Student Affairs.

Associate Dean of Academic & Career Advising

The Associate Dean of Academic and Career Advising monitors students' academic progress and meets with individuals who are concerned with their academic performance or who have been identified as needing assistance by data or by referral. In addition, the Associate Dean of Academic and Career Advising, working with the Office of Student Affairs, can make referrals to additional internal and external resources, as needed. If a student needs to meet with the Student Promotions Committee, he/she may seek counsel from the Associate Dean of Academic and Career Advising and the Director of Academic Services in preparation for the meeting.

Director of Academic Services

The Director of Academic Services will work with staff from both the Office of Student Affairs and the Office of Medical Education to help provide comprehensive services to our students to support both their academic progression towards their desired residencies. The Director is available to assist students in developing effective study, time management, and organizational skills to minimize distractions, anxiety, and stress to maximize medical student success.

The Office of Academic and Career Advising **will notify** a student when they score lower than 70% on a summative examination. This is referred to as an academic notice. **If a student scores less than 70% on a summative examination, they will be required to meet with the Director of Academic Services** to discuss their academic performance, study strategies, stress management, wellness, and any other issues that may have contributed to the student's performance. Individual meetings allow students the opportunity to better understand their learning style, academic strengths, and weaknesses, and develop and individualized study plan. After meeting with a student, the Director may recommend the student meet with the Assistant Dean of Student Affairs, the Associate Dean of Academic and Career Advising, seek counseling, and encourage the use peer tutoring or counseling services. The Director may also assign a student to an individual Academic Advisor selected specifically to best meet the student's needs.

Career Advising

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

Careers in Medicine Program

The American Association of Medical Colleges (AAMC) provides

excellent assessment tools and resources to help students better understand themselves in selecting a specialty to pursue residency training. Students are introduced to these resources at orientation and encouraged to use these tools which can be found on the Careers in Medicine or CiM page of the AAMC website.

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

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

College Masters (M1 and M2 Years)

Upon matriculation, students are assigned to small groups, known as Colleges, headed by College Masters. The College Master serves as the M1/M2 advisor and provides career advising. The College Master works to foster a collegial, helping, and professional relationship with their advisees.

The College Master serves as a resource for information and guidance on career planning, general school knowledge, as well as other items related to the student's experience at the college. The College Master may refer students to academic counseling at the Office of Academic and Career advising to address academic problems before these develop into serious academic difficulties.

Students may have an initial meeting with their College Master during the M1 orientation are **required to meet with their College Master at least once per semester to discuss their career plans.** College Masters do not have access to advisees' academic records.

Students *may* request to be assigned a different College Master at any time by petitioning the Associate Dean of Academic and Career Advising.

M3/M4 Career Advisors (M3 and M4 Years)

Career advising continues into the M3 and M4 years with ongoing utilization of AAMC resources, Student Interest Group offerings, as well as required and optional workshops. Upon the start of the clinical portion of the curriculum, each student is

assigned an M3/M4 Career Advisor who will advise the student beginning at the start of clinical clerkships and ending with graduation.

These Career Advisors will help students with the task of medical specialty selection, choice of electives for the M4 year, and preparation for the residency application process. **Students are expected to meet regularly with their advisors.** Students may request a change of their Career Advisor by petitioning the Associate Dean of Academic and Career Advising.

Specialty Advisors

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

The Office of Academic and Career Advising has made contact information for these Specialty Advisors available to students through Canvas and can assist with connecting students to these Specialty Advisors.

Residency Advisory Council (RAC)

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

Career Advising Workshops

The Office of Academic and Career Advising provides both *optional* **and required workshops** to help students with career planning. These workshops are offered throughout the academic

year. The most updated Academic and Career Advising Event Calendar can be found on the Career Advising Canvas course.

The Office of Academic and Career Advising conducts annual workshops on professionalism, hosts a *Women in Medicine* panel discussion and dinner, and helps in planning *Clerkship Mixer* evening events for the following specialties: emergency medicine, family medicine, internal medicine, neurology, obstetrics/gynecology, pediatrics, psychiatry, and surgery.

Student Interest Groups (SIGs)

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

There are currently approximately fifty active student interest groups. The Office of Academic and Career Advising provides guidance to SIG leadership, assists with their planning, funding, and development.

Canvas Career Advising and Email Communications

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

Open Door Policy

Students *may consult* in-person with any COM faculty member for academic mentoring or career advice. Students may also seek out an Academic Advisor, free of any responsibilities for student evaluation and progression with the assistance of the Director of Academic Services. While doors are open, appointments are encouraged.

CLERKSHIP POLICIES

Required Background Checks

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

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

CNUCOM requires a background check on at least two separate occasions. The first background check is a requirement for admission and is conducted prior to entering the program. The College's second background check will occur prior to progression to the clinical clerkships (3rd year). Students not receiving a cleared background check at this stage will not progress to the clinical clerkships and may be disqualified from the program. The Associate Dean of Medical Education will notify students of any additional requirements needed prior to clinical clerkships. Additional requirements may include, but are not limited to, a blood panel for drug testing.

California Northstate University College of Medicine complies with **The Medical Board of California** reporting requirements of criminal convictions. As stated The Medical Board of California's website "you must disclose all convictions as well as all cases in which you pled guilty or nolo contendere, even if they have been expunged pursuant to Section 1203.4 of the Penal Code. This

includes every citation, infraction, misdemeanor and/or felony, including traffic violations. Convictions that were adjudicated in the juvenile court or convictions under California Health and Safety Code sections 11357(b), (c), (d), (e), or section 11360(b) which are two years or older should NOT be reported. Convictions that were later expunged from the record of the court or set aside pursuant to section 1203.4 of the California Penal Code or equivalent non-California law MUST be disclosed."

M3 and M4 Clinical Course Requirements

Prior to graduation, students are required to complete a total of 46 required credits and 30 elective/Sub-Internship credits during the M3 and M4 years. In the M3 year, students complete 46 credits (weeks) in the following specialties: emergency medicine (4 weeks), family medicine (6 weeks), internal medicine (8 weeks), obstetrics/gynecology (6 weeks), pediatrics (6 weeks), psychiatry (4 weeks), general surgery (8 weeks), and neurology (4 weeks). In the M4 year, a minimum of 4 weeks of a general core Sub- Internship (Sub-I) are required in addition to the 27 weeks of elective credits. For the most current M4 policies and procedures, students should also refer to Phase C website where all the documents reside https://medicine.cnsu.edu/students/forms.php . Please also feel free to contact the M4 Team at M4@cnsu.edu.

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

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

The following requirements shall guide students as they select course schedules but refer to the associated Phase B/C policies on the website for more information.

1. A maximum of 12 of the required elective credits may be taken in any one clinical discipline/department.
2. At least 11 elective credits must be sponsored by a CNUCOM faculty member at affiliated health care centers.
3. A maximum of 20 credits may be taken as "away" electives upon approval by M4 Elective/Sub-internship Director. "Away" electives are those which are not provided by CNUCOM faculty.
4. All "away" electives at LCME accredited medical schools must have prior approval from the host school or confirmation of acceptance in the Visiting Student Learning Opportunities (VSLO) portal.
5. All "away" electives which are not previously existing electives at LCME accredited medical schools, as well as clerkship electives which do not appear in the M4 CNUCOM Elective Catalog, must have prior approval by the sponsoring faculty member and/or preceptor physician and be created as an elective. The request for such approval must be submitted to the Chair of Clinical Medicine no less than two months before the first day of the proposed elective. Approved elective forms are submitted to the Office of the Registrar for recording.
6. Any changes in course schedules must be made by the student at least four weeks prior to the start date of the said rotation. For electives, students have to provide a 6 week notice or they will receive a W grade.
7. The required 4-week Sub-internships are to be in one of the following specialties: Internal Medicine, General Surgery, General Ob/Gyn, General Pediatrics, General Psychiatry or General Family Medicine. These rotations can be completed at a "home" or "away" facility. Any away rotation that meets the criteria of a sub-internship are accepted.
8. Students must meet all prerequisites of a course/elective (unless waived by the course director) before they are permitted to begin the clerkship, sub-internship, or elective.

Clinical Log Policy

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

Clerkship Grade Assignment

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 clerkship director can complete the evaluation and grading. The clerkship director is also responsible for reporting the final grade to the Registrar to ensure publishing of the grade within six (6)

weeks of the rotation's completion (please check time with other courses) after the clerkships ends. Students have the right to appeal their grade but must follow the Grade Appeal Policy.

Clerkship Re-Assignment Policy

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

Specific extenuating reasons include, but are not limited to:

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

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

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

All requests are reviewed by the Clerkship Directors and Chair of the Department of Clinical Medicine. The decision will be made based on and the availability of an alternative site.

Process for Clinical Clerkship Assignment

There are currently multiple clerkship tracks, differing in sequence of the specialty rotations. The 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 second then entered into the second round using their ranked choices. Again, using the computerized randomization lottery

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

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

If a medical student is experiencing an extenuating circumstance, such as illness/medical condition, family emergency, delayed entry to third year, undue hardship stemming from their assigned clerkship site or mentor, that student must discuss the issue with the clerkship site leader and/or the specific Clerkship Director and/or the   Chair of the Clinical Medicine. The medical student will need to provide details and specific information justifying their request to transfer to a different site and/or a different mentor. Then the site leader, Clerkship Director and Chair of the Clinical Medicine will meet and discuss the issues and challenges pertaining to the student's request for a transfer. The student will be notified of the decision of the Clerkship Director and Chair of Clinical Medicine within five (5) 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.

Clinical Rotation Duty Hours Policy

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

Duty hours are defined as all clinical and academic activities related to the program, i.e., patient care (both inpatient and Ambulatory), administrative duties relative to patient care, the provision for transfer of patient care, time   spent in-house during call activities, and scheduled activities, such as conferences. Duty hours do not include reading and preparation time spent away from the duty site.

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

- Duty hours must be limited to 80 hours per week,

averaged over a four-week period, inclusive of all in-house call activities.

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

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

California Northstate University College of Medicine (CNUCOM) is committed to always act in its students' best interest. Each student's physical and psychological wellness will be a priority. This policy addresses an important face of student wellness: clerkship duty hours.

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

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 Rotation 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 Rotation Director.

Student Responsibility

Students who perceive they are experiencing violations of duty hours have the professional responsibility to immediately notify their attending faculty and Rotation Director without fear of reprisal. If deemed necessary, students may make a confidential report via the online confidential grievance form. Students can indicate instances of exceeding duty hours through MedHub attestations. These reports are then provided to the Chair of Clinical Medicine.

Students who recognize a peer student violating duty hours should report their observations and concerns to the attending/presenting faculty and the Rotation 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 Rotation Director will notify the departmental chair, as necessary, to discuss methods to manage clerkship duty hours.

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

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

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

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

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

FORMS, POLICIES, & PROCEDURES

Academic Progression Policy

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

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

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

Student Promotions Committee

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

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

The Student Promotions Committee collaborates with the Office of Academic and Career Advising (OACA) to formulate remediation plans for the student based on his/or her unique situation. In such cases, the student may be required to submit reports to the Student Promotions Committee regarding the progress they have made in remediation efforts.

Sanctions Appeal

Students may appeal a decision rendered by the Student

The following serves as a summary of the Sanctions Appeals Procedure within the policy for Appeals Process for Adverse Student Actions. To read the complete policy, click here.

Promotions Committee (SPC) to the Associate Dean of Medical Education by completing a Sanctions Appeal Form. All appeals should be submitted to the Assistant Dean of Student Affairs. The Associate Dean of Medical Education may uphold, reverse, or modify the original SPC decision. Should the student disagree with the outcome, the student will have the option to appeal to the College Dean. The decision of the Dean is final. For further details, please reference the policy for Appeals Process for Adverse Student Actions by clicking here.

Remediation Policy

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

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

Leave of Absence Policy

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

CNUCOM's Student Promotions Committee grants approved leaves of absence (LOA) to medical students for various reasons. It is the responsibility of the student to review the LOA policy. Students should inquire with the Office of Academic and Career Advising (OACA) and will be directed to complete academic advising and counseling. The student will need to complete an LOA form 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 an LOA.

It is the responsibility of the student to ensure that an LOA an 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.

To request a planned absence, students should contact the Office of Academic and Career Advising for academic counseling and advising. An LOA form and academic plan must be completed with the Office of Academic and Career Advising. This will be provided to the Student Promotions Committee for review. Final approval of a LOA is required by the Office of Medical Education. If approved, the student will be directed to complete an LOA request form which must be signed by the Director of Student Financial Aid and The Business Office prior to being submitted to the Student Promotions Committee. LOA forms and policies can be accessed via links found on the CNUCOM website and in the CNUCOM Student Handbook. All requests for planned absences must be submitted to the Student Promotions Committee at least two months prior to the planned absence.

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

Likewise, a clinical rotation(s) missed due to an LOA may result in the student being deferred to a different cohort. In general, a student is eligible for one LOA request during their tenure at CNUCOM. Requests for a second LOA are strongly discouraged and unlikely to be approved due to the disruption it would cause to the student's chances of progression through the curriculum.

An LOA can result in a significant financial impact, and therefore, the timing of the leave is critical. A student may not receive a full refund of tuition if an LOA is submitted after the first day of instruction. Students should directly consult with the Business Office and Financial Aid Office to verify any potential financial impacts and interactions with tuition or loans. A leave may affect financial aid, health insurance and malpractice liability coverage. University health insurance is active only through the last semester for which a student has been registered. Malpractice coverage is in effect only while a student is registered and participating in clinical activities that are approved as part of the curriculum. Therefore, a student is not approved by the University to participate in outside clinical activities while on an LOA. In addition, a student may not serve in an elected office or represent the school to another organization while on LOA unless the Associate Dean of Medical Education has specifically granted an

LOA that includes that specific provision. Students relinquish their badge access during the LOA. Students will retain University email access and be migrated to the corresponding class based on their date of intent to return. These factors should be carefully considered along with the timing and benefits of a planned LOA.

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

If a student is approved for an LOA, that student is eligible to return without reapplication if the absence is within the approved time frame. Prior to return, the student must submit an Intent to Return from Leave of Absence Form which must be approved by the Office of Medical Education at least two weeks before the intended date of return of the student. If a student was granted an LOA with requirements for return to the College of Medicine, then the student must submit written proof of completion of the requirements with the Intent to Return from Leave of Absence Form. The SPC in coordination with OACA will review the academic progress of the student to determine the status of the student upon return from a LOA.

Failure of a student to adhere to the indicated policies for returning from an LOA may result in dismissal and a terminal separation of the student with California Northstate University.

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. Additional fees may be incurred as a result of an LOA and it is the responsibility of the student to seek guidance from the Financial Aid and Business office regarding the financial implications. 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.

Returning from a Leave of Absence

If a student intends to return, they must complete and return the Intent to Return Form within 30 days of their intended return

date. The Student Promotions Committee will review the academic progress of the student to ensure the requirements of return are met. The Office of Medical Education will have final approval for academic return.

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.

Intent to Return from Leave of Absence Form

The Intent to Return from LOA Form can be requested from the Registrar's Office at cnregistrar@cnsu.edu.

Withdrawal Policy

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

Complaint and Grievance Policy

> The following serves as a summary of the Complaint and Grievance Policy. To read the complete policy, click here.

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

Should a student wish to submit a complaint or grievance, the student should file a written complaint using the Student Complaint/Grievance Form.

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

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

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

Complaint and Grievance Form

The Complaint and Grievance Form can be found on CNUCOM's website or by clicking here.

Copyrighted Material

> The following serves as a summary of the Policy for Use of Copyrighted Material. To read the complete policy, click here.

Students, faculty, and staff may not act as distributors of copyrighted material to others, including the dissemination of copyrighted material without written permission from the copyright holder.

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

Credit Hours Assignment

> The following serves as a summary of the Credit Hours Assignment Policy. To read the complete policy, click here.

Each course in Phase A has predefined credits/units.

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

Course syllabi are reviewed every semester by the Assistant Dean of Curriculum, in collaboration with the Curriculum Committee, to ensure that course credits remain consistent with course content and course schedules have the appropriate amount of class time, including the appropriate amount of out- of-class (self-study or homework) time.

Accommodations

CNUCOM does not discriminate on the basis of a disability and is committed to self-directed learning by offering qualified students an equal opportunity to attain a Doctor of Medicine degree. The College will make every effort toward meeting

reasonable requests for accommodations to students with disabilities according to the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA).

Students with disabilities, whether a hidden or visible disability, who wish to seek special accommodations from the College must notify the Assistant Dean of Student Affairs or designee in writing before the beginning of the school year. If the disability develops during the school year and accommodations are requested, the student must notify the Assistant Dean of Student Affairs or designee in writing as soon as he/she becomes aware of the disability.

Student Responsibility

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

Documentation

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

Recommendations for Accommodations

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

Environmental Hazards and Infection Control (Needle Stick) Policy

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

CNUCOM provides a safe and healthy workplace for all medical students, faculty, staff and volunteers by establishing, implementing, and maintaining an effective exposure control

plan as required by the blood borne pathogens regulation in California Code of Regulations, Title 8 (8 CCR), Section 5193. Students will receive training appropriate to their current level of responsibility. Those with risk of exposure to pathogens receive training on the epidemiology, symptoms, and the prevention of transmission of pathogens.

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

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

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

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

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

If the recommendation is to seek additional diagnosis and follow-

up treatments, CNUCOM allows medical students excused absences to seek required additional medical care.

Non-Discrimination

> The following serves as a summary of the Non-Discrimination Policy. To read the complete policy, click here.

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

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

Equal Protection Clause and Due Process Clause

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

Title IX

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

Title IX also prohibits gender-based harassment, including harassment on the basis of a student's failure to conform to stereotyped notions of masculinity and femininity. CNUCOM does not currently receive federal financial assistance but takes a proactive stance in the protection of all students. Any violations of the Title IX Education Amendment Act should be reported to the CNU Title IX Coordinator, Melissa Sheldon, at Melissa.Sheldon@cnsu.edu.

Professional Meetings

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

Ethics and Professionalism Policy

> The following serves as a summary of the Ethics/Professionalism Policy. To read the complete policy, click here.

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

Scheduling Guidelines

> The following serves as a summary of the Scheduling Guidelines Policy. To read the complete policy, click here.

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

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

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

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

Student Mistreatment Policy

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

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

Examples of mistreatment include, but are not limited to:

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

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

Mechanisms to Report Mistreatment

Student Mistreatment Form

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

Course Evaluations

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

Learning Environment Surveys

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

Anonymous Reporting Tool via CNUCOM website

Students can file an anonymous report of mistreatment via the anonymous reporting tool on the CNUCOM website (home page>About tab> Reports column> Anonymous Report CNU) and below:

https://californianorthstateuniversity.formstack.com/forms/anonymousreportcnu

All anonymous reports are directed to the Office of Student Affairs and reviewed by the Assistant Dean of Student Affairs. Please note that anonymous reporting may interfere with the

university's ability to investigate the concern and their ability to receive information about the follow-up investigation.

Verbal Report

While the preferred method of reporting is via the Student Mistreatment Form, a student may be more comfortable reporting to a member of the CNUCOM community. Allegations of mistreatment can be reported directly to instructors, faculty, advisors, the Assistant Dean of Student Affairs, and Student Body Council president. Upon receiving a report of mistreatment, these individuals must forward the report to the Office of Student Affairs.

Mistreatment Involving Discrimination (Title IX)

Any violations of the Title IX Education Amendment Act should be reported to the CNU Title IX Coordinator, Melissa Sheldon at Melissa.Sheldon@cnsu.edu.

If unsure what to do, contact Office of Student Affairs at COMOSA@cnsu.edu or the Assistant Dean of Student Affairs.

Sexual Harassment

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

Reporting Sexual Harassment

If you need to report sexual harassment, have any questions regarding sexual harassment, or the policy above please contact the CNU Title IX Coordinator, Melissa Sheldon (Melissa.Sheldon@cnsu.edu). 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.

No Retaliation

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

Individuals who believe they are experiencing retaliation are strongly encouraged to contact the Assistant Dean of Student Affairs or the Vice President for Institutional Effectiveness and Assessment. Alleged retaliation will be subject to investigation

and may result in disciplinary action up to and including termination or expulsion.

Student Religious Observance Policy

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

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

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

Students must notify the Course or Clerkship Director(s) by the end of the first week of the semester, or at least 2 weeks before the holiday to be observed, whichever comes first, of their request to be absent from class on their day(s) of religious observance.

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

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

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

Information Technology (IT)

Laptop Requirements

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

Name Badges

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

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

Replacing Name Badges

Students must report any missing, lost, or stolen identification badges immediately to IT ((cnuit@cnsu.edu). Additional badges are provided at a replacement cost of $25.00 for the first loss and $60.00 for any subsequent loss. The replacement cost is waived if the badge is stolen and a copy of the police report is submitted. The magnetic electronic reader is considered the property of CNU and must be returned prior to graduation. Failure to return this will result in a fee of $25 and must be paid prior to graduation clearance.

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

TurningPoint Technologies Clickers

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

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

Replacing Clickers

Replacement clickers can be obtained at a cost of $50.00 for the

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

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

LIBRARY & LEARNING RESOURCES

CNU 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
- CNU Electronic Library
- Classroom Resources
- Interlibrary Loan Program

Facility

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

The California Northstate University Library and Learning Resource Center is managed and operated by a full-time health sciences librarian.

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

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

Library Resource Center Programs

The Library Resource Center provides both students and faculty with support as well as sufficient research references. All incoming M1 students will receive a Library Resources orientation during their scheduled orientation at the beginning of the M1 year and all M2 year students will receive a refresher orientation

during their scheduled orientation. The students will be introduced to the different types of learning resources, how to access them as well as to the policies and procedures relevant to their usage.

Electronic Learning Resources

CNU Resource Center maintains a collection of electronic and print resources. Its purpose is to provide library and learning resources to students, faculty, and staff, and serve as an entry point for all users to meet their academic and research needs.

Library Collection

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

Interlibrary Loan Program

With the large number of colleges and universities in the Northern California and across the United States, the Library is a member of the National Networks of Libraries of Medicine and a participant in the DOCLINE interlibrary loan system. Most interlibrary loan requests can be filled within a week.

FACILITIES, SAFETY AND SECURITY

Who to Call When You Need Help

Campus Security or any Administrative Office on Campus

Direct Contact: Campus Security Officer – Kyree Lomack
Telephone: (916) 432-7615

Elk Grove Police Department

Office: 8400 Laguna Palms Way, Elk Grove, CA 95758
Telephone: (916) 478-8000
Emergency: 911

Building Access Hours

Student identification cards are programmed with an electronic key access code. The card provides access to the building as well as some of the interior classroom and other spaces designated for student use. Student card entry is logged and 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 regard to building access, including destroying property, allowing unauthorized persons access to the building, or compromising building security, is subject to disciplinary procedures.

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

Animals on Campus

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

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 https://www.cnsu.edu/about/reports/annual-security.php.

The CNU Annual Security Report data regarding crime statistics for the immediate area surrounding the campus can be found on CNUCOM's website.

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

Bicycles

Bicycles may not be brought into the classroom or buildings. It is recommended that bicycles be locked securely to prevent theft. Bicycles should be secured in designated areas. Bicycles should not be secured in areas that would interfere with pedestrian or vehicular traffic. It is also recommended that students keep information (make, model, color, and serial number) about the

bicycle with their records in the event of theft.

Campus Parking

The College currently charges no fee for parking on campus.

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

Parking Pass Loss Form

Replacement parking passes can be obtained at $25.00.

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

Housing

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

Lockers

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

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

Megan's Law

For a listing of registered sex offenders in the adjacent community and other pertinent information, please review the law enforcement database at http://meganslaw.ca.gov

Room Reservation

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

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

To book a room, please provide the following information to the Front Desk in person or via email:

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

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

Security

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

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

The Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC §1092(f)) is a federal law, originally known as the Campus Security Act, and it requires that University/Colleges and universities across the United States disclose information about crime on and around their campuses since 1990. All Title IV funding recipient University/Colleges and universities are subject to its requirements.

Although CNU is not a Title IV institution, CNU adheres to the Cleary Act principles for reporting regional crimes and addressing student protection issues.

Theft

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

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.

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.

Weapons

California Northstate University prohibits the illegal manufacture, sale, transportation, possession, concealment, display, or use of any weapons of any description such as firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons including air-powered devices on campus. California Penal Code 626.9 and 626.10 specifically prohibit the possession of firearms, including pellet and BB guns, on College property, without specific written permission. Violators of this policy are considered a threat to the academic community and are subject to immediate dismissal from the College and any pertinent state or federal criminal charges.

GRADING AND EXAMS

Comprehensive Basic Science Exam

Students are required to take the Comprehensive Basic Science Examination (CBSE) from the National Board of Medical Examiners (NBME). CBSE's are offered in the Spring semester of the M2 year and a qualifying score, set by the Office of Medical Education, must be obtained in order to be eligible to take USMLE Step 1 AND begin the M3 year.

The minimum qualifying USMLE Step 1 equivalent score is established by the Office of Medical Education.

Comprehensive Clinical Science Exam (CCSE)

Near the end of the M3 year, students are required to take the Comprehensive Clinical Science Examination (CCSE) from the National Board of Medical Examiners (NBME). Students are required to achieve a qualifying score set by the OME to be eligible to take USMLE Step 2 CK,

Exam Policy

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

Grading Policy

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

Phase A (M1 and M2 Years)

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

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

Student Self-Directed Scholarly Project and Masters Colloquium courses. These courses are recorded as either P (Pass) or F (Fail).

Phase B (M3 Year)

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

Phase C (M4 Year)

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

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" (or "HP" if Phase B) 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 and Clerkship grades are determined by performance on the following as appropriate:

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

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

The Course Director must assign the final grade within 21 days of the end of the course or the retest examination. The grade assigned following completion of the re-examination is to be based either solely on the results of the re-examination or on an aggregate of all grade requirements as specified in the course syllabus. If the student decides not to take the retest examination within six weeks, the Course Director must submit a grade of "F" for the course.

Numeric Scoring

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

End-of-Course Evaluations

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

Narrative

A Pass/Fail grade plus narrative grade will be recorded for Masters Colloquium and Medical Skills. H/HP/P/F plus narrative grades will be recorded for Phase B Clerkships.

Grade Appeal Policy

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

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

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

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

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

A student can file an appeal if they are unsatisfied with a final course grade. The appeal must be submitted within ten (10) CNU workdays of the official notification of the grade. The student must follow the formal grade appeal process by initially presenting the appeal to Assistant Dean of Student Affairs.

The Course Grade Appeal Form can be found on the CNU website or by clicking here.

Request for Testing Accommodations

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

Students seeking a testing accommodation are required to complete a request form, provide a personal statement, and include a report of professional evaluation from a qualified, professional evaluator. The professional evaluation must have been completed within the past three years. All documents should be submitted to the Assistant Dean of Student Affairs at least one month prior to the first examination for which the student is seeking the accommodation. The submitted documents will be housed in the student's folder and become part of the student's permanent record.

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

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

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

https://www.ada.gov/regs2014/testing_accommodations.html

GRADUATION

Graduation Requirements

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

Exit Interviews/Graduation Clearance

Exit interviews with the Business Office and Financial Aid Office will be conducted during the last semester of the final academic year. 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.

Petition to Graduate

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

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

Commencement

Every student is strongly encouraged to attend commencement and required to wear traditional academic regalia consisting of cap, gown, and academic hood. Hoods are conferred upon the graduates at commencement by faculty.

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

Licensure

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

Transcripts

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

1. Submission of Transcript Request Form

- The Transcript Request form is available on the Office of

the Registrar website and in the display case outside of the Office. The ordering fee is posted on the order form and payment is due at time of order submission.

- Complete requests are typically processed within five business days.

2. Order Online: www.parchment.com

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

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

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

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

To request an enrollment/degree verification, please complete the Enrollment Degree Verification form and send to Registrar@cnsu.edu

To update your permanent mailing address, please complete the Change of Address form and send it to Registrar@cnsu.edu.

STUDENT RECORDS (REGISTRAR)

Office of the Registrar

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

Students are strongly encouraged to become familiar with the Office of the Registrar website.

Contact Information

Office of the Registrar
9700 West Taron Drive
Elk Grove, CA 95757

(P) 916-686-7400
Email: Registrar@cnsu.edu
Website: https://www.cnsu.edu/registrar/

The main office is located on the second floor of the Elk Grove campus. Please contact the Office for specific availability dates or to make an appointment.

Student Records

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

CAMS Student Portal

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

The Portal allows the student to:

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

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

Students access the Student Portal with unique credentials provided by the CNU IT department prior to matriculation to the

college. If you do not know your password, you can reset your password from the log-in screen. If you do not know your username, contact CAMSSuppoort@cnsu.edu and IT staff will assist you.

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

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

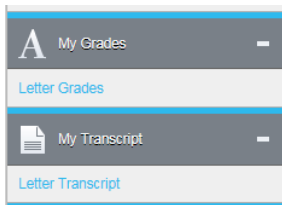## Viewing Letter and Narrative Grades in the Student Portal

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

1. Log into the correct term/semester (e.g. COM M1 FA 18, COM M2 SP 18, etc.)

- If you need to change semesters once logged in, click Change next to the current term in the upper left-hand corner under your name.

Current term: COM M1 FA 18 (Change)

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

A My Grades
Letter Grades
My Transcript
Letter Transcript

- **Narrative Grades:** Under My Grades> click Letter Grades> Grade Type = Narrative Grades. Your narrative grades for the term selected will be displayed. At this time, you can only view your narrative grades by term.
- **Letter Grades:** Under My Grades>click Letter Grades>Grade Type = Final Grades. Your final grades for the term selected will be displayed.
- **View your unofficial transcript without narratives:** Go to My Transcript> click Letter Transcript.

For a printer-friendly version of your unofficial transcript click the printer icon in the top left corner of the transcript page.

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

Changes or Corrections to Personal Information

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

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

During yearly orientations, all students will be surveyed for any felony convictions.
To update your personal information, please complete the Change of Personal Information form and send it to Registrar@cnsu.edu.

Legal Name Change Request

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

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

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

Once the information has been verified and approved all official school documentation will be updated. The Registrar will then

forward the name change to the following departments:

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

To request an official name change, please complete the Change of Personal Information form and send it to Registrar@cnsu.edu.

Change of Address

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

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

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

To update your permanent mailing address, please complete the Change of Address form and send it to Registrar@cnsu.edu.

Enrollment and Degree Verifications; Letter of Good Standing

The Office of the Registrar provides confirmation of student enrollment status to financial institutions, organizations, or agencies in writing at the student's request. Students may request proof of enrollment or degree by completing an **Enrollment, Degree, & Good Standing Verification Request** form located on the Office of the Registrar's web page or case shelf at the Registrar's Office. This letter is obtained from COM for VSAS purposes.

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

To request an enrollment/degree verification please complete the Enrollment Degree Verification form and send to Registrar@cnsu.edu

Transcript Requests

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

1. Submission of Transcript Request Form

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

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

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

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

Petition to Graduate

Students applying for graduation must meet all academic and financial requirements prior to submitting the Petition to Graduate. Students who have completed all the requirements to graduate are required to submit the Petition to Graduate to the Office of the Registrar for processing prior to the graduation application deadline. The Petition to Graduate form is available on the CNU's website or by clicking here.

The Application Deadline for Conferment of Degree is Spring:

Diplomas

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

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

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

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

Duplicate Diplomas

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

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

Directory Information and Access to Student Records

Student Rights Under FERPA

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

- The right to inspect and review the student's education records within 45 days after the day California Northstate University receives a request for access. A student should submit to the Registrar a written request that identifies the record(s) the student wishes to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.
- The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
- A student who wishes to ask the school to amend a record should write the Registrar, clearly identify the part of the record the student wants changed and specify why it should be changed.
- If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to provide written consent before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by California Northstate University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of California Northstate University who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the

Application Deadline for Conferment of Degree:

Graduation Application Deadline	Filing Period
Spring	February 1 through April 1

official needs to review an education record in order to fulfill his or her professional responsibilities for California Northstate University.

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

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

Institutional Student Procedures for FERPA

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

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

Additional information regarding FERPA can be viewed online.

Student Directory Information Disclosure and Access

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

Parents have no inherent rights to inspect their child's educational records once the student reaches age 18 or attends an institution of higher education. Students requesting that directory information not be disclosed must submit the Directory Opt-Out Request Form to the Registrar before the last day to add

a class in a semester.

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

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

The Request to Opt-Out of Directory Information Form can be found on CNU's website or by clicking here.

Annual Disclosure and Record Access

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

Course Registration and Deadlines

Registration is conducted by the Registrar prior to the start of each semester for new and continuing students. Students with business, financial, or other registration holds on their account will not be registered until the Registrar is notified that the hold has been cleared.

Students who are noncompliant with institutional requirements, including but not limited to health insurance and/or immunization documentation, or who have a registration hold on their student account at the time of registration are required to satisfy the requirement and may also be required to submit the Course Add/Drop form by the end of the Add/Drop period to register or make schedule changes. A student should not be attending class for which he or she is not registered. Course registration can be viewed through the Student Portal.

The Registrar performs block registration for all Phase A students (M1 & M2). M3 and M4 rotation placement is provided to the Registrar by the COM clerkship department.

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

Course Registration for Electives

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

Course Add/Drop Deadline

The COM course add/drop deadline is the fifth business day of the course, or by 5:00 p.m. the day after the 2nd class meeting, whichever is later. To make schedule changes, the Course Add/Drop request form must be submitted to the Office of the Registrar for processing. The form is available from the Registrar's Website, and paper copies are available from the form display outside of the Registrar's Office.

College Withdrawal

Cancellation shall occur when you give written notice of cancellation to the Admission Office at the College's address shown at the top of the first page of the Enrollment Agreement prior to 12:01am on the second day of instruction of the semester. After the cancellation period, a college withdrawal shall occur when you give written notice of withdrawal. Please submit the Official College withdrawal form to the Registrar at the College's address shown at the top of the first page of the Enrollment Agreement. You can do this by hand delivery, email, facsimile, or mail. Written notice of cancellation or withdrawal sent by hand delivery, email, or facsimile is effective when received by the College, provided that such receipt can be verified. Written notice of cancellation or withdrawal sent by mail is effective when deposited in the mail properly addressed with postage prepaid. The written notice of cancellation or withdrawal need not take any particular form and, however expressed, is effective if it shows that you no longer wish to be bound by the Enrollment Agreement in the case of a cancellation, or that you wish to withdraw from the College in the case of a withdrawal. Student must obtain all staff faculty signatures for each college department prior to submitting to the Registrar Office.

STUDENT GOVERNMENT AND INTEREST GROUPS

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

Student Government

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

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

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

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

Student Interest Groups

Students have the freedom to organize and join professional organizations that promote and advance the profession of medicine and further the goals of the College. The Student Life Advisor, with the Office of Student Affairs, gives guidance to students seeking to develop new professional organizations and re-register existing organizations at CNUCOM.

All organizations must register with the Office of Student Affairs to be recognized by CNUCOM. CNUCOM's Student Organization Policy and Procedure Manual is available through the Office of Student Affairs that provides policy and suggestions for starting

an organization. Click here to be directed to the registration application.

Registration Procedures

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

- Membership must be open to all CNUCOM students regardless of race, color, ethnicity, national origin, age, gender, political affiliation, religion, creed, sexual orientation, veteran status, or disability.
- The professional organization must not associate with any local, state, or national organizations which require its members to support positions contrary to CNUCOM policies.
- A copy of the current constitution and bylaws that govern the professional organization must be on file with the Assistant Dean of Student Affairs. If the professional organization is associated with any local, state, or national organization, a current copy of their constitution and bylaws must be on file with the Assistant Dean of Student Affairs.
- The professional organization must have a faculty advisor.
- Student professional organizations must have at least five (5) members, including two (2) officers.
- Student officers must be in good academic standing.
- Meeting dates and events should be reported to the Office of Student Affairs and placed on the professional affairs yearly calendar.
- Officers or designated representatives from all professional student organizations must attend an organization orientation at the start of the fall semester.

Responsibilities

All registered professional student organizations must act within the context of college policies, the organization's bylaws, and conduct operations in a fiscally sound matter. It is the responsibility of each organization, its officers, and members to abide by all policies and procedures in the Student Organization Policy & Procedure Manual.

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

Rights and Privileges

Professional student organizations may use the College facilities for meeting or events. Request for reservations of facilities must be made to the Office of Student Affairs and the Elk Grove campus Front Desk 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.

Recognized student organizations may use the College name, address, and insignia in organization correspondence and outreach. Use of the University or College insignia must comply with the Use Guide for the University or College insignia.

Loss of Recognition

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

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

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

Student Leadership Policy

The Student Leadership Policy can be found on CNUCOM's website or by clicking here.

Professional Student Organizations

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

California Medical Association (CMA)

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

American Medical Association (AMA)

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

American Medical Student Association (AMSA)

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

American Medical Women's Association (AMWA)

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

STUDENT HEALTH AND WELLNESS

Student Wellness Program

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

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

Mental Health and Counseling Services

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

Office of Student Affairs

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

Personal Counseling

To assist students at times of need, the College of Medicine has a Student Life Advisor. The Student Life Advisor neither teaches classes nor has any evaluative academic role in the student's curriculum.

The nature of all discussions is confidential and will not be shared with anyone at/or outside of the school without the student's expressed, written permission. Nothing disclosed will appear in any student records.

CNUCOM's Student Life Advisor is prepared to discuss a range of

student topics including, but not limited to: school stress, anxiety, time management, relational stress, depression, suicidal thoughts, creating positive coping strategies, life transition issues, and substance use concerns.

Contacting the Student Life Advisor

Lee Weathers-Miguel, M.S.
Student Life Advisor
College of Medicine
California Northstate University
9700 West Taron Dr.
Elk Grove, CA 95757
(916) 686-8815
lee.weathers-miguel@cnsu.edu

Student Wellness Committee

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

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

The Wellness Committee consists of students, faculty, and staff members. Student members serve on at least one of the student-created and student-led subcommittees. Here are some of our current subcommittees:

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

Peer Mentoring

First year students will be assigned a peer who is an upper-class student in academic good standing. The purpose of this program is to provide first-year students with the opportunity to work with an upper-class student that has a firm understanding of the curriculum and the requisite skills for its successful navigation.

Stress and Fatigue Management

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

In the classroom setting, if a faculty recognizes a student is demonstrating evidence for excess fatigue and/or stress, the faculty may refer the student to the Director of Academic Services within the Office of Academic and Career Advising who can provide the appropriate resources for academic or personal needs.

Responsibility of the Supervising Faculty – Clinical Setting

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

Student Responsibility

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

Students who recognize a peer student exhibiting excess fatigue and/or stress must immediately report their observations and concerns to the attending/presenting faculty and the Clerkship Director.

Additionally, students have access to additional "in the moment" support through the Talkone2one Student Assistance Program. Students may utilize this service 24 hours, seven days a week, by creating an account at https://www.mylifeexpert.com/login and entering the school code "cnucop". Support is offered via phone (800-756-3124), chat, and video conference. A mobile app to help access support is also available for download at the website.

Clerkship Director Responsibility

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

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

Healthcare Insurance Requirement

It is mandatory for students to have medical insurance while enrolled in the program. Registration for classes is not authorized until a student provides proof of insurance and coverage. CNUCOM has partnered with UnitedHealthCare Student Resources to provide additional options for student health insurance for students to select from. The fee for this optional student health insurance policy is billed directly to the students' accounts after open enrollment period is closed. Students must submit payment directly to the school. The student health insurance policy through UnitedHealthCare is an annual policy and it is billed on an annual basis. This policy allows students to have continuous health coverage throughout the year from August 1st to July 31st, including break periods. Students have the option to choose any health insurance plan, including coverage under a parent or spouses' insurance, by providing proof of coverage. Students who do not provide proof of coverage to a health plan will automatically be enrolled into the student health plan through UnitedHealthCare student coverage and be billed directly to their students' accounts. If you do not want to be automatically enrolled into the UnitedHealthCare policy, please make sure to go online during open enrollment and complete the necessary steps.

Drug Test Requirements

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

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

Drug Testing

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

Students must pass all drug tests or screenings.

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

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

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

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

Immunization Requirements

Students are required to present proof of vaccinations before registration. Documentation of required immunizations must be completed by a licensed healthcare provider. A health care provider is a physician licensed to practice (MD or DO), a Licensed Nurse, or a Public Health Official. Forms for documenting immunization requirements are provided in the acceptance packet sent to the student. All immunization forms and copies of laboratory reports must be submitted in English.

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

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

Alcohol, Chemical Dependence & Impairment Policy

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

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

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

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

TUITION AND FEE, FINANCIAL AID, AND SCHOLARSHIPS

Tuition and Fees

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

Please refer to the website for more information on tuition and fees https://www.cnsu.edu/financial-aid/com/

This program is designed to allow a student to graduate after successfully completing four (4) years of coursework consisting of 150 semester credit hours while attending the College on a full-time basis. All fees are charged on an annual basis, with no proration available for part-time study based on the number of units taken or based on any other method of calculation. Tuition and fees for remediating or repeating a course or courses as the result of a failing grade in the course, including when an additional year is required for this purpose, are described in the College Catalog.

The Student Tuition Recovery Fund (STRF) amount is based on the State of California regulation in effect on April 1, 2022

Payment Due Dates and Options

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

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

Please refer to the website for more information on tuition and fees and due dates at https://www.cnsu.edu/financial-aid/com/.

Living Expense Checks

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

For students who will be receiving Living Expense checks from your private educational loans, the Business Office will send an email notification to you notifying that your check is ready to be

picked up after Financial Aid Office has completed the attendance verification. For additional information, please contact the Business Office at CNUBusinessOffice@cnsu.edu .

Student's Rights to Cancel and Refund

You have the right to cancel this Student Enrollment Agreement. Please refer to the Enrollment Agreement for all details regarding student's right to cancel and refund. You may also contact the Admissions Department for more details at (916) 686-7300.

Student's Right to Withdraw and Refund

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

Withdrawal shall occur when you give written notice of withdrawal to the Registrar at the University's address shown at the top of the first page of this Course 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% (October 19, 2023) of the current term, you will be eligible for a pro-rata refund for the current term. The University will perform a pro-rata calculation of current term tuition and refund as follows:

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

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

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

refund owed

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

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

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

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

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

Refund Policy in the Event of Dismissal

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

Financial Aid and Loan Obligations

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

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

Scholarships

In the past, several companies have helped California Northstate University students finance their education through scholarships. Some of these companies include: Albertson's, CVS, Pharmacist Mutual Insurance Company, Safeway, SuperValu Drug Stores, and Walgreen's. These scholarships range from $500 to $2,000. Criteria for scholarships vary by the specific donor and are usually awarded in the late fall and early spring.

Appendix A: CNUCOM PLOs

1. Patient Care

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

Sub-Competency Category	Educational Program Objective(s) Mapped & Hyperlinked to PCRS	Outcome Measure(s)
PC1: Clinical History Taking	*Gather essential and accurate information about patients and their conditions through history-taking and organize all relevant clinical history in a timely manner **(1.2)***	• Faculty feedback in pre-clerkship settings including Clinical Cases Sessions, Master Colloquium, and Medical Skills courses • Faculty and resident direct observation and evaluations during clinical clerkships • OSCE
	*Identify alternative sources and or intuitively fill in the history gaps **(1.2)***	• Faculty feedback in pre-clerkship settings including Clinical Cases Sessions, Master Colloquium, and Medical Skills courses • Faculty and resident direct observation and evaluations during clinical clerkships • OSCE • USMLE Step 2 Clinical knowledge Exam and Clinical Skills Exam
	*Share knowledge in topics of disease prevention with patient **(1.7,1.9)***	
	*Document how psychological/social/cultural situations have impacted the health, disease, care-seeking, care compliance, and barriers to and attitudes toward care **(1.2, 2.5)***	
	*Inquire (non-judgmentally) about alternative medical practices being utilized by the patient at the time of presentation **(1.2)***	
PC2: Patient Examination	*Perform a full or focused physical exam on an adult patient in a logical sequence appropriate for the scheduled visit in a timely manner for pediatric, adolescent, adult and elderly patients **(1.1, 1.2)***	• Faculty feedback in pre-clerkship settings including Clinical Cases Sessions and Medical Skills courses • Faculty and resident direct observation and evaluations during clinical clerkships • OSCE • USMLE Step 2 Clinical knowledge Exam and Clinical Skills Exam
	*Perform a complete, full mental and functional assessment of an elderly patient **(1.1, 1.2)***	
	*Fully assess a pediatric patient for developmental delay and genetic abnormalities **(1.2)***	
	*Identify pertinent positives and negatives in the exam to accurately determine stage of medical condition **(1.2)***	
	*Utilize clinical findings to prioritize additional anatomic or physiologic testing **(1.3, 1.5)***	

PC3: Medical Skills	Accurately complete a written H&P in a timely fashion with a well-developed differential diagnosis using the CP clinical algorithms to develop a differential diagnosis *(1.2, 4.5)*	• Faculty feedback in pre-clerkship settings including Clinical Cases Sessions and Medical Skills courses • Faculty and resident direct observation and evaluations during clinical clerkships • OSCE • USMLE Step 2 Clinical knowledge Exam and Clinical Skills Exam
	Complete a SOAP note using CP clinical algorithms to assist in developing a problem list *(1.2, 4.2)*	
	Utilize a problem list to develop a well thought out plan for ongoing treatment. *(1.6)*	
	Integrate periodic evaluation of the care plan to re-evaluate the efficacy of the plan to ensure treatment success *(1.2, 1.3, 1.5, 1.6, 2.1)*	
PC4: Oral Presentations	Accurately and professionally present an H&P or SOAP note to an attending in a timely fashion indicating when to use "no relevant" or "no pertinent positives." *(1.2, 4.2)*	• Faculty feedback in pre-clerkship settings including Masters Colloquium, Clinical Cases Sessions, and Medical Skills courses • OSCE • Self-assessment and peer assessment • Faculty and resident direct observation and evaluations during clinical clerkships • USMLE Step 2 Clinical Skills Exam
	Include a differential or problem list with treatment updates *(1.2, 1.5, 1.6)*	
	Include accurate assessments with prioritized diagnosis or problem list using relevant CP clinical algorithms *(1.6)*	
	Participate in a discussion of prioritized diagnostic approaches and is able to identify where patient teams and consultants are needed *(1.3, 1.4, 1.5, ,1.6, 1.8, 4.2, 4.3)*	
PC5: Medical Skills	Perform all medical, diagnostic, and surgical procedures considered essential for the area of practice *(1.1)*	• Faculty feedback in pre-clerkship settings including Medical Skills Courses • Medical Skills Lab: Standardized patient, simulation exercises • OSCE • Passing BLS and ACLS certification exam • Faculty and resident direct observation and evaluations during clinical clerkships. • USMLE Step 2 Clinical knowledge Exam and Clinical Skills Exam
	Describe and practice the basic principles of universal precautions in all settings *(1.3)*	
	Achieve certification in BLS *(1.1, 6.6)*	
	Achieve certification in ACLS *(1.1, 6.6)*	
PC6: Patient Care Teams	Explain how the composition of an adult and pediatric outpatient/hospital Patient Care Team (PCT) differs on each clinical service and recognize and evaluate when their services should be ordered to facilitate recovery *(1.3, 1.5, 1.8, 1.6 4.2, 6.1)*	• Faculty feedback in pre-clerkship settings including Medical Skills Courses • Faculty and resident direct observation and evaluations during clinical clerkships
	Make appropriate patient referral decisions and follow up the care outcome to ensure continuity of care while the patient moves between different providers/settings. *(1.8)*	

PC7: Patient Management	Describe a well thought out plan of management of all patients with acute and chronic illnesses in the adult population *(1.5, 1.6)*	• Faculty feedback in pre-clerkship settings including Clinical Cases sessions, Master Colloquium, and Medical Skills courses • Faculty and resident direct observation and evaluations during clinical clerkships • OSCE
	With appropriate supervision, participate in counselling & education of patients and their families enabling them to share in decision making and the care plan. *(1.7)*	
	With appropriate supervision, participate in providing preventive and health maintenance services. *(1.9)*	
	With appropriate supervision, construct a detailed patient management plan utilizing appropriate PCT members *(1.6, 6.2)*	
PC8: Cost Effective Comparison in Treatment	Recognize that there are differences in the cost of treatment options *(1.3, 1.5, 1.6, 6.3)*	• Faculty feedback in pre-clerkship settings including Masters Colloquium, Clinical Cases Sessions, and Medical Skills courses • Faculty and resident direct observation and evaluations during clinical clerkships
	Discuss treatment costs in the context of efficacy, social and cultural factors *(1.3, 1.5, 1.6, 6.3)*	
	Use cost-effectiveness information to recommend a stepped approach to the treatment of common medical conditions in the adult patient *(1.3, 1.5, 1.6, 6.3)*	

2. Medical and Scientific Knowledge

Scope: Students must demonstrate knowledge about established and evolving biomedical and clinical sciences. They must showcase an ability to apply this knowledge to the practice of medicine. Students should be able to appraise and assimilate scientific evidence into their own ongoing learning, research, and patient care.

Sub-Competency Category	Educational Program Objective(s) Mapped & Hyperlinked to PCRS	Outcome Measure(s)
MSK1: Knowledge of Medical Practices	*Evaluate how the major organ systems contribute to both health and disease (2.1, 2.2, 2.3, 2.4)* *Explain how the organ system pathophysiology is reflected in the CP clinical algorithms and can relate this information to a clinical team (2.1, 2.2, 2.3, 2.4)*	• Institutionally developed written examinations in system-based courses and clinical clerkships • Practical (Lab) Anatomy exam (OSPE) • NBME shelf exams • Faculty feedback in pre-clerkship settings including Clinical Cases, Master Colloquium, and Medical Skills courses • Faculty and resident evaluations during clinical clerkships • OSCE • Peer assessment and self-assessment • USMLE Step 1 and Step 2
	Apply clinical reasoning to construct CP clinical algorithms to propose differential diagnosis (2.1, 2.3, 1.2, 1.3, 1.4)	• Faculty feedback in pre-clerkship settings including Clinical Cases, and Medical Skills courses • Faculty and resident evaluations during clinical clerkships • OSCE • USMLE Step 2
	Explain the anticipated clinical response to correctly selected medications for a specific number of medical conditions to patients, family members and team members (2.1, 2.3, 1.3, 1.4, 1.7, 4.1)	• Faculty feedback in pre-clerkship settings including Clinical Cases, Master Colloquium, and Medical Skills courses • OSCE • Faculty and resident evaluations during clinical clerkships
	Recognize the most common drug interactions and their likely signs of presentation in the elderly and can explain them to patient and family (2.1, 2.2, 2.3, 1.2, 1.3, 1.4, 1.7, 4.1)	• Institutionally developed written examinations in system-based courses and clinical clerkships • Faculty feedback in pre-clerkship settings including Clinical Cases, and Medical Skills courses • OSCE • Faculty and resident evaluations during clinical clerkships • USMLE Step 1 and Step 2

	Recognize what types of medical knowledge is required for each individual members of the PCT (patient care team) *(2.1, 2.3, 6.1, 6.2)*	• Faculty feedback in pre-clerkship settings including Clinical Cases, Master Colloquium, and Medical Skills courses. • Faculty and resident evaluations during clinical clerkships • OSCE • Peer assessment and self-assessment • USMLE Step 1 and Step 2
MSK2: Problem Solving & Diagnosis	*Correlate the findings of a patient at clinical presentation with specific CP clinical algorithms and prioritize the conditions in the order of most to least likely (2.1, 2.3, 1.2, 1.3)* *Recognize and explain both typical and atypical presentations for commonly seen clinical conditions in clerkships (2.1, 2.3, 1.2, 2.1, 2.3)* *Construct comprehensive problem lists categorized as both acute versus chronic conditions and prioritize therapeutic interventions (2.1, 2.3, 2.4, 1.5, 1.6)* *Order appropriate diagnostic tests needed to facilitate both diagnosis and evaluate response to therapy in a cost and time effective manner (2.1, 2.3, 1.2, 1.4, 1.5)*	• Institutionally developed written examinations in system-based courses and clinical clerkships • NBME shelf exams • Faculty feedback in pre-clerkship settings including Clinical Cases, and Medical Skills courses • Faculty and resident evaluations during clinical clerkships • OSCE • Peer assessment and self-assessment • USMLE Step 1 and Step 2
	Analyze and evaluate diagnostic tests in regards to sensitivity/specificity (2.1, 2.3, 1.2, 1.4)	• Institutionally developed written examinations system-based courses and clinical clerkships • NBME shelf exams • USMLE Step 1 and Step 2
MSK3: Medical Treatment	*Identify preventive, curative, and palliative therapeutic strategies (2.12.2,2.3,2.4,2.5, 2.6, 1.5, 1.6)*	• Institutionally developed written examinations in pre-clerkship courses and clinical clerkships • NBME shelf exams • Faculty feedback in pre-clerkship settings including Clinical Cases, Master Colloquium, and Medical Skills courses • Faculty and resident evaluations during clinical clerkships • OSCE • USMLE Step 1 and Step 2
	Identify and judge, from direct observation/experience, how cost and social/cultural issues affect the selection of therapeutic interventions (2.1, 2.3, 2.4, 2.5, 1.3, 1.5, 6.3)	• Institutionally developed written examinations in system based courses and clinical clerkships • Faculty feedback in pre-clerkship settings including Clinical Cases, Masters Colloquium, and Medical Skills courses • NBME shelf exams • Faculty and resident evaluations during clinical clerkships • USMLE Step 1 and Step 2

	Select and defend basic therapeutic recommendations for preventive, curative and palliative therapies seen in the clerkships (2.1, 2.2, 2.3, 2.4, 2.5, 1.5, 1.6, 3.4, 3.5, 3.6)	• Institutionally developed written examinations in system based courses and clinical clerkships • NBME shelf exams • Faculty feedback in pre-clerkship settings including Clinical Cases, and Medical Skills courses • Faculty and resident evaluations during clinical clerkships • OSCE • USMLE Step 1 and Step 2
	Effectively utilize ongoing diagnostic tests to modify recommended therapeutic strategies (2.1, 2.3, 1.4, 1.5, 1.6)	• Faculty feedback in pre-clerkship settings including Clinical Cases, and Medical Skills courses • Faculty and resident evaluations during clinical clerkships • OSCE • Peer assessment and self-assessment
MSK4: Life-Long Learning	*Discuss the study design, data analysis and scientific findings of a journal article relevant to their patient's medical condition* (2.1, 2.2, 2.3, 3.6)	• Successful completion of a scholarly project • Faculty feedback in pre-clerkship settings including Clinical Cases and Masters Colloquium • Faculty and resident evaluations during clinical clerkships
	Routinely read medical journals (2.1, 3.3, 3.7)	
	Organize a self-educating approach for life-long learning through observation, research, and analysis (2.1, 2.6, 3.1, 3.2, 3.3, 3.5, 3.6, 3.7, 3.10)	• Successful completion of a scholarly project • Faculty feedback in pre-clerkship settings including Clinical Cases and Masters Colloquium • Faculty and resident evaluations during clinical clerkships • Peer assessment and self-assessment
MSK5: Research or Knowledge Expansion	*Through research and/or community service, in the context of the "Self-Directed Student Scholarly Project", develop, apply, translate and/or communicate medical knowledge to their peers and/or community* (2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 3.8)	• Successful completion of a scholarly Project • Faculty feedback in pre-clerkship settings including Clinical Cases and Masters Colloquium • Faculty and resident evaluations during clinical clerkships • OSCE • Peer assessment and self-assessment

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.

Sub-Competency Category	Educational Program Objective(s) Mapped & Hyperlinked to PCRS	Outcome Measure(s)
C1: Doctor-Patient Communication	*Utilize communication strategies involving nonverbal, verbal and written modalities to communicate with patients* **(4.1)** *Demonstrate how to ask clarifying questions in a way that is socially and culturally sensitive* **(4.1, 1.2)** *Create rapport with the patient in order to generate an effective environment for counseling on wellness and disease prevention strategies* **(4.1)** *Effectively use health coaching strategies* **(3.8, 4.1)** *Effectively communicate medical errors to patients* **(4.6)**	• Faculty feedback in pre-clerkship settings including Clinical Cases, Medical Skills, and Masters Colloquium • Faculty and resident evaluations during clinical clerkships • OSCE • Peer assessment and self-assessment
C2: Communication with Family Members	*Utilize effective communication strategies involving nonverbal, verbal, and written skills to communicate with patient's family members* **(4.1)** *Recognize and effectively communicates his/her legal limitations due to patient privacy* **(4.1, 4.2, 4.3, 5.3)** *Request the support/assistance of patient's family members for encouraging changes in disease prevention or wellness strategies* **(4.1)** *Effectively communicate medical errors to family members* **(4.6)**	• Faculty feedback in pre-clerkship settings including Clinical Cases, Medical Skills, and Masters Colloquium • Faculty and resident evaluations during clinical clerkships • OSCE • Peer assessment and self-assessment
C3: Communication with Medical Team	*Effectively communicate a H&P and SOAP note in both written and oral format* (4.2, 4.3) *Effectively communicate new patient problems or complaints in healthcare to the medical team* (4.2, 4.3) *Question medical decisions in a non-confrontational manner* (4.2, 4.3, 4.4, 3.9, 7.1) *Effectively share relevant information with the team* (4.2, 4.3, 4.4, 3.9)	• Faculty feedback in pre-clerkship settings including Medical Skills • Faculty and resident evaluations during clinical clerkships • OSCE • Peer assessment and self-assessment

C4: Communication with Faculty	*Identify gaps or deficiencies in understanding on each clerkship and can effectively communicate educational needs to the interns, residents, and faculty to increase knowledge (4.2, 4.3, 4.4, 3.1, 3.3)*	• Faculty and resident evaluations during clinical clerkships • Faculty feedback in pre-clerkship • Faculty and resident evaluations during clinical clerkships • Faculty feedback in pre-clerkship settings including Medical Skills • OSCE • Peer assessment and self-assessment
	Discuss personal ethical/social or cultural issues with faculty members to resolve any personal conflicts that may arise in the management or treatment decisions made for the benefit of the patient (4.2, 4.3, 4.7, 7.1)	
C5: Communication with Community	*Communicate medical knowledge to the community at large in a professional manner (4.1, 3.8)*	• Faculty and resident evaluations during clinical clerkships • Faculty feedback in pre-clerkship settings including Medical Skills & Master Colloquium • OSCE • Peer assessment and self-assessment

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.

Sub-Competency Category	Educational Program Objective(s) Mapped & Hyperlinked to PCRS	Outcome Measure(s)
P1: Ethical Behavior	*Demonstrate respect, compassion and honesty in his/her approach to all patients and family members* **(5.1)**	• Faculty feedback in pre-clerkship settings including Clinical Cases, Masters Colloquium, and Medical Skills courses
	Recognize and disclose one's errors to appropriate residents/Clerkship Directors and when they involve patient care, seeks guidance on how and with whom that disclosure will be made to the patient or family **(5.4, 5.6, 4.6)**	• Faculty and resident direct
		• observation and evaluation during clinical clerkships
	Consistently display professional attire and behavior **(1.10)**	• Presentation of clinical information
		• Completion of HIPAA training
	Maintain professional behavior in encounters with quarrelsome, hostile, abusive, arrogant or dismissive patients, family members or clinical staff **(5.6, 4.7, 7.1)**	• OSCE
		• Praise/concern professionalism incident reports
	Use clinical hygiene for the prevention of nosocomial infection transmission **(5.4, 5.5, 3.10, 1.3)**	• Peer & self-assessment
P2: Ethical Responsibility	*Obtain patient consent for all therapies and/or procedures in which s/he is involved* **(5.6)**	• Faculty feedback in pre-clerkship settings including Clinical Cases, Masters Colloquium, and Medical Skills
		• Faculty and resident direct observation and evaluations during clinical clerkships
		• Presentation of clinical information
		• Completion of HIPAA training
		• Standardized patient evaluations
		• Simulation and inter-professional exercises
		• OSCE
		• USMLE Step 2 Clinical Skills Exam
		• Masters Colloquium on professionalism
	Identify and relate full disclosure of the risks and benefits of a therapy or procedure **(5.6, 1.5)**	• Faculty and resident direct observation and evaluations during clinical clerkships Presentation of clinical information
		• Completion of HIPAA training
		• Standardized patient evaluations
		• Simulation and inter-professional exercises
		• OSCE
	Discuss alternative therapies/procedures with their relevant risks and benefits **(5.1, 5.6)**	• USMLE Step 2 Clinical Skills Exam
		• Institutionally developed written examinations in system-based courses and clinical clerkship
		• NBME shelf exams

	Identify and adhere to institutional standards involved in patient care **(5.6, 6.1)**	• Faculty and resident direct observation and evaluations during clinical clerkships • Presentation of clinical information • Standardized patient evaluations • Simulation and inter-professional exercises • OSCE
P3: Ethical Principles and Boundaries	Recognize his/her role as the patient's advocate for clinical care **(5.2, 5.4, 7.2)**	• Faculty and resident direct observation and evaluations during clinical clerkships • Presentation of clinical information • Standardized patient evaluations • Simulation and inter-professional exercises • OSCE
	Demonstrate evidence of maintaining patient privacy **(5.3)**	• Faculty feedback in pre-clerkship settings including Clinical Cases, Masters Colloquium, and Medical Skills • Faculty and resident direct observation and evaluations during clinical clerkships • Presentation of clinical information • Completion of HIPAA training • Standardized patient evaluations • Simulation and inter-professional exercises • OSCE
	Treat all patients with dignity even when the approach is not reciprocated **(5.1, 5.5)**	• Faculty feedback in pre-clerkship settings including Clinical Cases, Masters Colloquium, and Medical Skills • Faculty and resident direct observation and evaluations during clinical clerkships • Presentation of clinical information • Standardized patient evaluations · • Simulation and inter-professional exercises • OSCE • Masters Colloquium on professionalism
	Recognize his/her legal limits on imposing medical care that is considered to be in the best interest of the patient when it is being refused **(5.6)**	• Faculty and resident direct observation and evaluations during clinical clerkships • Presentation of clinical information • Standardized patient evaluations • Simulation and inter-professional exercises • OSCE

P4: Professional Relationships	*Demonstrate integrity, honesty, and authenticity in interactions with faculty and the medical community (5.4, 5.6, 7.1, 7.3, 8.5)* *Identify conflicts of interest in financial and organizational arrangements in the practice of medicine (5.6, 6.5)*	• Faculty feedback in pre-clerkship settings including Clinical Cases, Masters Colloquium, and Medical Skills • Faculty and resident direct observation and evaluations during clinical clerkships.
	Identify and utilize standards established by specific professional societies (5.6)	• Faculty feedback in pre-clerkship settings including Clinical Cases, Masters Colloquium, and Medical Skills • Faculty and resident direct observation and evaluations during clinical clerkships • Presentation of clinical information • Standardized patient evaluations • Simulation and inter-professional exercises • OSCE • Institutionally developed written examinations in system-based courses and clinical clerkships • NBME shelf exams

5. Health Care Systems

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

Sub-Competency Category	Educational Program Objective(s) Mapped & Hyperlinked to PCRS	Outcome Measure(s)
HC1: Healthcare Delivery	*Identify all members and their roles in a patient care team (PCT) and explain which are specific to certain specialty areas of medical practice **(6.1, 6.2, 7.2)*** *Identify the major components of a healthcare system an understands how they can impact access, cost and compliance **(6.1, 6.2, 6.3, 7.2)***	• Faculty feedback in pre-clerkship settings including Clinical Cases, Masters Colloquium, and Medical Skills • Faculty and resident direct observations and evaluations during clinical clerkships • Standardized patient evaluations, simulation center evaluations • OSCE • NBME shelf exams
	*Navigate different hospital/clinic infrastructures in providing patient care **(6.1)***	• Faculty and resident direct observations and evaluations during clinical clerkships • Patient case logs • Presentation of written and oral clinical information • Standardized patient evaluations, simulation center evaluations
	*Identify major monetary investment and legal needs in designing a student-run free clinic **(6.3)***	• Faculty and resident direct observations and evaluations during clinical clerkships • Peer assessment, Self-assessment
	*Interpret and use multiple forms of health information technologies including electronic medical records, patient registries, computerized order entry and prescribing systems **(6.1, 3.7)***	• Faculty feedback in pre-clerkship settings including Clinical Cases, Masters Colloquium, and Medical Skills • Faculty and resident direct observations and evaluations during clinical clerkships • Patient case logs • Standardized patient evaluations, simulation center evaluations • OSCE

HC2: Delivery systems Improvement	*Recognize the importance of current models of medical practice performance evaluation (6.6, 3.5)*	• Faculty feedback in pre-clerkship settings including Clinical Cases, Masters Colloquium, and Medical Skills • Faculty and resident direct observations and evaluations during clinical clerkships • Patient case logs • Presentation of written and oral clinical information • Standardized patient evaluations, simulation center evaluations • OSCE
	Recognize the importance of quality assessment and benchmarking in practice improvement (6.6, 3.1, 3.2, 3.3, 3.5, 3.10)	
	Use system approaches to prevent common medical errors and hazards (6.1, 6.4)	• Faculty feedback in pre-clerkship settings including Clinical Cases, Masters Colloquium, and Medical Skills • Faculty and resident direct observations and evaluations during clinical clerkships • Patient case logs • Presentation of written and oral clinical information • Standardized patient evaluations, simulation center evaluations • OSCE • Peer assessment, Self-assessment
	Participate in Phase B and/or C clinic rotation quality assessment for education performance improvement (6.6, 3.1, 3.2, 3.3, 3.4, 3.5)	• Faculty and resident direct observations and evaluations during clinical clerkships • Presentation of written and oral clinical information • Standardized patient evaluations, simulation center evaluations • OSCE

6. Reflective Practice and Personal Development

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

Sub-Competency Category	Educational Program Objective(s) Mapped & Hyperlinked to PCRS	Outcome Measure(s)
RP1: Personal Assessment	*Accept and respond appropriately to suggestions/constructive criticisms of performance including changing when necessary and discarding inappropriate feedback (3.5, 8.1)*	• Self-assessment Evaluation by team members and peers in small group activities/clinical teams • Faculty feedback in pre-clerkship settings including Clinical Cases Sessions, Masters Colloquium and Medical Skills • Faculty and resident evaluations during clinical clerkships • OSCE
	Use self-assessment and reflection skills for growth and development (3.1, 3.2., 3.3, 8.1)	• Self-assessment • Evaluation by team members and peers in small group activities/clinical teams • Faculty feedback in pre-clerkship settings including Clinical Cases Sessions, Masters Colloquium and Medical Skills • Faculty and resident evaluations during clinical clerkships
	Use self-assessment to identify gaps in knowledge and skill sets and finds an approach to fill such gaps (3.1, 3.2, 3.3, 8.1)	• Self-assessment • Patient case logs/journal • Evaluation by team members and peers in small group activities/clinical teams • Faculty feedback in pre-clerkship settings including Clinical Cases Sessions, Masters Colloquium and Medical Skills • Faculty and resident evaluations during clinical clerkships
	Give a balanced description of personal performance in a confident and skillful manner (3.1, 3.3, 8.1)	• Self-assessment • Evaluation by team members and peers in small group activities/clinical teams • Faculty feedback in pre-clerkship settings including Clinical Cases Sessions, Masters Colloquium and Medical Skills • Faculty and resident evaluations during clinical clerkships

RP2: Time Management	Develop realistic plans and timelines to achieve desired outcomes *(3.2, 3.3)*	• Evaluation by team members and peers in small group activities/clinical teams • Faculty feedback in pre-clerkship settings including Clinical Cases Sessions, Masters Colloquium and Medical Skills • Faculty and resident evaluations during clinical clerkships
	Refine and implement correction to timelines when appropriate *(3.5, 3.10)*	
	Implement corrective actions/changes to correct deficiencies and/or promote personal growth *(3.5, 8.1, 8.4)*	
RP3: Stress/Wellness Management	Work to identify a passion within the field of medical practice *(8.1)*	• Self-assessment • Evaluation by team members and peers in small group activities/clinical teams • Faculty feedback in pre-clerkship settings including Clinical Cases Sessions, Masters Colloquium and Medical Skills • Faculty and resident evaluations during clinical clerkships
	Identify an outlet for personal stress and anxiety *(8.2)*	
	Identify the signs, symptoms and triggers of personal stress and anxiety *(8.1, 8.2)*	
	Develop a personalized program for physical/mental health *(8.2, 8.4)*	
	Recognize and identify when to seek help *(8.1)*	
RP4: Conflict Resolution	Demonstrate open-mindedness to the opinions and approaches of others *(8.3, 8.4)*	• Faculty feedback in pre-clerkship settings including Clinical Cases Sessions, Masters Colloquium and Medical Skills • OSCE • Patient case logs/journal • Evaluation by team members and peers in small group activities/clinical teams • Faculty and resident evaluations during clinical clerkships
	Articulate opinions in a non-confrontational manner *(8.3, 8.6)*	
	Formulate strategies to diffuse confrontational situation between team members and/or patient/family members and the patient care team *(8.3, 8.6, 8.7)*	
	Effectively negotiate with patients/family members to gain cooperation in the medical plan of treatment *(1.7, 3.8, 4.1, 8.6)*	