



Western University
OF HEALTH SCIENCES

The discipline of learning. The art of caring.



Health
Education
Center

2009-2010

University Catalog



Western University of Health Sciences (Western University) is an independent, non-profit academic health center, incorporated in the State of California, and dedicated to educating health care professionals qualified to provide comprehensive health care to the family.

Accreditation(s)

Western University of Health Sciences is accredited by the Accrediting Commission for Senior Colleges and Universities of the Western Association of Schools and Colleges (WASC, 895 Atlantic Avenue, Suite 100, Alameda, California, 94501, phone number: 510-748-9001), a regional accrediting body recognized by the Council on Higher Education Accreditation and the U.S. Department of Education.

Professional accreditations for each academic program are indicated in the appropriate section of this catalog.

Notice of Non-discrimination Policy

Western University of Health Sciences, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and Sections 102 and 302 of the Americans With Disabilities Act of 1990, does not discriminate on the basis of gender, race, color, national origin, religion, handicap, or sexual orientation in any of its policies, procedures, or practices. In accordance with sex discrimination laws, the University forbids acts of sexual harassment. In compliance with the Age Discrimination in Employment Act of 1967, Section 402 of the Vietnam Era Veterans Readjustment Act of 1974, and Section 12940 of the State of California Government Code, the University does not discriminate against any employees or applicants for employment on the basis of their age, their ethnic origin, their marital status, their sexual orientation, or because they are disabled veterans or veterans of the Vietnam Era, or because of their medical condition (as defined in Section 12926 of the California Government Code); nor does the University discriminate on the basis of citizenship, within the limits imposed by law. This non-discrimination policy covers admission, access, and service in the University programs and activities and application for and treatment in University employment.

Pursuant to Executive Orders 11246 and 11375, as amended, Section 503 of the Rehabilitation Act of 1973, as amended, and Section 402 of the Vietnam Era Veterans Readjustment Act of 1974, as amended, Western University of Health Sciences is an affirmative action and equal opportunity employer.

Access to Individuals with Disabilities

It is the policy of Western University to provide qualified persons with disabilities with access to its programs and services, when viewed in their entirety, in the most integrated setting possible. Additional information will be provided upon request from the Student Affairs Office.

Please Note:

Text for the catalog was prepared as of May 2009. The information herein applies to the academic year 2009-2010. Western University of Health Sciences has made every effort to ensure that the information contained in this catalog is accurate at the time of publication, but reserves the right to change the provisions of this catalog. This includes the right to discontinue courses, change requirements for admission and graduation, adjust fees or change any other regulation or policy in this catalog. **The information and policies are for informational purposes only and do not constitute an agreement or contract between Western University of Health Sciences and students, staff and faculty.**

Visitors are always welcome at the University and campus tours are available. Visitor badges are required and can be obtained from the receptionist in the Administration Center.

Office of Admissions, Mondays, 8:30 am - 12 noon, Tuesdays-Fridays, 8:30 pm - 5 pm
University Switchboard - (909) 623-6116.

Western University of Health Sciences Catalog Vol. 19, No. 1, Spring, 2009

The President's Message

Attending an academic health center such as Western University of Health Sciences is not an automatic passport to becoming a good health professional. While a first-rate educational experience is essential, the making of a good health professional is also rooted in the nature and quality of the people involved.

There is visible and strong sense of community, of family, at Western University. We are proud of the fact that the institution is people-centered, that it seeks to develop in our students a blend between the technical and the human skills required of health care professionals. The content and substance of the curricula, as well as the instructional processes used to carry it out, reflect a humanistic approach to health care.

The University's educational programs provide training that presumes the faculty and the students are the masters and not the slaves to this institution. We believe, therefore, that it is imperative our students feel they have a place in the learning environment and that they are active rather than passive recipients of their education. Learning proceeds in ways directly related to the interests and needs of the students as well as to the demands of the health professions.

Here at Western University, a student can expect an education that will assist him or her to become a feeling, humane, sensitive and medically competent professional and not just a learned degree-holder. To that end, the University encourages a flexible and innovative "learning" environment instead of a rigid, closed "learned" one.

In a word, a student can expect the same treatment from Western University that a patient should look for from an able health professional. Thus, in the final analysis, what a student can expect from the University is measured by the success of our humanistic approach – one that requires an active partnership between you and us.

That is what goes into the education that takes place here and what Western University of Health Sciences is all about.

Sincerely,



Philip Pumerantz, PhD



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WESTERN UNIVERSITY OF HEALTH SCIENCES

GENERAL INFORMATION

Western University of Health Sciences (Western University) is a non-profit, independent, academic health center, founded as the College of Osteopathic Medicine of the Pacific (COMP) in 1977. The founding mission of the institution was to educate primary care osteopathic physicians for the western United States. Over the past two decades, Western University has preserved and enhanced its mission, expanding it to include educational programs in the allied health professions, pharmacy, graduate nursing and veterinary medicine.

INSTITUTIONAL MISSION

Western University is a graduate university of medical sciences that produces, in a humanistic tradition, health care professionals and biomedical knowledge that will enhance and extend the quality of life in our communities.

VALUES

The people of Western University are dedicated to caring as they pursue their educational, scholarly, patient care, and public service activities. The University encourages the diversity and interdisciplinarity of its programs, students, faculty, staff, and administrators. The ideals of continuous quality improvement, lifelong learning, long-term planning, fiscal strength, adaptability, and agility in the rapidly changing worlds of health care and education are realized through innovation, teamwork, and collaboration within the University as well as with its network of academic health centers and community partners.

VISION

To be *the* graduate university of medical sciences of choice in the western United States.

GOALS

To provide top quality, learner-centered educational programs in selected graduate medical sciences to educate a health workforce that meets the needs of the State of California and the western United States.

To link educational, research and service activities and programs in a learner-centered environment through partnerships with academic health centers and other health and education related organizations to improve the quality of life of the surrounding communities.

To ensure top quality postgraduate education and training opportunities for graduates of its programs.

To be renowned for using the Internet to promote "e-effectiveness," "e-fficiency," and "e-learning."

To ensure organizational effectiveness and development.

UNIVERSITY OUTCOME DOMAINS

The University has adopted a set of eight outcome domains that serve to guide its academic programs in their development and ongoing quality improvement. Within each outcome domain, each academic program has developed specific ability-based outcomes appropriate to the particular degree program. The eight domains are as follow:

1. Critical Thinking
2. Breadth and Depth of Knowledge in the Discipline/Clinical Competence
3. Interpersonal Communication Skills
4. Collaboration Skills
5. Ethical and Moral Decision Making Skills
6. Life-long Learning Skills

7. Evidence-based Practice
8. Humanistic Practice

HISTORY

The founding institution, the College of Osteopathic Medicine of the Pacific (COMP), was established in 1977 as a direct and important response to a critical shortage of primary care physicians in the western United States. Philip Pumerantz, PhD, accepted the invitation of the college's board of directors to become the founding president in September of 1977. In January 1978, COMP received pre-accreditation status from the American Osteopathic Association. Provisional accreditation status was achieved in July of 1978 and full accreditation in February 1982.

COMP admitted its charter class of 36 students in 1978, and classes began on October 2. This occasion marked the successful culmination of efforts begun in 1974 by the State Society of Osteopathic Physicians and Surgeons of California "to seek the establishment of a college of osteopathic medicine in the State of California." The charter class was graduated on June 13, 1982.

In response to a nationwide demand for qualified clinical educators, COMP initiated a Master of Science in Health Professions Education degree program (known on campus as MSHPE) in September 1986. This program was housed within a newly created Graduate Division, and its charter class graduated in June 1987. The program has grown in subsequent years with an enrollment reflecting a wide spectrum of health professionals.

As a new decade began, COMP accepted its first class of physician assistant (PA) students who matriculated on February 2, 1990. With the addition of this program, the Graduate Division became the Division of Allied Health Professions, and subsequently, the School of Allied Health Professions. The start of the PA program signaled a new era in which COMP expanded its mission of educating family-oriented health care professionals for the western United States.

In response to a growing need for physical therapists in this country, a master's degree program in physical therapy (the MPT degree) was launched on January 6, 1992. Within the School of Allied Health Professions, COMP enrolled 49 students in the charter class and hired five faculty members for the program. The two-year, four-month MPT program educates physical therapists to function as generalists in the field who are also concerned about wellness, health promotion and a humanistic approach to the care of the whole patient.

In 1991 the institution achieved the status of an academic health center (ACH) due to its multi-faceted programs in medical and allied health education. The academic health center formed a partnership with San Bernardino County Medical Center, which moved to a state-of-the-art facility in Colton, California, and changed its name to the Arrowhead Regional Medical Center (ARMC) in the spring of 1999. The partnership, known as the Academic Center for Excellence in the Health Sciences (ACEHS), provides the University with a primary teaching hospital. ARMC sponsors the largest family practice residency training program in California and the second largest in the nation.

In August of 1996, in order to better reflect its stature, COMP was restructured into a university with a new name: Western University of Health Sciences. The College of Pharmacy also welcomed its charter class into the Doctor of Pharmacy (PharmD) program at that time. This program was the fourth college of pharmacy to be established in the State of California and prepares students in a humanistic, interdisciplinary tradition to become competent, qualified professionals. Graduates of Western University's College of Pharmacy complement other health care team members by offering their expertise in comprehensive drug therapy management.

In March of 1998 Western University created a College of Graduate Nursing in order to satisfy an increasing demand for advanced practice nurses. The College offers a Master of Science in Nursing (MSN) degree, a Family Nurse Practitioner (FNP) certificate program, and a joint MSN/FNP program for advanced practice nurses in a distance-learning format. The arrival of the World Wide Web as an electronic information management tool provides the university a unique opportunity to offer students individualized learning experiences that would be impossible through other media. Online discussion forums and e-mail also provide important lines of communication and support among distance learners, faculty, and other program personnel.

Western University founded the College of Veterinary Medicine-its fifth college-in August 1998. Shirley D. Johnston, DVM, PhD, was hired as the founding dean the following month. She is the first female dean of a veterinary college in the United States. Western University is committed to providing an

AVMA-accredited educational program that will serve as a new paradigm in veterinary education. Western University's College of Veterinary Medicine will enroll its charter class of students in the fall of 2003.

The University also founded the Center for Disability Issues and the Health Professions in August 1998. Headed by Brenda Premo, MBA, the former director of the Department of Rehabilitation for the State of California under Governor Pete Wilson, the Center works to improve the capabilities of primary health care providers to meet the growing needs of people with disabilities.

In August 1999, the University changed its Primary Care Physician Assistant certificate program to the master's degree level, effective with the class entering in August 2000. Students who complete the two-year program will be awarded the Master of Science (MS) degree in Physician Assistant Studies. Current with this program change, the faculty developed an on-line Master of Science in Health Sciences degree program, designed for licensed physician assistants who possess a bachelor's degree and seek advanced education at the graduate level.

In 2001, the Department of Health Professions Education in the College of Allied Health Professions merged the MS in Health Professions Education with the MS in Health Sciences program. The Department was renamed the Department of Health Sciences to be consistent with this degree change.

In 2003, Western University enrolled its charter students in the Doctor of Veterinary Medicine and in its Doctor of Physical Therapy programs. In addition, the College of Pharmacy began offering a MS in Pharmaceutical Sciences degree program. A new Veterinary Medicine Center opened in conjunction with the matriculation of the first class of veterinary medicine students in August, 2003. Plans are under development for a second building for the College of Veterinary Medicine

In August, 2004, the College of Graduate Nursing instituted a new entry level nursing track into its MSN program. The MSN program itself has been expanded to provide a series of master's level courses with a nurse leadership focus. This effort was followed by the establishment of a new Doctor of Nursing Practice program, which began classes in January, 2008.

The 2009-10 academic year opens with the inaugural classes of our Doctor of Dental Medicine, Doctor of Optometry and Doctor of Podiatric Medicine programs. In conjunction with the inauguration of these three new health professions programs, the university will initiate the first phase of its interprofessional education program, which will involve interprofessional teams from all the University's health professions programs in the analysis of clinical cases. In January 2010, the new Health Education Center and our Patient Care Center will open.

KEY FACTS ABOUT WESTERN UNIVERSITY

- 65% of students is female; average student age is 28 years
- Total number of degrees awarded (1982 - 2009) is 7,411
- Enrollment 2008-2009 was 2,393
- College of Osteopathic Medicine of the Pacific: 847
- College of Allied Health Professions: 399
 - Physical Therapy: 165
 - Health Professions Education: 42
 - Physician Assistant: 192
- College of Pharmacy: 544
 - Doctor of Pharmacy: 536
 - MS in Pharmaceutical Sciences: 8
- College of Graduate Nursing: 207
- College of Veterinary Medicine: 396

DIVERSITY STATEMENT

The students, faculty, administration and staff of Western University of Health Sciences place great value on diversity. For us, it is a philosophy of inclusion, where pluralism and academic freedom are at its foundation. Western University is committed to an open environment that promotes, accepts and celebrates different points of view.

Western University is comprised of a community of individuals in which diversity is recognized as being the core of our intellectual, social, cultural, physical, emotional and moral lives. We are enriched by

our encounters with one another and we strive to learn from each other in an atmosphere of positive engagement and mutual respect. Our understanding and acceptance of one another in the campus environment contributes to our ability to care for our patients who live in a diverse society.

The University, in accordance with various laws and beliefs, does not discriminate on the basis of race, color, ethnicity, national origin, religion, politics, disability, gender or sexual orientation in any of its policies, procedures or practices. Sexual harassment is unacceptable.

We acknowledge our guaranteed rights of free expression under the First Amendment to the Constitution of the United States. However, we also hold unique responsibilities as individuals, answerable for our own behavior and fully accountable for our actions. Seeking balance between rights and responsibilities makes us keenly aware of the dangers of defamatory, libelous or obscene behavior, the value of community and the importance of respecting our differences and commonalities.

As individuals committed to health professions education in the osteopathic tradition, we embrace the important principle of caring for the whole person-in body, mind and spirit.

FREQUENTLY CALLED NUMBERS

President	(909) 469-5200
Academic Affairs	(909) 469-5578
Admissions (DO/Health Sciences)	(909) 469-5335
Admissions (Pharmacy)	(909) 469-5542
Admissions (Veterinary Medicine/Physical Therapy/Physician Assistant)	(909) 469-5650
Admissions (Dentistry/Optomety/Podiatric Medicine)	(909) 469-5485
Bookstore	(909) 469-5416
Bursar	(909) 469-5403
Student Affairs	(909) 469-5340
Office of Student Services	(909) 469-5616
Center for Disability Issues & the Health Professions	(909) 469-5380
Department of Physical Therapy Education	(909) 469-5300
Department of Physician Assistant Education	(909) 469-5378
Department of Health Sciences	(909) 469-5397
College of Allied Health Professions	(909) 469-5390
College of Dental Medicine	(909) 706-3504
College of Graduate Nursing	(909) 469-5523
College of Osteopathic Medicine of the Pacific	(909) 469-5505
Assistant Dean of Student Services	(909) 469-5414
Clinical Education Office	(909) 469-5260
Associate Dean for Clinical Affairs	(909) 469-5508
Assistant Dean for Basic Medical Sciences	(909) 469-5654
College of Optometry	(909) 706-3506
College of Pharmacy	(909) 469-5500
College of Podiatric Medicine	(909) 706-3505
College of Veterinary Medicine	(909) 469-5628
Environmental Health & Safety	(909) 469-5528
Financial Aid	(909) 469-5353
Graduate College of Biomedical Sciences	(909) 469-5619
Guard Station (from off-campus phones)	(909) 706-3000
Learning Enhancement and Academic Development	(909) 469-5408
Library	(909) 469-5323
Multimedia Services	(909) 469-5432
Registrar	(909) 469-5342
Technical Support Services	(909) 469-5432
Security	(909) 469-5609
Western University Medical Center (Pomona)	(909) 865-2565

STUDENT LIFE: CAMPUS FACILITIES AND SERVICES

Western University of Health Sciences
309 E. Second Street
Pomona, CA 91766-1854
(909) 623-6116

The main campus of Western University is in Pomona (see map, inside back cover), a city of approximately 150,000 residents, located about 35 miles east of Los Angeles near the foothills of the San Gabriel Mountains. It is an area with a high concentration of private and state colleges and universities. Mountain resorts are nearby, and Pacific Ocean beaches, Palm Springs, Hollywood, Pasadena, Los Angeles, arboretums, theme parks, museums, art galleries, libraries, theaters, and concert halls are all within about an hour's drive.

Banfield Veterinary Clinical Center Building Hours: 7:00am to 11:00pm, Mondays through Friday
7:00am to 10:00 pm on weekends
Closed holidays

The Banfield Veterinary Clinical Center houses the Banfield Pet Hospital, the "Thing" Laboratory, the Gretchen Wyler Media Room, and a student commons area on the ground floor. The Shirley and Gary Johnston Auditorium, additional conference rooms and faculty offices for the College of Veterinary Medicine are housed on the second floor.

Booth University Bookstore Building Hours: 8:00 am to 5:00 pm weekdays
Closed Weekends and Holidays (except on special occasions)

The Booth University Bookstore is a convenient source for required textbooks, supplies, and insignia gift items. Personal checks, Visa®, MasterCard, and DiscoverCard® are accepted. Telephone and mail orders are accepted with shipment made via UPS. The bookstore is open from 7:30 am until 5:30 pm Monday through Friday. Located in the rear of the bookstore is a popular gathering place, the Hop Shoppe.

Business Center Building Hours: 7:00 am to 5:00 pm weekdays
Closed Weekends and Holidays

The Business Center houses the departments of Business Services (Bursar's Office, Accounting and the Treasurer's Office), Office of University Building and Security, and Human Resources.

Harris Family Center for Disabilities and Health Policy Building Hours: 8:00 am to 5:00 pm weekdays

Health Professions Center (HPC) Building Hours: 6:30 am to midnight weekdays
6:30 am to 11:00 pm weekends
8:00 am to 5:00 pm on some holidays, except
closed on Thanksgiving weekend and during Winter
Break

The Health Professions Center includes facilities for the College of Pharmacy, the College of Graduate Nursing, and the College of Osteopathic Medicine of the Pacific (COMP) as well as other university services.

The first floor includes a 54-seat auditorium; a 200 seat lecture hall; three "in-the-round" high-tech classrooms; break-out rooms for small group learning activities; Feldsher Hall; a large student lounge with two kitchens, 80-inch screen television, pool table, ping pong table, and vending machines; administrative and faculty offices for the College of Pharmacy; and a pharmacy/medical office museum. The offices of the Center for Academic and Professional Education and the office of Learning Enhancement and Development are also located on the first floor of the Health Professions Center.

The second floor of the HPC has a 200-seat lecture hall, administrative and faculty offices for the College of Osteopathic Medicine of the Pacific and the College of Graduate Nursing, clinical skills laboratories, research laboratories and conference rooms.

Health Education Center (HEC) Building Hours: 7:00 am to midnight weekdays
7:00 am to 10:00 pm weekends
Closed on some holidays, Thanksgiving weekend and during Winter Break

The Health Education Center is a 178,000 square foot educational building. It includes two 350-seat auditoria; six 125-seat lecture halls; 56 small group break-out rooms, teaching laboratories for optometry, dentistry and podiatric medicine; research laboratories for faculty; and faculty and administrative offices for the College of Podiatric Medicine, the College of Dental Medicine, the College of Optometry, and the College of Osteopathic Medicine of the Pacific.

Health Sciences Center (HSC) Building Hours: 7:00 am to 11:00 pm weekdays
7:00 am to 10:00 pm weekends
Closed on some holidays, Thanksgiving weekend and during Winter Break

The 72,000 square-foot Health Sciences Center features a unique central staircase. The first floor consists of two large amphitheater-style lecture halls; Tribute Walk, a donor recognition area; and Compatriot's Hall, an elegant meeting room with kitchen facilities. The first floor also houses the administrative and faculty offices of the College of Allied Health Professions, including the departments of Physician Assistant Education and the Master of Science in Health Professions Education, and some faculty offices for the College of Veterinary Medicine.

The second floor of the Health Sciences Center consists of an anatomy laboratory, the administrative and faculty offices of the Physical Therapy Education Department; physical therapy clinical skills laboratories; physical therapy faculty research laboratories, the osteopathic manipulative medicine teaching laboratory; the office of Institutional Research, and temporary offices for faculty of the College of Veterinary Medicine.

Harriet K. and Philip Pumerantz Library and Learning Resources Center

Building Hours: 7:00 am to 11:00 pm Monday through Thursday
7:00 am to 6:00 pm Friday
11:00 am to 7:00 pm weekends
Closed on Holidays

The Pumerantz Library and Learning Resources Center houses the University's book, journal and media collections. It also provides office space for the library staff and the staff of the Department of Instructional and Informational Technology. The ground floor is reserved for library circulation services, the University Archives, history of medicine museum, and study space where students may use laptops and connect to the University's network. Books and serial collections are housed on the second and third floors, respectively. The Edward Tessier Learning Center is on the third floor. Offices for library and information technology staff are found on the fourth floor. The basement serves as the University's Network Operations Center and provides office and work space for the Technical Support Staff.

Nursing Sciences Center Building Hours: 8:00 am to 5:00 pm weekdays

The Nursing Sciences Center, located at 350 S. Garey Avenue, houses the faculty and administrative offices for the College of Graduate Nursing, as well as the offices for the Office of Institutional Research, on the first floor. The second floor contains the administrative offices for the Colleges of Dentistry, Optometry and Podiatric Medicine and offices for the Assistant Vice President for New Program Development and the Assistant Provost for Interdisciplinary Education.

Patient Care Center Building Hours: 8:00 am to 5:00 pm weekdays

The Patient Care Center is a 78,000 square foot facility providing ambulatory patient care services for optometry, dentistry, family medicine and podiatric medicine. The Center also contains an optometry dispensary and a dispensing pharmacy. Adjacent to this building is a 611 space parking structure.

Student Services Center/South Campus Building Building Hours: 7:00 am to 5:00 pm weekdays
Closed weekends and holidays

The offices of Student Affairs/Registrar and University Admissions are located on the first floor of the Student Services Center. The second floor houses the office of Financial Aid.

University Administration & Alumni Center Building Hours: 7:00 am to 5:00 pm weekdays
Closed weekends and holidays

The University Administration Center houses the University's executive offices. The first floor contains the offices for the Provost/Chief Operating Officer, Vice President of University Advancement, and the offices of Major Gifts, Special Events, Communications, Publications, University Counsel, and Foundation, Corporate and Government Relations. The offices of the Center for Disability Issues and the Health Professions are located in the basement.

The Office of the President and the Office of Senior Vice President for Executive Affairs are located on the second floor. The Saul Bernat Board Room and the VIP Lounge with a kitchen provide space for meetings and special events.

University Research Center Building Hours: 7:00 am to 5:00 pm weekdays
Closed Weekends and Holidays

The Alumni Center is a 32,000 square-foot facility, located at the corner of Gibbs and Second Streets. The main level of the Alumni Center includes the office of Vice President for Research and three lecture halls: Cooper Hall, Swift Hall and Trendle Hall. The lower level of the University Research Center accommodates various research laboratories and their ancillary facilities.

University Services Center Building Hours: 7:00 am to 5:00 pm weekdays
Closed Weekends and Holidays

The University Service Center is a 6,500 square foot building housing administrative offices for the departments of Facilities, Environmental Health and Safety, Special Events, and the Assistant Provost for Strategic Operations and Clinical Services.

Veterinary Medicine Center Building Hours: 7:00am to 11:00pm, Mondays through Friday
7:00am to 10:00 pm on weekends
Closed holidays

The Veterinary Medicine Center, a building of 25,000 square feet, houses administrative and faculty offices of the College of Veterinary Medicine, Problem Based Learning break-out rooms, conference and meeting rooms, and a gross anatomy laboratory.

Veterinary Pathology Center

Western University Campus Gourmet

The Western University Campus Gourmet is a food court providing a Subway sandwich shop, a TCBY yogurt store, and Mamma Ilardo's pizza. The 1950s diner-themed eating establishment is designed to serve the Western University community, shoppers at Antique Row, neighboring business populations, and the general public. Hours of the food court are: 7:30 am to 6 pm Monday through Friday and Saturdays and Sundays from 10 am until 4 pm.

Western University Medical Center Building Hours: 9:00am -6:00 pm weekdays
Closed weekends and holidays

The Western University Medical Center is located three two blocks south of the main campus at:

**887 E. Second Street
Pomona, CA 91766-1854
(909) 865-2565**

Opened in 1984, Western University Medical Center is an ambulatory, primary care medical center that addresses the health care needs of Pomona's less advantaged communities, as well as those from participating managed care organizations, and provides clinical learning opportunities for Western University students. Osteopathic family physicians and physician assistants, who are also Western

University faculty, and support staff of the medical center are located here. In addition to health care services, the Center provides health screenings for youth athletic programs. The Center is also a member of the Pomona Clinic Coalition, made up of the County of Los Angeles Department of Health and a group of area health providers, which provides preventive and primary care health services to people who do not have medical insurance or cannot afford medical care.

The physicians and physician assistants who work at Western University Medical Center have faculty appointments at Western University of Health Sciences and are involved in both the didactic and clinical teaching aspects of the curriculum.

PERSONAL SAFETY

The University strongly suggests the following precautions for its students, faculty and staff:

- Since some streets through the campus are open to vehicular traffic, please use extreme caution when crossing between buildings and do not congregate on the street.
- Please make sure your car is locked at all times in the parking lot.
- You should be advised that the doors to some buildings are locked at 5:00 p.m. It would be to your advantage to walk to the parking lot with a friend or close associate if you are leaving after business hours. If you find it necessary to work or study late, you should advise security personnel on campus before leaving the building so that someone can watch you walk to your car.
- During the daytime hours, security guards are assigned to patrol the parking lots directly north, and northeast behind the North Campus buildings along First Street, and they patrol the lots behind the South Campus building, Health Sciences Center and Health Professions Center. It is strongly suggested that you do not leave your car overnight in any of the parking lots or streets surrounding the campus, as a security guard is not on duty after 11:00 p.m. Mondays - Thursdays, after 7:00 p.m. on Fridays, and after 10:00 p.m. on Saturdays and Sundays.
- Do not admit an unknown person into the building. If someone says they need help, offer to call the proper person (police, paramedics, etc.).

In case of emergency, if someone from the University needs to be informed or contacted, please call:

Campus Security
Direct Line

(909) 469-5609
(909) 706-3000

STUDENT SERVICES

Recreational Facilities

Western University provides YMCA or designated fitness club individual memberships for students at a minimal cost. If interested, students may sign up at registration. The YMCA is within walking distance of the Pomona campus and offers coeducational facilities for swimming, racquetball, basketball, exercise programs, etc. The fitness club provides non-prime time racquetball courts, Nautilus exercise equipment, aerobics, Jacuzzi, steam rooms, etc. Family memberships may be purchased at reduced rates throughout the year.

On the campus, the Health Professions Center Student Commons provides billiards, television, ping pong; and the parks offer picnic tables, basketball and volleyball. There are also numerous tennis courts, golf courses, ski slopes, and hiking trails in the immediate area.

Upon request, discount booklets to California attractions and theme parks are available in the Student Affairs Office.

Community Activities

The Western University "This Week," which is updated every week, lists Western University seminars and events that are open to students, faculty, staff and families.

Area colleges publish monthly calendars of social, cultural and educational events that are posted on the student bulletin board behind the lecture halls.

Student Government

Currently, 70 organizations have been established within the student body. The umbrella for all of the other organizations is the Student Government Association, which is charged with official representation of the student body.

Student Government Association (SGA) - Students are encouraged, individually and collectively, to express their views on issues and administrative policy on campus. Through the elected representatives of the student body and membership on various University committees, students have the opportunity to participate in the administrative activities of the University. This body represents the students in all matters of concern with regard to faculty and administration.

The objective of the Student Government Association is:

- a. To act as elected representatives of the student body in all matters with regard to the faculty, administration, fellow professionals and the public-at-large.
- b. To ascertain and express student opinion in matters pertaining to the University.
- c. To formulate and execute policy on matters relative to the student body.
- d. To budget and disburse funds for student activities or other related functions.
- e. To organize and implement various educational, social and community service projects.

Students are invited to select representatives on the following University committees:

Commencement Committee - The purpose of this committee is to plan and, in some areas, implement the University's graduation ceremony and related events. The committee submits to the President the results of its deliberations for this consideration and approval. The committee and its chair are appointed by the President. The Student Government Association President and the President (or an appointee) of the graduating classes are also voting members.

The Humanism in Health Sciences Committee - To create a climate for defining, teaching, and implementing humanism and diversity through various ongoing programs. These programs are grounded in a philosophy that fosters valuing the diversity and humanness of persons on our campuses and in our communities. The committee will support and encourage scholarly activities that promote humanism and diversity.

Library Committee - One representative from each class on campus will be a voting member. The duty of the Committee is to advise the Librarian in matters of concern to the faculty and students relevant to the Library.

In addition, the Student Government Association has authorized the establishment of several committees:

Academic Committee – The purpose of this committee is to review and make recommendations to the Student Senate on student complaints and grievances concerning academic matters. This committee also reviews and makes recommendations on proposed academic policy changes arising from the faculty or administration of the University.

Finance Committee – The elected Treasurers from each class are voting members of the Financial Aid Committee. The purpose of this committee is to formulate annual budget recommendations, and review long range SGA activity projections and needs. Upon request from the SGA or the Student Senate, review the existing or proposed University budget and funding priorities contained therein. The student members may be excluded from certain meetings if the discussion includes confidential material from other students' files.

Bylaws Committee - Each Class President shall be a member of this Committee. The purpose of the Committee is to review legislation that has been referred to the Committee by the Student Senate, review the Student Body Bylaws for contraction, ambiguity, or unconstitutionality, and generate legislation regarding such matters with the purpose of correcting them.

Community Outreach Committee - The Community Outreach Committee's purpose is to serve the local community and foster students' service efforts. Funds are allocated to this Committee from the SGA budget to execute SGA-sponsored community outreach activities.

Campus Recreation Committee - This committee coordinates campus recreation and sporting events.

Student Relations Committee - Chaired by the Student Body Secretary, this committee serves to facilitate communication between the SGA and the student body. It works with students, university faculty and administration and campus media to disseminate information affecting students.

STUDENT ORGANIZATIONS/CLUBS

Western University has a wide range of student clubs and other organizations that allow students to explore particular areas of interest. For a current listing of these student organizations and their missions, please select the following link: [WesternU Clubs & Interest Groups - Student Affairs - Western University of Health Sciences](#).

STUDENT EMPLOYMENT

Because of the nature of the academic programs of the University, students are urged to use great caution in seeking employment during the academic year.

HARRIET K. AND PHILIP PUMERANTZ LIBRARY AND LEARNING RESOURCES CENTER

Location: Corner of Third and Gibbs Streets – entrance is on Gibbs Street

Hours:	Monday – Thursday	7:00 am to 11:00 pm
	Friday	7:00 am to 6:00 pm
	Saturday, Sunday	11:00 am to 7:00 pm

The mission of the Harriet K. and Philip Pumerantz Library is to support excellence in education, research, and clinical activities of Western University of Health Science through the provision of information resources. To further student adaptability and life-long learning the staff of the Pumerantz Library developed the following goals:

- monitor and evaluate the growing electronic sources on the Internet;
- add these sources to our internal computer collection; and
- educate our students, faculty, administration, staff and alumni to use these resources at home, in the office, and at public and hospital libraries.

Digital Den – These are six computers and a printer located in the study area on the first floor of the library. These computers may be used for email, word processing, Internet use, or research.

Study Rooms – The library has six study rooms that may be reserved for groups of two or more students, and one large study room that may be reserved for groups of five or more.

Laptops may be used throughout the library at any of the many active network ports, including the study rooms and computer labs.

Audio-Visual Lab – The lab on the third floor may be used by WesternU students, faculty and staff only. Videos and slides are available for use with televisions, VCRs, and slide projectors. There are also six computers that may be used with several CD-ROMs that are available in the Lab.

Teaching Lab – This computer lab may be used by Western University students, faculty and staff. There are twelve computers that may be used to search the Library's WebCat (online public catalog), use the Library's electronic resources, or do research on the Internet. Workshops are held in this lab periodically.

Interlibrary Loan – Material not owned by the University Library may be requested via interlibrary loan by Western University faculty, staff and students. There is no charge for this service to the Western University community. Other interested users may be eligible and should inquire at the Circulation Desk.

Borrowing Privileges and Policies – Western University faculty, staff and students are eligible to borrow library materials. Other interested users may be eligible and should inquire at the Circulation Desk.

- **Books:** On-campus students may check out items for seven days and renew them twice if there is not a hold at that time. Students on rotation and distance education students have varied circulation periods, which are posted on the Library's Web site. Fines are charged for overdue books. Renewals may be made by phone or online through the Library's WebCat. A "hold" may be placed on books that are charged out. **You must have your student ID/employee ID with you in order to borrow books.**
- **Journals:** Bound or unbound journals (periodicals, newsletters, etc.) do not circulate.

Note: More detailed information regarding library policies and procedures may be found on the Library's Web site, or in the *Library Handbook* at the Circulation Desk.

CENTER FOR DISABILITY ISSUES AND THE HEALTH PROFESSIONS (BASEMENT, ADMINISTRATION CENTER)

The Center for Disability Issues and the Health Professions assists students with disabilities from the time of admission to graduation. The Center is located in the basement of the Administration Center on campus at 309 E. Second Street/College Plaza, (909) 469-5385 voice, (909) 469-5520 TDD or email bpremo@westernu.edu.

CDIHP Services

Each student at Western University is unique. Only upon consultation with the student, dean and faculty member can specific plans for accommodations be made. To assist with a documented disability, staff from CDIHP may communicate, when appropriate, with the instructor and may also ask the student to discuss his/her needs with the instructor. Decisions on appropriate accommodations, auxiliary aids and/or services are made following an individualized assessment of each request and after discussion of the options available with one of the CDHIP staff.

The following is a sample list of the types of services and accommodations that might be provided, based upon CDIHP's assessment of each student's specialized needs:

- academic modifications
- disability management advising
- auxiliary aids
- examination accommodations
- mobility assistance
- physical access and architectural modification (i.e., building platforms or adding disabled parking spots)
- reader services
- study skills advisement
- taping of academic lectures
- transcription services for specific classes
- extended time for examinations
- a private, quiet, well-lit room for examinations

- alternative testing formats
- consultation with staff of CHIHP and professors regarding facilitation of education of students with disabilities

It is a student's responsibility to provide timely and sufficient written medical documentation about the student's disability or disabilities. Students must check with the Center about documentation requirements. Students must request services or accommodations directly from the Center, which in consultation with the student, can recommend the appropriate services or accommodations. There is no charge to students for services that are specifically needed to support the educational program.

For additional information, contact Ms. Sandra Lawler at (909) 469-5441; TDD (909) 469-5520 or check the Center's web page at www.westernu.edu/cdihp.

OFFICE OF INTERNATIONAL AND CROSS-CULTURAL PROGRAMS

The Office of International and Cross-cultural Programs (OICP) was established in 1989 to promote student cross-cultural experiences locally and internationally. The program's goals are to:

- Develop foreign-based clinical training opportunities for interested Western University students to experience primary health care in foreign countries as part of their professional growth;
- Instill in students the knowledge and skill needed to provide quality health promotion and disease prevention services in cross-cultural settings;
- Develop student and faculty awareness of the principles and goals of the international primary health care movement and its adaptation locally to improve the status of primary health care in our communities, the state, and the country;
- Encourage research in cross-cultural primary health care delivery and education in foreign countries; and
- Advocate for osteopathic approaches to health care delivery and education in foreign countries.

HUMANISM AND THE HEALTH SCIENCES

In 1996 the University established the Humanism in the Health Sciences Committee. The committee's working definition of humanism is: Humanism is a way of caring that is fundamental to positive interaction and is manifested as a responsiveness to the needs of fellow human beings through respect, compassion, empathy and understanding.

The mission statement of the Humanism in the Health Sciences Committee states: To create a climate for defining, teaching, and implementing humanism throughout the University. Programs are grounded in the philosophy, which fosters valuing the diversity and humanness of persons at our locations and in our communities. The committee will support and encourage scholarly activities that promote humanism.

Activities of the committee include:

- The annual publication of a scholarly journal, *Humanism in the Health Sciences*, which features articles, poetry, commentaries and essays. The journal is student run, edited and produced;
- Curriculum development: Belief System and Patient Care Program funded by the National Institute of HealthCare Research; and
- Care Teams and Monthly Care Teams News.

STUDENT HOUSING

Western University offers a secure online listing of available rentals, both local to the campus and nationwide for our student on rotation. A local map, the real estate sections of local newspapers, and information on activities in the surrounding communities are available in the Student Affairs Office and on the WesternU website. Incoming students may wish to subscribe to the local newspapers: the *Claremont Courier*, 111 South College Avenue, Claremont, 91711; and the *Inland Valley Daily Bulletin*, 2041 E. 4th Street, Ontario, 91761-1020.

All students on clinicals/clerkships are responsible for making their own housing arrangements. Some hospitals offer housing on a first-come, first-served basis during your assignment at their facility. It is the student's responsibility to contact the hospital for information regarding availability and cost of housing. Please note: the University provides a housing referral service as a courtesy only. The University assumes no responsibility for the accuracy of information provided by property owners or other third parties, and each student should independently verify the condition of any property, its amenities, security

arrangements, etc. Under no circumstances shall the University have any responsibility or be liable for damages, losses, injuries or liabilities of any nature relating to any housing provided by third parties.

STUDENT PARKING

Students have the option to purchase an annual parking pass for \$400. The purchase of a yearly parking sticker can be included as part of a student's financial aid package, with the submission of a paid receipt.

The collection of the funds will be conducted by the Bursar's Office, and students will be permitted to charge the parking fees on their student accounts.

The University will provide full-time security for parking lots between the hours of 7:00 a.m. to 11:00 p.m. Monday through Friday. If students are planning to be on campus after 6:00 p.m. during the week, they should move their cars to the Health Sciences Center parking lot after 6:00 p.m. Students should park their cars in the Health Sciences Center parking lots on Saturdays, Sundays or holidays.

City Parking Lots - Those who elect to park in the metered lots without a permit will be required to pay \$1.50 cents per day per vehicle. Parking along the streets is permitted with certain posted restrictions.

Motorcycle and secured bicycle parking is available in front of the Health Sciences Center and the Health Professions Center.

PSYCHOLOGICAL COUNSELING SERVICES:

1-800-234-5465 or www.pbhi.com

In an effort to respond to the needs of our students, the University has developed a student assistance program, which provides confidential psychological counseling services for students and their families. This service is provided by PacifiCare Behavioral Health and assists students with problems of living (including personal, marital, family, stress, financial and legal issues) that may impair a student's ability to perform adequately in his or her professional training program. The service is accessible 24 hours a day, 365 days per year.

OFFICE OF LEARNING ENHANCEMENT AND ACADEMIC DEVELOPMENT (FIRST FLOOR, HEALTH SCIENCES CENTER)

The Office of Learning Enhancement and Academic Development (LEAD) is a part of the division of Student Affairs. The LEAD Office's goal is to help each Western University student successfully complete his or her course of instruction. The Office assists students in many ways. Office counseling personnel interview students in academic difficulty and evaluate their respective approaches to learning, studying, and processing information. The counselor devises and implements methods to solve identified barriers to successful learning and aids individual students during their processes of resolution. Office personnel plan and implement group workshops to enhance learning skills each year for students in each Western University program. The LEAD Office also prepares and distributes handouts to students on learning styles, time management, group study, processing information, memory, test preparation, group study, anxiety and stress management, listening, note taking, comprehension, and critical reading and thinking. Additional learning enrichment forums, workshops, and the establishment of on-campus reviews for course exams or licensing/certifying examinations are developed by this Office in response to the expressed needs and interest of students.

The LEAD Office administers the Tutorial Assistance Program (TAP), working with tutors, tutees, and the faculty as a team. TAP provides supplemental academic instruction for students in academic difficulty. Competent and sensitive peer tutors, recommended by the faculty from each college, facilitate course content instruction. Students are scheduled individually or in small groups to work with a tutor. The LEAD Office works closely with the tutors and tutees during the tutoring process to ensure that effective tutoring is maintained.

The LEAD Office assists in the administration of the Summer Medical Sciences Prep Program (SMSPP). Office personnel coordinate, submit and oversee the SMSPP budget, assist the SMSPP Director in program planning, and provide students with individual and group study skills instruction. SMSPP is a four-week program designed to orient in coming, first-year, medical, physician assistant, and physical therapy students, to the Western University campus and community, and to ease adjustment to the demands of their academic environment. It does this by providing an introduction to Gross Anatomy, Biochemistry, and Pharmacology taught by Western University faculty. During the program the LEAD Office endeavors

to enhance the students' sense of belonging by working closely with individual students in overcoming environmental, social, cultural, or academic barriers that may interfere with their learning. Students are encouraged to monitor their own personal and social adjustments as well as their academic progress.

The LEAD Office serves all Western University students. All academic and personal counseling and referrals to other campus support services are completely confidential. Office personnel are available for students on a walk-in basis or appointments can be made by phone or email. The office is located in the Health Professions Building on the Second floor in Room 235. Office hours are 8:30 a.m. to 4:30 p.m., Monday through Friday. The Director, David Hacker, can be reached by phone (909) 469-5408 or email at dhacker@westernu.edu.

UNIVERSITY REGISTRAR (FIRST FLOOR, STUDENT SERVICES CENTER)

Student Files: Access and Privacy

The Family Educational Rights and Privacy Act of 1974 (FERPA), also known as the Buckley Amendment, affords students certain rights with respect to their educational records. These rights are established upon receipt of the student's first deposit and include:

1. The right to inspect and review the student's education records within 45 days of the date the University receives a request for access. Students should submit to the Office of the Registrar a written request that identifies the record(s) they wish to inspect. A form for this purpose is available on-line or in the Office of the Registrar. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar, the Registrar shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate. Students should write the University official responsible for the record, clearly identifying the part of the record they want changed, and specify why the record is inaccurate. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her 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. Whether or not a student requests a hearing and regardless of the outcome of any such hearing, the student may, in any event, insert into his/her files a personal written explanation concerning any material the student believes is inaccurate, misleading, or otherwise inappropriate.

3. The right to consent to disclosures of personally identifiable information contained in the student's education record, except to the extent that FERPA authorizes disclosure without consent. Exceptions that permit disclosure without consent include school officials with legitimate educational interests; certain government officials in order to carry out lawful functions; appropriate parties in connection with financial aid to a student; accrediting organizations; lawfully issued court orders or subpoenas; and persons who need to know in cases of health and safety. Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the 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 20202-4605

5. The University may disclose Directory Information without a student's prior written consent. The University designates the following as Directory Information: the student's name, address, telephone number, email address, full or part-time status, major field of study, dates of attendance, degrees and awards received, and the most recent previous educational institution or agency attended by the student.

6. Students may restrict the release of Directory Information, except to school officials with legitimate educational interests and others as indicated in paragraph 3 above. To do so, a student must make the request in writing to the Office of the Registrar, 309 E. Second Street, Pomona, CA 91766. Once filed, the request becomes part of the student record until the student instructs the University in writing to have the request removed.

Western University currently maintains the following types of educational records that are directly related to its students:

Admissions Files

The Director of Admissions is responsible for maintaining files that contain letters of recommendation for admission to the University, transcripts of work performed at other institutions, required standardized test scores, plus the applicant's supplementary application. The Director of Admissions, Members of the Admissions Committee and the President have access to these files for the purpose of carrying out the admissions function. After an applicant has been admitted and is actually registered, the files are combined with those of the Registrar.

Registrar's Files

The Registrar is responsible for maintaining files that contain official Western University transcripts and copies of occasional letters written by faculty and administration, along with students' replies. These letters generally concern academic progress, examinations, etc. Members of the faculty and administration have access to the files for use in student advisement. The Registrar also has access to the files to maintain them and to provide authorized data to authorized persons. In addition, the Registrar may also release student information (name, address, etc.) to selected third party agencies working on behalf of the University. A listing of third party agencies currently receiving student information may be accessed by contacting the Registrar's Office at (909) 469-5491.

If any material or document in the educational record of the student includes information on other students, the University will not supply the actual material or document. Instead, only the specific information contained therein that directly relates to the student seeking access will be provided. In addition, no student may have access to:

- (a) Financial records of parents or any information contained therein, or
- (b) Any confidential recommendations to which the student has properly waived the right of access.

Reviewing the File

Students and former students may review any of the above files that directly relate to them upon completion of a form available from the Registrar. On this form the student will specify the records he/she wishes to examine. The Registrar will then collect the desired material. In no case will access be withheld more than 45 days after the proper request has been made. If the student is beyond commuting distance, the University will also supply copies of material in the file.

Except for Directory Information and except as to certain parties listed in FERPA, the University will not release to outsiders any student's file, or information contained in it, unless prior written consent has been obtained from the student.

A student (or applicant for admission) is permitted to waive access to confidential recommendations written on his/her behalf regarding (1) admission to any educational agency or institution, (2) an application for employment, or (3) the receipt of an honor or honorary recognition.

A student who consents to release to outside parties any part of his/her file must do so in writing, personally signed and dated. Such writing must specify the records to be released, the reasons for such release, and the names of the parties to whom such records will be released. A form is available in the Registrar's Office for this purpose. A student whose consent is required may also request a personal copy of the specific records in question. The University will maintain a record identifying all outside parties who have requested or obtained access to a student's educational records and the specific interest they had in obtaining such access. This record will be available only to the student and to the University officials previously named who are responsible for maintaining the various files.

All such records are made available to students with the following limitations:

- a. Recommendations submitted to the department by third parties under conditions of confidence, e.g., letters of recommendation, will be shown only upon receipt of a signed release by the third party;
- b. Student records requiring the interpretation of a professional, i.e., medical, psychiatric, psychological testing, etc., must be reviewed in consultation with the appropriate professional;
- c. Under certain circumstances, the University may request written permission of the student to provide demographic data such as names, addresses, etc., to persons or agencies outside the University conducting research or other scholarly activities.

Other Student Files: Records of students and graduates are maintained by the program in accordance with University rules. The original application and supporting materials are maintained by the Office of the Registrar. In addition, the program maintains an academic profile record for each student, including information related to academic and clinical performance in all phases of the program. Course grades are recorded on the appropriate profile sheet as soon as computed. This file is maintained for department and student use. It is NOT meant to serve as an official record of grades. Final course grades are submitted to the University Registrar and only then become part of the official record/transcripts. Transcripts of the work completed are maintained and may be requested from the University Registrar.

TRANSCRIPTS

Enrolled students may view their transcript on-line via BanWeb. No verbal grades or class ranks will be given at any time. A grade change report will be generated upon request whenever a grade change occurs. No grade will be changed unless the instructor certifies in writing to the Registrar that an error occurred in computing or recording the grade or that the student has remediated an Unsatisfactory grade after being directed to do so by the appropriate Academic Dean as recommended by the committee in each respective College responsible for student academic progress. All recorded grades remain on the official transcript unless a clerical error occurs. Remediated grades are recorded next to a grade of "U" or "I". Only the remediated grade is calculated into the GPA.

Official transcripts may be requested via BanWeb. There is a \$6.00 fee for an official transcript. Official transcripts are mailed directly to the recipient by the University.

Official transcripts bear the signature of the Registrar and the seal of the University. Transcripts will not be provided to students who are delinquent in their financial obligations to the University, including the Library, or to any of its affiliated hospitals or clinics. Transcript requests will be processed within 7-10 business days. If the University has knowledge that a student or graduate is in default on any federal, state, outside agency, institutional loan or service obligation, the University will withhold all official transcripts, State or National Board Scores, and letters of recommendation for internships, residencies, employment, staff privileges, specialty certification, and licensing. Remember to allow two weeks for processing of transcript requests. Rush transcripts are available for a \$21 fee for each sent via First Class Mail and a \$25 fee for each sent via Federal Express. Rush transcripts ordered by 5 p.m. will be available for pickup after 9 a.m. the following working day.

To maintain the integrity of academic transcripts, educational institutions certify only academic work completed at that institution. This is the expectation of Western University when it issues its own official transcripts, and this is what Western University respects when official transcripts are entrusted to it during the application process. Therefore, the University will not produce or certify copies of official transcripts from other institutions.

DIPLOMAS

Diplomas will be issued approximately six to eight weeks after the Registrar receives all final grades verifying that a student has completed all academic requirements for a specific program.

CLASS RANK

Student's class ranking, with the exception of MSHS, FNP/MSN and MSPS, may be obtained from the Registrar's Office in writing, with appropriate identification. The class ranking is based on letter grades and/or percentages.

STUDENT LOAN DEFERMENT PROCESSING

Western University of Health Sciences participates in the National Student Clearinghouse, located in Herndon, Virginia. The University submits a report of students' enrollment status to the Clearinghouse monthly, which in turn supplies verification of enrollment to lending agencies.

A number of lenders and loan servicing organizations that are members of the Clearinghouse participate in a Paperless Deferment Process. With this process, no paper forms need to be completed by either students or schools - the student simply calls his or her servicer to request a deferment. The servicer then posts a deferment to the student's account after the student's verbal order is matched against the Clearinghouse electronic data verifying in-school status.

If a lender needs a deferment form processed, bring it to the Registrar's Office. The Registrar's Office will then forward all deferment forms to the Clearinghouse, which will verify the student's enrollment to the lender. Western University of Health Sciences does not supply this information directly to lending agencies that participate in the National Student Clearinghouse.

If a student has registered late, this information may not be reported until the submission of the next tape. The Clearinghouse requests the student take the following steps if a collection letter has been received:

1. Call the lending agency to see if a deferment form was received between the time the Clearinghouse supplied the information and the lending agency sent the collection letter.
2. If, after calling the servicer, it still appears that the deferment has not been processed, the student may call the Clearinghouse at (703) 742-7791 and ask for a Student Service Representative. The representative will verify the date on which the deferment form was received by the Clearinghouse, the date the deferment was certified and mailed, the enrollment status that was certified, and where the forms were sent.
3. If an emergency exists -- for example, the student is 150 days delinquent and being threatened with default -- the Clearinghouse will intervene on the student's behalf by faxing another enrollment certification to the servicer. Further, it will work with the servicer to ensure that the form is processed on a high-priority basis.

The Registrar's Office will continue to process deferment requests to lending agencies that do not participate in the Clearinghouse, however.

UNIVERSITY POLICIES AND PROCEDURES

NON-DISCRIMINATION

The Western University of Health Sciences, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and Sections 102 and 302 of the Americans With Disabilities Act of 1990, does not discriminate on the basis of gender, race, color, national origin, religion, handicap or sexual orientation in any of its policies, procedures, or practices. In accordance with sex discrimination laws, the University will not tolerate acts of sexual harassment. In compliance with the Age Discrimination in Employment Act of 1967, Section 402 of the Vietnam Era Veterans Readjustment Act of 1974, and Section 12940 of the State of California Government Code, the University does not discriminate against any employees or applicants for employment on the basis of age, ethnic origin, marital status, sexual orientation, or because of their status as disabled veterans or veterans of the Vietnam Era, or because of medical condition (as defined in Section 12926 of the California Government Code); nor does the University discriminate on the basis of citizenship, within the limits imposed by law. This non-discrimination policy covers admission, access, and service in the University programs and activities, and application for and treatment in University employment.

Discrimination Complaint Procedure

Any student believing that he/she has been discriminated against in violation of the above policy of non-discrimination may file a complaint with the Vice President for Enrollment Management and University Student Affairs or her designee. Complaint forms may be obtained from the University Student Affairs office. Retaliation against a person who reports, complains about, or participates in the investigation of alleged discrimination is prohibited. A student who believes that he/she is the victim of sexual harassment should follow the procedures specified in Western University's Sexual Harassment Policy (See below).

All complaints of discrimination shall be investigated promptly and resolved equitably. The Vice President for Enrollment Management and University Student Affairs will refer the matter to the appropriate Academic Dean, the Provost/COO, or to Treasurer/Chief Financial Officer, (the "responsible official"), depending upon the nature of the discrimination that is believed to have occurred. The responsible official will investigate the complaint, and make a decision with regard thereto. The responsible official may appoint an ad hoc committee to conduct a hearing, and to make recommendations concerning any corrective action to be taken. The responsible official, taking into consideration the recommendations of the ad hoc committee (if applicable), will decide, in writing, what action is appropriate under the circumstances.

If a student is dissatisfied with the decision of the responsible official, he/she may appeal the decision to the President. The appeal shall be made, in writing, within seven working days of the written decision of the responsible official, and shall state any reasons why the person filing the appeal believes that the decision of the responsible official is incorrect. The President may affirm or reverse the decision, modify the action to be taken, or remand the matter for further proceedings. For purposes of action to be taken by Western University, the decision of the President shall be final. Any person who believes that he/she has been the victim of discrimination is, however, entitled to file a complaint with an applicable state or federal agency at any time during Western University's proceedings.

UNIVERSITY FACILITIES, RESOURCES, AND SERVICES FOR STUDENTS WITH DISABILITIES

General Policy:

The University endeavors to provide a welcoming and supportive community environment for students with disabilities.

Western University is committed to the fundamental principles of non-discrimination and accommodation in all of its academic programs as set forth in the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. These laws establish that students with disabilities may not, on the basis of their disabilities, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity at Western University.

In that spirit, the University acknowledges its obligations to make reasonable adjustments and accommodations to provide students with disabilities access to its programs in the most integrated setting possible.

1. Programs and Facilities:

a. While the University cannot provide a totally barrier-free environment, it does provide students with disabilities access to its programs and activities. Thus, while not every academic and nonacademic building is fully accessible, sufficient access exists to allow students with disabilities the equal opportunity to participate in the academic and social life of the University.

b. Although the University endeavors to make its programs accessible to individuals with disabilities, it recognizes that some disabilities may preclude an individual from successfully completing a given academic program. To provide guidance to individuals with disabilities, the University provides a description of what it considers to be the Minimum Technical Standards for Admission and Matriculation to each of its programs. Because it is not possible to address every possible circumstance, these Minimum Technical Standards should be considered as guidelines. A student with a documented disability who believes that a reasonable accommodation would permit him/her to meet the minimum technical standards and complete the program should contact the Accommodations and Resource Center (AARC) of the Center for Disability Issues and the Health Professions as soon after admission as possible. AARC serves to coordinate disability accommodations and services. If you have questions or would like to schedule an appointment with AARC, please phone at (909) 469-5541. The University will determine whether it is appropriate to modify its Minimum Technical Standards.

c. As soon after admission to the University as possible, students with disabilities should contact the Learning Enhancement and Academic Development Office, which serves to coordinate disability services and to discuss any reasonable accommodation that may be required. Each case is dealt with on an individual basis.

d. Since the University is prohibited by law from making pre-admission inquiries regarding disability, the University relies on the voluntary provision of whatever information it needs to make reasonable accommodation for students with disabilities.

2. Resources, Services, and Auxiliary Aids:

The University provides certain services and reasonable accommodations, the nature and extent of which are based on the Center for Disability Issues and the Health Profession's assessment of individual need to achieve academic success. Those services and accommodations, provided in consultation with the student, are intended to allow qualified students with disabilities to pursue their educational careers in the most equitable and independent fashion possible.

3. Accessibility and Construction:

The Western University of Health Sciences, in compliance with sections 503 and 504 of the Rehabilitation Act of 1973, and in compliance with the Americans with Disabilities Act of 1990, does not discriminate on the basis of disability in any of its policies, procedures or practices. It is the policy of the University to provide qualified persons with disabilities with access to its programs in the most integrated setting possible. The following statement on construction, renovation, and alteration flows from the spirit of that non-discrimination principle.

a. Construction of New Buildings and Facilities:

1. New construction will comply with the guidelines and regulations set forth in Section 504, Title 234, and relevant state and local building codes. The primary standards for such construction are derived from the Uniform Federal Accessibility Standards (UFAS, 1984), the Amended Architectural Barriers Act (1984), and the Americans With Disabilities Act of 1990.

2. The University endeavors to employ the most barrier-free design and materials in new construction to provide superior access to the functions and programs that take place in those new facilities. The University's goal is to ensure full accessibility and usability of its new buildings.

b. Renovation and Alteration of Existing Buildings and Facilities:

1. The renovation and alteration of existing facilities will comply with Section 504 and applicable federal regulations, as well as relevant state and local codes, to enhance program accessibility. The University recognizes that Section 504 does not require structural changes to existing facilities where other methods are effective in achieving overall accessibility to the programs and services of the University.

2. Any renovation or alteration will, to the maximum extent feasible, be pursued in a way that makes the renovated or altered portion of the building accessible to a student with a disability. However, the design of many existing facilities makes it impractical or prohibitively expensive to renovate or alter them in such a way as to make them barrier-free.

SEXUAL HARASSMENT

It is the policy of Western University that all persons, regardless of their gender, should enjoy freedom from discrimination of any kind. Sexual harassment is a form of sexual discrimination, and Western University will not tolerate such conduct by any member of the University community.

For purposes of this policy, "sexual harassment" means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the educational setting, under any of the following circumstances:

1. Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.
2. Submission to, or rejection of, the conduct by the individual is used as a basis of employment or academic decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through Western University.
5. Creating, transmitting, uploading, or downloading obscene materials not intended for academic use is strictly prohibited.

Examples of sexual harassment include, but are not limited to: pressure, subtle or overt, for sexual favors, accompanied by implied or overt threats concerning one's job, grades, or letters of recommendation; inappropriate display of sexually suggestive objects or pictures; unnecessary touching, pinching, patting or the constant brushing against another's body; use of sexually abusive language (including remarks about a person's clothing, body or bodily movement, or sexual activities).

Any student believing that he/she has experienced sexual harassment should resist such harassment and may file a complaint with the Vice President for Enrollment Management and University Student Affairs, or her designee. Complaint forms may be obtained from the University Student Affairs' office.

To protect all parties involved, Western University handles sexual harassment complaints as confidentially as the circumstances permit. If the student believes that any official specified in these procedures was involved in any act of sexual harassment, he/she may file a complaint with another appropriate official specified in these procedures. Retaliation against a person who reports, complains about, or participates in the investigations of sexual harassment is prohibited.

All complaints of sexual harassment shall be investigated promptly and resolved equitably. Charges of sexual harassment may be handled through formal procedures, or, with the consent of both the complaining party and the alleged harasser, through informal procedures. Informal resolution of a charge of sexual harassment may take any of the following forms:

- a. A meeting among the Vice President for Enrollment Management and University Student Affairs, or her designee, the complainant, and the alleged harasser;
- b. A meeting among the Vice President for Enrollment Management and University Student Affairs, or her designee, and the alleged harasser; or
- c. A recommendation of professional counseling for either principal.

If a formal grievance procedure is requested by either the complainant or the alleged harasser, the Vice President for Enrollment Management and University Student Affairs will refer the matter to an appropriate official of Western University, as follows:

a. In the case of an offending student, the complaint will be directed to the appropriate Academic Dean. The responsible official will investigate the complaint, and may refer the matter to the Student Conduct Committee. In this event, the hearing and appeal procedures applicable to the Student Conduct Committee shall apply.

b. In all other cases regarding administrators, faculty or staff, the complaint will be made to the Provost/COO, the Treasurer/Chief Financial Officer, or the Director of Human Resources. The responsible

official may appoint an ad hoc committee to conduct a hearing, and to make recommendations concerning the appropriate disciplinary action to be taken if the alleged harasser is found to have violated Western University's policy against sexual harassment. Both the complainant and the alleged harasser will be given notice of, and an opportunity to participate in, any hearing by the ad hoc committee.

Except for matters referred to the Student Conduct Committee, the responsible official, taking into consideration the recommendations of the ad hoc committee (if applicable), will decide, in writing, what action is appropriate under the circumstances. If either the complainant or the alleged harasser is dissatisfied with the decision of the responsible official, he/she may appeal the decision to the President. The appeal shall be made, in writing, within seven working days of the written decision of the responsible official, and shall state any reasons why the person filing the appeal believes that the decision of the responsible official is incorrect. The President may affirm or reverse the decision, modify the action to be taken, or remand the matter for further proceedings. For purposes of action to be taken by Western University, the decision of the President shall be final. Any person who believes that he/she has been the victim of sexual harassment at Western University is, however, entitled to file a complaint with an applicable state or federal agency at any time during Western University's proceedings.

DRUG-FREE ENVIRONMENT

Western University is committed to maintaining a drug-free environment in compliance with applicable laws. The unlawful possession, use, distribution, sale or manufacture of controlled substances is prohibited on the University's campuses or any of its medical facilities. Violation of this policy may result in the appropriate disciplinary action up to and including termination or dismissal.

The illegal use of controlled substances can injure the health of fellow students seriously; adversely impair the performance of their responsibilities; and endanger the safety and well being of other students and members of the general public. Therefore, the University urges students engaged in the illegal use of controlled substances to seek professional advice and treatment. Any student who has a drug problem is invited to contact the Student Affairs Office anonymously at (909) 469-5341, to obtain information about available assistance. The Western University counseling center, (contact the Student Affairs Office for name and phone number), offers assistance to students. Students are encouraged to check with their private insurance carrier for available programs. For those with Western University insurance, the name and phone number for the insurance carrier is Renaissance, (800) 537-1777.

No one is immune from state or federal laws regarding the use of drugs. Anyone using drugs runs the risk of legal action and court conviction. Examples of local and state laws are listed below:

- Unlawful possession of a narcotic drug is punishable by imprisonment in the state prison.
- The purchase, possession or consumption of any alcoholic beverage (including beer and wine) by any person under the age of 21 is prohibited.
- It is not permissible to provide alcohol to a person under the age of 21.
- Selling, either directly or indirectly, any alcoholic beverage to anyone, except under the authority of the California alcoholic beverage control license, is prohibited.
- It is a felony to induce another person to take various drugs and "intoxicating agents" with the intent of enabling oneself or the drugged person to commit a felony. The person who induced the other may be a principal in any crime committed.
- It is a misdemeanor for any person found to be under the influence of an intoxicating liquor or drug in a public place and unable to care for his/her own safety or disorderly conduct.

As a condition of employment, an employee of the University, including any work-study students, shall notify his/her supervisor if he/she is convicted of a criminal drug offense occurring in the workplace within five days of the conviction. Failure to report a conviction may be grounds for dismissal. In the event that any such conviction involves an employee working on a federal grant or contract, the University is obligated to notify the granting or contracting federal agency within ten days of receiving notice of the conviction.

Students are required to notify the Vice President for Enrollment Management and University Student Affairs within five days of a conviction if they are convicted of a criminal alcohol or drug offense occurring on the campus. For the purpose of this policy, "campus" includes all experiential sites. Remedial actions and/or sanctions may be applied, up to and including dismissal.

Students who are Pell Grant recipients must report convictions for criminal drug violations, occurring on or off campus, in writing to the Director of Grants and Contracts Service at the U.S. Department of Education within 10 calendar days of such conviction.

This statement is being set in accordance with the Drug-Free Workplace Act of 1988 (Public Law 100-690) and the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law Nos. 101-226, 103 stat 1928 - enacted December 12, 1989). The University will continue its efforts to maintain a drug-free environment by adhering to the above policy and providing drug awareness programs.

URINE DRUG SCREEN POLICY

For all Western University students, submitting a negative urine drug screen may be a requirement prior to participation in certain clinical education/rotation sites. Failure of the drug test, or refusal to cooperate with any aspect of this policy, or any health system policy on substance abuse may result in an administrative or medical suspension for one year.

All Western University students must consent to a urine drug screen for any sentinel event. Sentinel events include, but are not limited to: poor academic performance, unprofessional conduct, behaviors that may endanger/intimidate classmates, instructors, staff or any other University employees, a pattern of abnormal or erratic behavior consistent with alcohol or drug abuse, possession of drug paraphernalia, direct observation of drug or alcohol use or possession, or demonstration of physical symptoms of the influence of a drug or alcohol, information of drug use by reliable or credible sources, or information of drug use that is independently corroborated. Refusal to comply with a urine drug screen request from authorized university officials, failing to provide a sample suitable for testing, or attempting to alter or tamper with the specimen will be interpreted as a positive drug screen and may result in an administrative or medical suspension for one year.

The student shall be responsible for paying any and all associated costs of urine drug screening, including necessary retesting for any reason. Lab sites that are NIDA, SAMHA, or HHS certified are the only laboratory sites acceptable.

Test results will be confidential with disclosure of results provided only to the University-designated Medical Review Officer (MRO). Because of the mandate to comply with health system policies, disciplinary actions against students will be imposed for a student with a positive drug screen. Reports are the property of the University and will not be provided to students. They will be kept in a confidential file separate from the student's academic file.

STUDENT HEALTH AND SAFETY

Matriculants into Western University's health professions programs must submit evidence that they are in good health and should, therefore, be able to withstand the physical and mental pressures commonly placed upon professional students. The nature of health professions education necessarily brings students in close contact with a variety of illnesses and diseases, and the following policy has been established as a protective mechanism for students and patients alike. Students must maintain a health insurance policy for the duration of their education at Western University. Proof of such coverage is required at the time of each registration. A student health insurance is available from an outside insurer. For more information about this policy, please contact the Office of Student Affairs.

DRESS CODE/IDENTIFICATION

Students are required to dress in a professional manner at all times.

During classroom lectures, students are required to wear clothing that is in good repair (no patches). Footwear is required at all times. Dress for skills labs should not be worn outside the laboratory area. Tank tops, halters, scrubsuits and headgear (hats/helmets) are not to be worn in the classrooms. Shorts may be worn, but no more than 3" above the knee. Hair, beards, and mustaches must be clean, net, trimmed at all times. Students are expected to conform to the commonly acceptable social standards of personal hygiene.

White clinic jackets must be worn at Honors Day, Awareness Conferences, Health Fairs, and in all clinical settings.

Name pins must be worn at all times on rotations. University identification badges are also provided and must be worn at all times while on campus.

Students must dress professionally throughout the duration of every clinical rotation/assignment unless the preceptor of that rotation/assignment directs otherwise.

Exceptions to the dress code may be requested from the appropriate Academic Dean.

SMOKING

As a graduate university of medical health sciences committed to training and educating health care professionals, we have a responsibility to be a role model for proper health maintenance and prevention. We are concerned about the health and well-being of all individuals who learn and work here, as well as those who visit. Out of respect and loyalty to the University, its mission and its constituents, smoking is not permitted on campus (except in designated areas) or inside University vehicles. A designated smoking area has been posted to assist in insuring compliance with this policy.

REQUIRED IMMUNIZATIONS

Since students will have some exposure to patients during the first year, **NO STUDENTS WILL BE ALLOWED TO MATRICULATE UNTIL THEY HAVE SUPPLIED PROOF THAT THEY ARE CURRENT ON THE FOLLOWING IMMUNIZATIONS AND HEALTH SCREENINGS:** MMR (measles, mumps, rubella) (proof of immunization or serologic titers showing immunity), Polio, Tetanus/Diphtheria/Pertussis (within 10 years), Hepatitis B (proof of completion of 3 shot series or serologic titers showing immunity), P.P.D. (Purified Protein Derivative) (within the last six months) or chest x-ray (within the last year), Varicella (chicken pox) - proof of completion of the age appropriate immunization series or positive serologic titers. Students entering the DVM program must also show proof of completion of the primary rabies vaccination series. These immunizations/tests may require updating on a more frequent basis prior to beginning clinical training if specified in the affiliation agreement with the clinical training site. **POSITIVE PPD OR CHEST X-RAY MUST BE FOLLOWED UP WITH AN APPROPRIATE HEALTH CARE PROVIDER.**

Such proof is not required for an individual who submits an affidavit or certificate signed by a physician, duly registered and licensed to practice in the United States, in which it is stated that, in the physician's opinion, the immunization required would be injurious to the health and well-being of the student or any member of his or her family or household. Unless a lifelong condition is specified, the affidavit or certificate is valid for only one year from the date signed by the physician and must be renewed each year for the exclusion to remain in effect.

In order to minimize the risk of an influenza outbreak on campus or in affiliated clinical facilities, all students (both in clinical and non-clinical programs) must receive the annual influenza vaccination (except when medically contraindicated) while matriculating at Western University of Health Sciences. Proof of your receipt of the annual influenza vaccination (or of your physician's contraindication) must be submitted to your academic program administration by December 31st of each calendar year.

No student will be permitted to register or attend classes without having proof of completing required immunizations.

FOOD IN LECTURE HALLS, LABORATORIES AND LIBRARY

Food is not allowed in the lecture halls or laboratories. Drinks in closed containers are permitted. Occasionally, noon-hour lectures or seminars are scheduled in lecture halls. At these times, students are permitted to bring their lunches; however, care must be taken to dispose of all refuse in trash containers after the lecture. The student lounges may be used for eating.

Food is allowed on the first floor of the library only.

VIDEOTAPING, AUDIOTAPING, STILL PHOTOGRAPHY AND DIGITIZED NOTE TAKING IN LABORATORIES AND LECTURE HALLS

Videotaping, audiotaping, still photography and digitized note taking are not permitted in University laboratories and lecture halls without the express permission of the involved instructor. If a student wishes

to utilize one of these recording methods, each student must request permission of the instructor prior to or at the first day of a given lecture series or laboratory class. The Center for Disability Issues and the Health Professions will obtain permission from the instructor on behalf of any students requiring such approved accommodations prior to the start of a given semester or course, or as soon as possible if a student's disability arises or is declared after the start of a semester or course.

Such materials are only for the personal use of the individual student, and any further duplication, dissemination or retransmission of these materials in any format is prohibited without the expressed written permission of the instructor and the Office of Academic Affairs.

ELECTRONIC COMMUNICATIONS

Every student of Western University is provided access to a westernu.edu e-mail address. Most official communications to students will be sent to this e-mail address. It is therefore expected that each student will check their e-mail on a regular basis to keep informed. Computer terminals are available in the computer lab on the second floor of the Health Sciences Center for student use.

NETWORK ACCEPTABLE USE POLICY

Western University Computing Resources (WUCR) are intended to support and enhance the mission of the University. This Acceptable Use Policy (AUP) states the rules regarding the use of these technologies. This AUP complements and supplements, rather than replaces, other policies concerning appropriate conduct of employees and students of Western University. WUCR includes any computer, computer-based network and supporting infrastructure, computer peripheral, operating system, software or any combination thereof, owned by Western University or under the custody or control of Western University. This policy also applies to any of the above mentioned items which fall under company and or personal ownership, used in conjunction with any portions of the Western University Networked infrastructure. In this regard, use of Western University Computing Resources is granted based on the acceptance of the following rules.

Users shall:

1. be responsible for using these computing resources in an effective, ethical and lawful manner.
2. use only those facilities for which they have authorization, whether these facilities are at Western University or at any other location accessible through a network.
3. take all reasonable steps to protect the integrity and privacy of the WUCR including software and data. In particular, users shall not share with others the access codes, account numbers, passwords or other user privileges that have been assigned to them.
4. respect the copyrights of the owners of all software and data they use.
5. respect the privacy of others. This includes, but is not limited to, respecting the confidentiality of email, files, data and transmissions.
6. refrain from using WUCR for any unauthorized or illegal purposes. Such purposes might include destruction or alteration of data owned by others, interference with legitimate access to computing resources or harassment of users of such resources at Western University or elsewhere, unauthorized disruption of WUCR, attempts to discover or alter passwords or to subvert security systems in WUCR or in any other computing or network facility.
7. properly identify themselves in any electronic correspondence and provide valid, traceable identification if required by applications or servers within the WUCR or in establishing connections from the WUCR.
8. be responsible for checking their individual Western University e-mail on a regular basis. Western University may send official University correspondence to employees and students using their Western University e-mail address.

The level of privacy granted users does not exceed that of reasonable expectations. System failures or design faults may compromise this privacy, and users should also recognize that authorized Western University personnel may have access to data and software stored on WUCR while performing routine operations or pursuing system problems. Users should further recognize that, as specified in the relevant policies at Western University, authorized Western University personnel have the obligation to take reasonable and appropriate steps to ensure the integrity of the Western University Computing Resources, and to ensure that these policies are observed.

Individuals are advised that improper use of University resources, as described in this policy, may violate State

and/or Federal regulations and subject the University and the individual to legal action. The University will take appropriate, necessary steps to insure its ongoing compliance with all State and Federal laws and protect the University from any legal actions.

Western University reserves the right to revise, amend, or modify its Acceptable Use Policy at any time and in any manner. Notice of any revision, amendment, or modification will be posted.

Please note: The on-line version of this policy may be updated from time to time. Use the on-line version as the authoritative and current source.

Questions concerning this policy should be directed to the Technical Support Desk. Please call (909) 469-5342, or email techsupport@westernu.edu.

GENERAL ACADEMIC POLICIES AND PROCEDURES

The University endeavors to provide an environment in which students may develop into effective health care providers. Freedom of inquiry and expression are essential to a learning environment. Students are encouraged to develop a capacity for critical judgment and engage in an independent search for truth. The responsibility for securing an environment conducive to freedom of inquiry and learning is shared by the students, faculty and administration. As a part of that shared responsibility, the University has adopted Standards of Academic and Professional Conduct.

Educational Philosophy

The educational programs of Western University are based on the belief that schooling not be allowed to get in the way of education and that the content and substance of the curriculum, as well as the instructional and planning processes used to carry it out, reflect a humanistic approach. In short, the University strives to provide people-oriented programs so that its students become people-centered practitioners.

1. Standards of Academic and Professional Conduct

Complete confidence in the honor and integrity of the health professions student and health care professional is essential. Such confidence depends entirely on the exemplary behavior of the individual health care provider in his or her relations with patients, faculty and colleagues. Strict honesty as a personal way of life should be nurtured during the period of education for professional service.

The student shall conduct all aspects of his or her life with honor and integrity. This includes accountability to oneself and to relationships with fellow students, future colleagues, faculty, and patients who come under the student's care or contribute to his or her training and growth, and members of the general public. This applies to personal conduct that reflects on the student's honesty and integrity in both academic and non-academic settings, whether or not involving a University sponsored activity.

Upon accepting admission to the University, each student subscribes to and pledges complete observance to the Standards of Academic and Professional Conduct as outlined in this Catalog for each academic program. A violation of these standards is an abuse of the trust placed in every student and could lead to suspension or dismissal.

2. Orientation/Registration

Attendance at Orientation is mandatory for all incoming first-year students for the DO, PharmD, DPT, DVM, MSPA, MSN-E and MSN/FNP programs.

- a. Students will be required to register in person on the registration day specified in the University Calendar or as otherwise directed by the Registrar. Assessed tuition and fees and all prior debts must be paid in full on or before registration day each academic year.
- b. Matriculation is subject to satisfactory completion of all academic requirements and payment of all outstanding debts to the University.
- c. The receipt of final transcripts from undergraduate colleges and a physical examination with documentation of required immunizations are additional requirements for incoming students.
- d. All DO, DPT, DVM, MSPA, PharmD, MSN-E and MSN/FNP students must show proof of current health insurance coverage at the time of registration. This coverage must be maintained in effect throughout the period of matriculation at Western University. If there is no proof of current coverage, a health insurance policy provided by the University is available.

3. Withdrawal from University/Program

Matriculation at the University is a privilege granted in consideration of specified levels of performance and of maintaining the established standards of scholarship and personal and professional conduct. The University reserves the right to require withdrawal at any time it deems necessary to safeguard its standards of scholarship, conduct and orderly operation. The student concedes this right by act of matriculation. See Program Specific sections of this Catalog.

Application for voluntary withdrawal from the University/Program must be made in writing to the appropriate Academic Dean. Except in rare and special circumstances, the application will be accompanied by a personal interview. Every effort should be made by the student to assure that no misunderstandings or errors occur in the withdrawal process. Students who leave the University/Program without notifying the

office of the Dean and the office of the Registrar, and without completing the established withdrawal procedures within 30 days, will be terminated automatically from the University.

In addition, students must report to the Registrar's Office to sign the withdrawal form to officially withdraw from the University/Program. Students who do not complete this application for voluntary withdrawal will not be considered for re-admission at a later date.

Students who withdraw "in good academic standing" are not assured of re-admission unless it is a part of the final decision and/or agreement made between the appropriate Academic Dean and the withdrawing student. This final decision and/or agreement must be in writing so that it is clear to all parties involved. Students who are granted re-admission following withdrawal in good academic standing usually re-enter at the beginning of the next academic year and register for all courses scheduled during the academic year of their withdrawal, including those previously completed and passed, unless so stipulated.

Students who withdraw "not in good academic standing" must request re-admission through the University's Admissions Application process unless otherwise stipulated.

4. Leave of Absence

A student may request a Leave of Absence with the occurrence of a medical problem, serious personal problems, or health related issues. Students must be in good academic standing to be eligible to apply for a Leave of Absence.

Students requesting a Leave of Absence must apply in writing to the appropriate Academic Dean or his designee. In the event of a medical problem, the request must be accompanied by a letter from a physician describing the nature of the disability for which the leave is requested and the estimated length of time needed for recovery.

After consultation with the student, the respective Academic Dean will decide whether or not the leave is to be granted and the conditions under which the student may return to school. A student requesting a leave of absence during or at the end of the academic term must go through the following procedure:

- a. In writing, request a Leave of Absence from the appropriate Academic Dean.
- b. Obtain a Leave of Absence form from the Registrar. After completing the student's portion, meet personally with the appropriate Academic Dean or designee to discuss the reason for the leave. After consulting with the appropriate Academic Dean/designee, the Dean/designee will sign the Leave of Absence form indicating his/her approval to proceed with the remainder of the exit process.
- c. Take the form to the faculty advisor, who will provide counsel and sign the form.
- d. Take the signed Leave of Absence form to the other listed administrative officials for their signatures.
- e. Return the signed form to the Registrar, who will sign and date the Leave of Absence form.

Provided the leave of absence is approved, the official date of the leave of absence will be the original date of receipt of the student's request and any tuition charged will be in accordance with the institution's refund policy.

Leaves of absence requested for a full academic year will be for one year only with expected reinstatement at registration for the following year. Leaves of absence requested after registration for any given academic year will be granted for a period not to exceed the number of months remaining until the registration date for the next academic year. During the leave of absence, students are entitled to library privileges with the exception of checking out books, use of the student lounges, and participation in student clubs. It is required that the student maintains a health insurance plan throughout the period of the leave.

A student who is granted a leave of absence for one year or more, must submit a letter of intent to re-enroll to the appropriate Academic Dean, at least three months prior to the requested date of return. The letter must also be accompanied by a \$500 tuition deposit. It is the student's responsibility to keep the Registrar informed of any change of address while on a leave of absence.

If the student has not paid 100% of the tuition during the year in which the leave is granted, the balance of the tuition plus any increase of tuition or fees will be payable in the next year of attendance. All appropriate tuition and mandatory fees are due prior to graduation.

Leaves of absence will be limited to a maximum of 2 years.

The term and conditions of any leave will be determined by the appropriate Academic Dean. In addition, changes in the curriculum or in other university or academic program policies may occur which could have an impact on academic requirements affecting a student's matriculation upon return from a Leave of Absence. Every reasonable attempt will be made to minimize the impact of such changes, and if known at the time that a leave is granted, the student will be informed of these revised requirements as part

of the terms and conditions contained in the letter granting a leave of absence. Should these changes occur after a leave has been granted, the student on leave will be informed of these changes and how they may affect the student's future matriculation in writing from the office of the appropriate academic dean.

5. Academic Advisement

Students will be assigned a faculty advisor upon matriculation. Advisement by a faculty advisor should be viewed by the student as a part of the academic process. If either the student or faculty member does not find the relationship helpful, either is free to seek a change. This request should be made to the appropriate Academic Dean or designee. It is the student's responsibility to meet periodically with his/her advisor. A student on probation must contact his/her faculty advisor at least once a month.

6. Attendance and Absences

Attendance is required at all scheduled instructional periods. Absence from instructional periods for any reason does not relieve the student from responsibility for the material covered during the periods missed.

7. Standards of Professional Conduct: Reporting Alleged Violations - Upon witnessing a possible professional violation, any member of the academic community should report the incident to the respective Academic Dean or other appropriate University official. If the conduct involves a particular course of program, the classroom instructor or the clinical training program supervisor should be advised. Depending on the nature of the conduct, an individual witnessing a possible violation may choose to talk to the transgressor on an individual basis to attempt to resolve the problem before reporting it to University officials. The individual receiving the report will dispose of the violation in an appropriate manner. If there appears to be adequate cause, a report should be submitted in writing to the appropriate Academic Dean. The report should include the name and signature of the individual making the report.

In most circumstances, the Academic Dean will meet with the student to discuss the nature of the possible violations that have been reported and the actions, if any, that the Dean intends to take. The Dean may resolve the matter without convening a hearing before the college's Student Performance Committee, unless the student requests that a hearing be convened. In some circumstances, the Academic Dean may refer the matter directly to the Student Performance Committee for hearing.

When a matter is referred to the college's Student Performance Committee, the Academic Dean shall prepare appropriate written charges based on all information reported or known. Any appropriate representative of the University acting with the consent of the Dean may prepare the written charges. The Chair of the Student Performance Committee will notify the student of the time and date of the hearing and shall provide the student with a copy of the written charges.

8. Student Performance Committee

Purpose - The College's Student Performance Committee reviews the overall academic progress of each student enrolled in the college and considers violations of the Standards of Professional Conduct when requested by the respective Academic Dean. These standards and the operation of the college's Student Performance Committee are contained in the appropriate **Program Specific** section of this Catalog.

Status of Student Pending Action - Pending a determination by the appropriate Academic Dean, the status of the student will not be altered except for reasons of his/her physical and emotional well being or for reasons relating to the safety of other students and University personnel. Once the Academic Dean has rendered a decision, the status of the student will not be altered pending determination of a timely appeal by the student, except that the Provost/Chief Operating Officer shall have the discretion and authority to suspend the student or take other action at any time during the appeal process, if consistent with the decision of the Academic Dean. The University further reserves the right to withhold the award of any degree at any time disciplinary charges are pending against a student.

Right of Appeal - See Student Appeal Process

9. Information for Students About Hearings Involving Alleged Violations of the Standards of Professional Conduct

Western University of Health Sciences expects all students to adhere to its standards of professional conduct as published in the University Catalog. Any allegation that a student has violated these standards may be referred to a student conduct/performance committee for investigation.

Because a violation may have serious consequences (which may include dismissal from the University), the University has implemented procedures intended to insure that the student is provided fair notice of any charges, and is afforded a reasonable opportunity to present evidence on his or her behalf. In these proceedings, the student has the following rights and responsibilities:

- The student must be notified in writing of the specific charges and the time and date of the hearing where the charges will be considered.
- The written charges must notify the student if dismissal from the University may be considered by the Student Performance Committee.
- If dismissal is considered, the student may request permission for a mentor to appear at the meeting to assist the student. It is the student's responsibility to make the request to the Chair of the Committee in writing, and to identify the proposed mentor. The Chair will determine whether grant the student's request. However, if the allegations involve charges that may result in criminal charges being brought against the student, the Chair shall authorize a mentor to be present if a proper request has been made. The role of the mentor is to advise the student, and under normal circumstances a mentor is not permitted to ask questions of witnesses or to otherwise directly participate in the hearing.
- Any member of the Committee who has a known conflict of interest shall not participate in the proceeding. The student has the responsibility of notifying the Committee if the student believes that any member has a conflict, and the reason for the conflict.
- Hearings will be closed to all individuals not directly involved. The Committee may exclude witnesses except during the time they are testifying. It is the responsibility of the Committee, the student and other participants to not disclose information about the proceedings except to individuals with a need to know, or as is necessary for the orderly conduct of the hearing.
- The student has the right to ask relevant questions of witnesses, and to present witnesses in his or her own behalf. The student's right to ask questions and present witnesses is subject to the reasonable control of the Committee, which has discretion to limit testimony that is cumulative or not directly relevant to the charges.
- The student has the responsibility to testify at the hearing and to answer any questions asked by the Committee.
- The Committee may consider affidavits or other written evidence in the proceeding. The student shall be provided with copies of any written evidence that the Committee intends to use at least two days in advance of the hearing, but the student may waive this requirement. The student is also entitled to present affidavits or written evidence provided that the student has provided the Chair with copies at least two days in advance of the hearing.
- The student has the responsibility to present all evidence that he or she deems relevant at the scheduled hearing unless such evidence cannot be presented at that time due to circumstances beyond the student's control.
- Following the hearing, the Committee will determine whether, based upon the evidence presented, it is more likely than not that the alleged violation of professional conduct has occurred. The student will be informed of the Committee's decision in writing.
- If a violation has been found to have occurred, the Committee will convene a second hearing for the purpose of considering recommended sanctions. The student has the right to attend this hearing and to present evidence of any mitigating circumstances that the student believes should be considered. The Committee may consider any prior record of discipline and any other information that is pertinent to recommending sanctions.
- The student has the responsibility to inform the Committee as soon as the circumstances permit should there be any deviation from the specified procedures, so as to afford the Committee an opportunity to take appropriate corrective action. The student has the right to waive any

- procedural requirement, and no deviation shall be grounds for objection unless the student has timely called the error to the attention of the Committee.
- The Committee makes its recommendations to the appropriate Dean. The Dean has the authority to accept the recommendations of the Committee, or may make such other decision as he or she deems appropriate under the circumstances.
 - The student has the right to appeal any decision by the Dean following the procedures specified in the University Catalog.

Additional information about the University's Standards of Professional Conduct and the hearing and appeal process is contained elsewhere in the University's Catalog. Students may also contact Dr. Beverly Guidry, Vice President for Student Affairs, at 909-469-5341 for additional information regarding conduct hearings.

10. Promotion

Promotion is defined as progression from one academic year or program phase to the next.

- a. A student will be recommended to the appropriate Academic Dean for promotion by the respective Student Performance Committee.
- b. A student may not be recommended for progression from one academic year to the next with any outstanding grades of "I", "U", "M", or "NCr" on his/her academic record or with a yearly grade point average or cumulative percentage score of less than the minimum required for promotion (see appropriate **Program Specific** section of this catalogue).
- c. When considering a student for promotion, his/her professional, ethical, and personal conduct may also be taken into consideration (as described under **Probation a-3**).
- d. A student will be promoted provided that all academic, legal and financial requirements of the University, as stated elsewhere in the *University Catalogue*, have been satisfied.

11. Probation

a. Probation is defined as a period of time, specified by the appropriate Academic Dean, during which the student's progress will be closely monitored by the respective Student Performance Committee and the respective Dean. To monitor a student on probation closely during clinical training, the individual program reserves the right to assign his/her remaining clinical rotations/assignments. A student will be placed on probation for any of the following reasons:

1. Inadequate academic progress as determined by the specific Student Performance Committee (see appropriate **Program Specific** section of this Catalog).
2. When directed to repeat a year for academic reasons.
3. Seriously deficient ethical, professional, or personal conduct.

Professional and personal conduct includes: attendance, cooperation with instructors, interest shown in assigned work, attitude toward fellow students and associates and toward personnel of hospitals, approach to and interaction with patients, as well as personal appearance appropriate to the circumstances.

The terms of probation for ethical, professional, or personal conduct will be specified at the time the student is placed on probation.

- b. When a student is placed on probation, he/she will be notified in writing by the appropriate Academic Dean and the reasons will be stated. Notification must be sent by Certified Mail or hand-delivered and acknowledged by signatures of the student and the appropriate Academic Dean or his designee. Copies of the letter will be placed in the student's permanent file and distributed to the Chairman of the Student Performance Committee and the student's Faculty Advisor. The Student Performance Committee will consider when the terms of the academic probation have been satisfied and recommend to the appropriate Academic Dean that probation can be rescinded.
- c. A student on probation may not serve as an officer of any official University or College club or organization and should not engage in time-consuming extracurricular activities. No student on probation will be permitted to enroll in an elective course.
- d. On-campus students on probation must meet with their faculty advisor at least once each month. Off-campus students on probation must contact their faculty advisor once a month. It is the student's responsibility to contact the faculty advisor to arrange for these meetings.

- e. A student will remain on probation until the program specific minimal acceptable academic standards are met again.
- f. A student will be removed from probation when the specified terms of probation for ethical, professional, or personal conduct are met. The student will be notified in writing.

12. Academic Suspension

Students who are deemed unable to continue in the curriculum due to inadequate performance and are required to repeat a given academic year or portion thereof will be placed on academic suspension through such time as they can resume their studies by starting the courses the student is required to repeat. Throughout the time the student is academically suspended, he or she is also on academic probation, and remains on academic probation until all coursework has been satisfactorily remediated.

13. Remediation

Every effort will be made to provide each student ample opportunity to demonstrate competency in each area of the academic program. Please see appropriate **Program Specific** section.

14. Remediation: Financial Aid Policy

Students who are required to repeat coursework due to an unsuccessful prior attempt must contact a Financial Aid officer in regard to financial aid eligibility.

Students who have been recommended by the Student Performance Committee and appropriate Academic Dean to repeat the year due to unsatisfactory progress (GPA) or in cases where there is a satisfactory GPA, but deficiencies are noted that impede promotion, the following criteria must be met to be eligible for financial aid:

- a. Full time attendance recorded.
- b. Placed on one-year probation.
- c. Must be tested and graded.
- d. Must be monitored closely.

It is the student's choice to audit course work to strengthen skills as long as he/she has met satisfactory progress such as GPA and is fully aware that he/she will not be eligible to apply for any financial aid to cover these audit costs. The student will be financially responsible for himself/herself until promoted by the appropriate Academic Dean.

If, at the end of the academic year, the student is still considered to be making unsatisfactory progress and must remediate, he/she is removed from the list of Title IV and Title VII financial aid recipients.

Summer remediation is not covered by financial aid and cannot be considered an expense item on the next year's budget

Appropriate tuition and fees will be determined by the Treasurer/Chief Financial Officer.

15. Conduct Suspension

A conduct suspension is a period of time when a student is barred from matriculation in an academic program as a result of violating the program's Standards of Professional Conduct. The duration of the conduct suspension will be communicated to the student at the time the suspension is imposed, either as a specified period of time or until the student has satisfactorily completed all the terms and conditions imposed to remedy the violation of the program's Standard of Professional Conduct.

16. Summary Suspension

Each student is expected to govern his/her conduct with concern for other individuals and for the entire University community. Actions that threaten or endanger, in any way, the personal safety and/or well being of self or others, or that disrupt or interfere with the orderly operation of the University are cause for immediate disciplinary action.

Either the President, Provost/COO, or appropriate Academic Dean has the authority to summarily suspend a student when the student admits to guilt or when, in the opinion of the President, Provost/COO or appropriate Academic Dean, such action is appropriate to protect the health or safety of any individual, or to preserve the orderly operation of the University.

When a student is summarily suspended, the student shall be informed, in writing, of the specific charges on which such suspension is based. Such notice shall be delivered personally to the student or mailed by certified mail within forty-eight (48) hours of the imposition of the suspension. Such conduct by a student shall be considered a violation of the Standards of Professional Conduct and suspected violations will be handled by the procedures outlined under Standards of Professional Conduct section of this Catalog.

Appeal of the decision of the respective Academic Dean can be made to the Provost/COO. Any student who has been summarily suspended may also request, in writing to the appropriate Academic Dean, a hearing by the Student Performance Committee. Students who are suspended are not entitled to remain in class or on clinical rotations/assignments until a final decision has been rendered, including a final decision on any appeals.

17. Dismissal

The University may dismiss at any time it deems necessary to safeguard its standards of scholarship, conduct and orderly operation. The Student Performance Committee may recommend dismissal of a student for any reason it deems appropriate. Furthermore, conviction of a felony while a matriculant at Western University may be grounds for dismissal.

Dismissal from a program for reasons of conduct shall include dismissal from the University. If a student is concurrently enrolled in one or more other academic programs of the University, the dismissed student may petition the Academic Dean of the other academic program(s) to have his/her matriculation maintained in that program, provided that the student's conduct which resulted in his/her dismissal from the academic program does not violate the Standards of Professional and Academic Conduct of any other program the Student is concurrently enrolled.

18. Student Appeal Process

The appropriate Academic Dean shall have the authority to make decisions regarding a student's status in matters of academic suspension, student conduct, academic progression/promotion, and graduation. The decision will be based on input from appropriate sources that may include the following: individual instructors, faculty, and appropriate committees.

a. Within five (5) working days following written notification to the student of the action of the respective Academic Dean, the student may appeal the decision in writing to Provost/COO. The appeal request must be accompanied by a narrative explaining the basis for the appeal. The narrative should fully explain the student's situation and substantiate the reason(s) for advocating a reversal of the prior decision of the Academic Dean. The Provost/COO may grant an appeal only if a claim of (1) bias, (2) the appearance of new, material and documentable evidence that was not available at the time of the Academic Dean's decision, or (3) procedural error that unfairly affected the decision-making process is substantiated by the Provost/COO. Upon written request from the student, the Provost/COO shall review the case and, within seven (7) working days, shall issue a decision in writing to the student, which may affirm, modify, or reverse the previous action. A copy of that letter shall be sent to the Dean, and other appropriate individuals.

The decision of the Provost/COO will be final.

b. The student may remain in class or on clinical rotations/assignments pending the outcome of appeals, except in cases of summary suspension, and except when the Provost/COO has suspended the student or has otherwise determined that it is inappropriate for the student to remain in class or participate in clinical rotations/assignments, consistent with the decision of the Academic Dean that is being appealed.

c. If a student is suspended for any reason, all student financial aid will be withheld until the appeal process is resolved by reinstatement of the student or dismissal of the student. If reinstated, the financial aid funds can be released to the student. If the student is dismissed, the funds will be returned to the proper agency/lender respectively.

19. Protocol for Input on Matters of Student Concern

When a student has a personal concern involving a teacher or course that is not of general interest to the class, he/she should speak to the professor directly.

If the concern might involve more of the class, he/she should take the concern to the appropriate class representative (e.g., curriculum representative or class president) so they might sample class opinion to find out the extent of concern.

If, in the opinion of the class representative, the concern is valid, the class representative should bring the matter to the attention of the class professor with the object of resolving it at that level.

If the matter cannot be solved between the class and the professor, it should be taken to the Academic Dean or designee. If the matter cannot be handled properly by the respective Dean, or if the students feel it was not, it should be taken to the Provost/COO, whose decision shall be final.

Note: Grade appeals may not be pursued under this protocol.

20. Legal Limitations on Practice of Health Care

It is a violation of the law and contrary to the policy of this University for any unlicensed person to attempt to engage in professional practice of health care. Students, therefore, are cautioned to confine such activities to duly licensed and supervised teaching clinics.

21. Modification of Academic Policies and Procedures under Extenuating Circumstances

The University reserves the right to modify the particular terms, conditions and deadlines contained within these University-wide and College-specific academic policies and procedures should extenuating circumstances warrant such modification. Such extenuating circumstances include such situations as a major catastrophe which may render either the student or the appropriate academic officer unavailable, serious illness or incapacity of either the student or academic officer which may lead to delay or other inability to follow the policies as present in this catalog, death of an immediate family member of an affected party, or other situations of such similar emergent and grave magnitude. If the student, for reasons outlined above, falls into such a situation that makes him or her unable to comply with the terms and conditions listed in this Catalog, the matter must be reported, preferably in writing, to the appropriate Dean or the Provost/COO, clearly documenting the situation and the need to grant a variance to these policies and procedures as soon as this is feasible. If the University must grant a variance when it finds itself unable to comply with the written policies and procedures in the case of such similar emergent and grave situations, the student will be informed of this need and the proposed alteration as soon as it is feasible to do so.

22. Background Investigations

To meet State regulations and hospital accreditation requirements, hospital facilities are requiring students to complete criminal background checks prior to beginning rotations/clinical experiences. Because of this new regulation to assure patient safety, students admitted to programs with clinical training requirements will be required to complete a criminal background check prior to matriculation or as a component of the scheduling of clinical experiences. Certain convictions may prevent students from entering hospital facilities, which may hinder a student's ability to successfully complete his or her academic program. If a criminal conviction or other relevant sanction is shown on the background check, hospital facilities have discretion as to whether the individual may enter the clinical facility as a nursing student.

Certain convictions may also prevent students from obtaining licensure in the State of California or other states. Applicants and current students are advised to check with the appropriate State(s) licensing boards to determine whether their backgrounds may be a barrier to future licensing. Procedures for obtaining a background investigation will be provided to the student by the appropriate academic program staff.

TUITION AND FEES

Tuition and fees are subject to change without notice upon approval by the Board of Trustees. Mandatory fees for each student are non-refundable. For complete information about tuition and fees, refer to the appropriate section for each program.

FUTURE TUITION RATE INCREASES

You can expect that tuition increases will be part of your educational experience at Western University; however, one should know that the Board of Trustees and the administration of this University strive each year to keep tuition at a reasonable level. While we are committed to quality educational programs, the inevitable increases in operating costs each year make it necessary to adjust tuition accordingly. The administration will communicate tuition rate adjustments as soon as they are determined by the Board of Trustees.

TUITION AND MANDATORY FEES

Tuition and Fee Payments

Tuition is assessed in installments, as indicated in the Calendar section for each particular academic program. Depending on the academic program, each required payment corresponds to a “period of enrollment.”* A refund policy for a withdrawal or a leave of absence has been established to address the receipt of private payment and Title IV Student Financial Aid funds (see **Tuition Refund Policy** below).

Western University charges tuition based on an “academic” year and covers two period of enrollment for most programs. The number of weeks of instructional time during the period of enrollment is measured beginning on the first day of class and/or rotation and ends on the last day of class and/or rotation.

**Students in the Master of Science in Health Sciences and in the College of Graduate Nursing programs will pay tuition and fees on a trimester year. Refunds will be based on the trimester.*

Other Fees/Expenses

- a. Audit/Remediation Fee: The fee charged for auditing or remediating a class will be calculated on a prorata basis.
- b. Other Fees and Expenses

Graduation Fee (assessed in the year preceding graduation)	\$200
Western University Parking Permit Fee (Annual, optional)	\$400
Late Registration Fee	\$ 30 per day
Breakage Fee	Cost of Replacement
Lost I.D. Badge	\$ 10
Lost Locker Key	\$ 40
Copy of Official Transcript (each)	\$ 6
Rush Transcript (1 st class mail)	\$ 21
Rush Transcript (Federal Express)	\$ 25
Copy of Student File Material	25 cents per page
Background Investigation (estimated cost)	\$ 50

PREPAID TUITION PLAN

The Prepaid Tuition Plan allows for payment of future years’ tuition at the current tuition rate. This option will assist in avoiding future tuition increases. The payment must be received at least one year before the start of the next academic year.

Mandatory fees will be charged annually and are not included in the prepayment provisions. For additional information, please contact the Financial Aid Office at (909) 469-5354 or the Bursar’s Office at (909) 469-5403.

WESTERN UNIVERSITY TUITION REFUND POLICY

Western University has established a refund policy for all students who find it necessary to withdraw from the University. Students who elect to withdraw or take a leave of absence during the academic year must submit prior written notification to the appropriate Academic Dean according to the procedures specified in this Catalog for their program. Western University may amend its institutional refund policy at any time. Amendments will become effective for the academic year that follows official notification of the amendment. Any questions concerning Western University's refund policy should be directed to the Bursar's Office.

Calculation of Amount of Eligible Tuition Refund

The amount of tuition refund for which the student is eligible is computed as follows:

- If the day the student withdrew was on or before the student completed 60 percent of the enrollment period for which tuition was paid, the percentage refund is computed as one hundred percent minus the percentage of the enrollment period that has elapsed up to the date of withdrawal.
 - Students who withdraw after completing 60 percent of the enrollment period for which tuition was paid are not entitled to a refund.

Determining the Withdrawal Date

The withdrawal date is:

- a. The date the student begins the withdrawal process prescribed by the respective College;
- b. The date that the student otherwise provided official notification to the respective College of the intent to withdraw; or
- c. The midpoint of the enrollment period for which Student Financial Aid Programs Assistance was disbursed or a later date documented by the respective College, if the student did not begin the withdrawal process or otherwise notify the respective College of the intent to withdraw.

If the College determines that a student did not begin the withdrawal process or otherwise notify the respective College of the intent to withdraw due to illness, accident, grievous personal loss or other circumstances beyond the student's control, the College may determine the appropriate withdrawal date.

For additional information regarding refund policies for student participating in Student Financial Aid Programs, see **Financial Aid** below.

COMPREHENSIVE HEALTH PLAN

It is mandatory that all Western University students have a health insurance plan in force at the time of registration. If a student can show valid proof of personal health insurance to the Plan Administrator, at least equal in benefits to the plan recommended by the University, it will not be necessary to purchase any additional insurance. If valid proof of other insurance cannot be shown, the student will automatically be enrolled in the health insurance plan made available by the University. This is described in the health plan brochure provided at the time of registration. There are several available options. The plan with the better benefits is recommended. Dependent coverage, although not required, is optional at an additional premium (see Health Plan Brochure).

FINANCIAL AID

Financial aid is not intended to replace the financial responsibility of the student; rather, it is intended to supplement what the family can provide. Students are required to complete the Free Application for Federal Student Aid (FAFSA) each year they are seeking financial aid. The information provided is used to create an analysis of each student's financial ability to contribute toward their educational costs. Students may complete the FAFSA application via the Internet at www.fafsa.ed.gov. Students are required to inform Western University's Financial Aid Office of all financial assistance (including scholarships) they receive.

More detailed information on the various types of scholarships and awards can be found at Western University's website under "Financial Aid." Western University reviews and administers all of its programs without discrimination as to race, creed, gender, national origin, or non-disqualifying handicap.

FINANCIAL AID AND THE WORLD OF PRIVATE PHILANTHROPY

Beyond the various federal, state, and other public and commercial funding sources, there is another sector that provides valuable support to Western University students. It is the world of private philanthropy: those individuals, corporations, and foundations who willingly accept the responsibility of serving as good citizens of the larger society. These benefactors contribute to assisting students in achieving their education goals and, ultimately, to the quality of health care delivered to the public.

DEPARTMENT of EDUCATION TITLE IV PROGRAMS

Federal Financial Aid Program Criteria

To be eligible for federal financial aid programs, students must be U.S. citizens or permanent residents of the United States, attending at least half-time, and making satisfactory progress toward their degrees. The amount of financial aid awarded by the school can never exceed the educational cost of attendance. Students cannot be in default on any educational loan or owe a refund on any state or federal educational grant. In addition, all male students must have completed U.S. Selective Service registration requirements to qualify.

Federal Subsidized Stafford Loan: Available to undergraduate and graduate students through the U.S. Department of Education and guaranteed by the federal government. The interest on these loans is subsidized (paid) by the federal government while the student is enrolled at least half-time in school.

Federal Unsubsidized Stafford Loan: Available to undergraduate and graduate students through the U.S. Department of Education and guaranteed by the federal government. However, the federal government does not pay the interest while the student is in school. Subsidized Stafford loan eligibility must be determined first, before a student can apply for an Unsubsidized Stafford loan.

Federal PLUS Loan: Available to graduate and professional degree students through the U.S. Department of Education guaranteed by the federal government. Unlike parent PLUS applicants, graduate and professional degree student PLUS applicants must file a FAFSA. In addition, graduate and professional degree students must have their annual loan maximum eligibility under the Stafford Loan program determined by the school before they apply for a PLUS loan.

Increased Annual Unsubsidized Loan Limits: Western University participated in the Health Education Assistance Loan (HEAL) program before its phase out in 1998. As a result, the school may award the increased unsubsidized amounts to students who are enrolled full-time in a health professions discipline that was eligible under the HEAL program and is accredited by an approved accrediting agency. Because the increased annual unsubsidized Stafford Loan limits are intended to replace funds that would have been available previously under the HEAL program, the annual loan limits for the increased unsubsidized amounts are the same as the HEAL program annual loan limits.

Federal Subsidized and Unsubsidized Annual Loan Limits: The maximum annual Subsidized and Unsubsidized Stafford loan limits per program are as follows for the 2009/2010 academic year:

	<u>Subsidized</u>	<u>Unsubsidized</u>
Doctor of Osteopathic Medicine (DO) Program		
First Year	\$8,500	\$36,444
Second Year	\$8,500	\$34,222
Third Year	\$8,500	\$38,667
Fourth Year	\$8,500	\$36,444
Doctor of Pharmacy (PharmD) Program		
First Year	\$8,500	\$25,889
Second Year	\$8,500	\$25,889
Third Year	\$8,500	\$25,889
Fourth Year	\$8,500	\$28,667
International Post-Baccalaureate Pharmacy (IPBP) Program		
First Year	\$8,500	\$27,279
Second Year	\$8,500	\$25,889
Third Year	\$8,500	\$28,667
Doctor of Physical Therapy (DPT) Programs	\$8,500	\$28,667
Doctor of Veterinary Medicine (DVM) Program	\$8,500	\$34,222
Doctor of Nursing Practice (DNP) Program	\$8,500	\$28,667
Doctor of Dental Medicine (DMD) Program	\$8,500	\$36,444
Doctor of Podiatric Medicine (DPM) Program	\$8,500	\$36,444
Doctor of Optometry (OD) Program	\$8,500	\$36,444
Master of Science in Health Sciences (MSHS) Program	\$8,500	\$12,000
Master of Physician Assistant (MSPA) Program		
First Year	\$8,500	\$28,667
Second Year	\$8,500	\$26,444
Master of Science in Pharmaceutical Sciences (MSPS) Program	\$8,500	\$25,889
Master of Science Nursing/Family Nurse Practitioner (MSN/FNP) Program	\$8,500	\$28,667
Master of Science Nursing Entry (MSN-E) Program	\$8,500	\$28,667
Family Nurse Practitioner (FNP) Program	\$3,500	\$ 6,000

Aggregate Loan Limits for Subsidized & Unsubsidized Stafford Loans: A borrower who has reached his or her aggregate borrowing limit may not receive additional loans. Once the loans are repaid, in full or in part, the borrower may apply for additional Stafford loans. Outstanding loans include student loans received while the student completed undergraduate and graduate work. In the case of Consolidation loans, the outstanding amounts of any underlying Stafford loans are counted towards the loan limits. The total loan debt a student may have outstanding from all Stafford loans differs depending on their academic program.

The maximum outstanding total subsidized and unsubsidized Stafford loan debt is:

- \$57,500 for the FNP certificate program, no more than \$23,000 of this aggregate amount may be in the form of subsidized loans.
- \$138,500 for the MSHS program, no more than \$65,500 of this aggregate amount may be in the form of subsidized loans.

Increased Aggregate Loan Limits, Graduate and Professional: The combined subsidized/unsubsidized aggregate loan limit for graduate and professional health professions students who are eligible to receive the increased unsubsidized amounts is \$224,000 (not more than \$65,500 of this amount may be in subsidized loans). Programs with this aggregate limit include: DO, PharmD, DPT, DVM, DMD, DPM, OD, MSPS, MSPA, and all MSN programs.

Federal Perkins Loan: For eligible undergraduate and graduate students and subject to availability of funds. The amount awarded varies, depending on financial need and federal allocation to our school. The Perkins undergraduate aggregate is \$20,000, and graduate students have a \$40,000 total aggregate. Perkins loans have a fixed interest rate at five percent.

DEPARTMENT OF HEALTH AND HUMAN SERVICES TITLE VII PROGRAMS LOANS & SCHOLARSHIPS

Loans for Disadvantaged Students (LDS): Provides long-term, five percent interest loans to eligible osteopathic medical students from disadvantaged backgrounds, subject to fund availability.

Primary Care Loans (PCL): For eligible students and subject to availability of funds. The long-term five percent fixed simple interest loan amounts vary, depending on financial need and federal allocation. Students must provide parental income information and sign a contract to practice in primary care until the loan is paid in full.

SCHOLARSHIPS WITH SERVICE REQUIREMENTS

National Health Service Corps Scholarships (NHSC): This scholarship provides full tuition, fees, books, and a monthly stipend for osteopathic medical, physician assistant, and family nurse practitioner students. Students must serve in a designated medically underserved area (rural, inner city or Indian health). Minimum obligation is two years and a student must be an U.S. citizen.

Military Health Professions Scholarships: The Army, Navy and Air Force offer Health Professions Scholarship programs to medical students for tuition, fees, books and supplies, and a monthly stipend. While in school, students are expected to serve forty-five days of active duty per year with pay, when possible. One year of active service as a medical officer (after internship and/or residency) is required for each year of support in the scholarship program, with a minimum requirement of three years.

UNIVERSITY ADMINISTERED SCHOLARSHIPS

The Dr. Robert E. Corey Memorial Scholarship Fund: Established January 1983 as a memorial to Robert Corey, DO. Recipients are selected from second, third and fourth year for their commitment to osteopathic medicine, outstanding community service and demonstrated financial need as determined by the institution.

The Albert Victor and Mary P. Kalt Scholarship Fund: Established June 1977, and is available for students of all disciplines who express a desire to work in primary care in an underserved/rural area.

SCHOLARSHIPS FOR INCOMING STUDENTS

The Academic Excellence Scholarship: Designated for incoming students and are based on the student's outstanding academic achievements as well as his/her contributions to the community. Subject to available funding, Western University will award the scholarship to all academic programs. These scholarships are multiple-year awards provided that the student remains in good academic standing.

UNIVERSITY ADMINISTERED LOANS

WesternU Emergency Loan Programs: Limited funds made available on a short-term basis to meet financial emergencies. The maximum loan is \$500 interest-free. Since this is a revolving loan fund, it is expected to be repaid in ninety days.

Roger E. Coe Loan Fund: Established in March 1981 by a gift from Roger M. and Ruby M. Coe. Two loans of \$2,500 are awarded in the spring of each year to osteopathic medical students who have completed their second or third year at Western University and are particularly interested in osteopathic manipulative skills. Interest begins to accrue at the time the loan is disbursed at the rate of five percent. First payment begins immediately after graduation with full repayment of loan funds within five year.

VETERANS' EDUCATIONAL BENEFITS

The Student Affairs Office will provide certification of enrollment services for veterans attending Western University. The Financial Aid Office will serve as a direct liaison between our University and Veterans' Administration regarding underpayment, overpayment, or non-payment benefits. Students expecting to collect educational benefits may obtain further information from Western University's Financial Aid Office. As of this publication DO, DVM, DPT, MSHS, MSN/FNP, MSPA, and PharmD programs are eligible. In order to continue collecting benefits, a veteran must be making satisfactory progress towards a degree.

GRADUATE TEACHING FELLOWS IN THE DEPARTMENT OF OSTEOPATHIC MANIPULATIVE MEDICINE

This Fellowship program in the Department of Osteopathic Manipulative Medicine of the College of Osteopathic Medicine of the Pacific (COMP) is designed to expand the educational opportunities for osteopathic medical students while they assist in all phases of the department's operation. OMM Fellows assist in lecturing and teaching practical skills to graduate students. In order to participate in the Fellowship program, each student takes five years, instead of four, to complete all of their educational requirements, including hospital and private practice clinical rotations, for the Doctor of Osteopathic Medicine degree. Fellows receive a full tuition/fees waiver their third and fourth years and an annual stipend for the fifth year. Fellows are selected from each MSII class annually.

TUITION REFUND POLICY

Western University of Health Sciences has adopted the Department of Education refund policy for all students who find it necessary to withdraw from the University or take a leave of absence during the academic year. It is a universal policy that applies to all students, those receiving and not receiving financial aid. Students who elect to withdraw or take a leave of absence during the academic year must submit prior written notification to the appropriate Academic Dean according to the procedures specified in the Catalogue for their program. Western University may amend its institution refund policy at any time. Amendments will become effective for the academic year that follows official notification of the amendment. Any questions concerning Western University's refund policy should be directed to the Bursar's Office.

General Requirements

Federal Student Aid funds are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of Title IV funds that the student was originally scheduled to receive.

If a recipient of Federal Student Aid loan funds withdraws from school after beginning attendance, the amount of Federal Student Aid loan assistance earned by the student must be determined. If the amount disbursed to the student is greater than the amount the student earned, unearned funds must be returned. If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, he or she is eligible to receive a post-withdrawal disbursement for the earned aid that was not received.

Definition of a Title IV Recipient

A recipient of loan assistance is a student who has actually received Title IV funds or has met the conditions that entitle the student to a late disbursement. If the student never actually began attendance for the payment period or period of enrollment, the refund policy does not apply. Similarly, if a student began attendance, but was not and could not have been disbursed Title IV funds prior to withdrawal, the student is not considered to have been a Title IV recipient and the requirements of this refund policy do not apply.

Title IV Aid Disbursed

The calculation of earned Federal Student Aid includes all Title IV loan funds that were disbursed or could have been disbursed to a student. This includes subsidized and unsubsidized Stafford loan funds, and funds from the Federal Perkins and PLUS loan programs.

A student’s Title IV funds are disbursed when the school credits a student’s account with the funds or pays a student directly with Title IV funds received from the U.S. Department of Education. A student’s aid is counted as disbursed in the calculation if it is disbursed as of the date of the institution’s determination that the student withdrew.

Percentage of Title IV Aid Earned

The withdrawal date is used to determine the point in time that the student is considered to have withdrawn so the percentage of the enrollment period completed by the student can be determined. The percentage of Title IV Aid earned is equal to the percentage of the enrollment period completed. If the day the student withdrew occurs when or before the student completed 60 percent of the enrollment period for which the assistance was awarded, the percentage earned is equal to the percentage of the enrollment period that was completed. If the day the student withdrew occurs after the student has completed more than 60 percent of the enrollment period, the percentage earned is 100 percent.

Determining a Student’s Withdrawal Date at a School That is not Required to Take Attendance

The chart below lists the withdrawal date for the various types of withdrawals, as well as the date of the institution’s determination that the student withdrew for each type of withdrawal.

Withdrawal Type	Circumstance	Student’s Withdrawal Date¹	Date of the Institution’s Determination that the Student has Withdrawn
Official Notification	The student begins the school’s withdrawal process, or The student otherwise provides official notification to the school of intent to withdraw.	The date the student begins the school’s withdrawal process, or The date that the student otherwise provides the notification. (If both circumstances occur, use the earlier withdrawal date.)	The student’s withdrawal date, or the date of notification, whichever is later.
Official Notification Not Provided	Official notification not provided by the student because of circumstances beyond the student’s control. All other instances where student withdraws without providing official notification.	The date that the school determines is related to the circumstance beyond the student’s control. The midpoint of the payment period or period of enrollment, as applicable.	The date that the school becomes aware that the student has ceased attendance. ²

Leave of Absence Related	The student does not return from an approved leave of absence, or The student takes an unapproved leave of absence	The date that the student began the leave of absence.	The earlier of the dates of the end of the leave of absence or the date the student notifies the school he or she will not be returning to that school. (In the case of an unapproved absence, the date that the student began the leave of absence.)
Withdrawal After Rescission of Official Notification	The student withdraws after rescinding a previous official notification of withdrawal.	The student's original withdrawal date from the previous official notification.	The date the school becomes aware that the student did not, or will not, complete the program period or period of enrollment.

¹In place of the dates listed, a school may always use as a student's withdrawal date the student's last date of attendance at an academically related activity, if the school documents that the activity is academically related and that the student attended the activity.

²For a student who withdraws without providing notification to the school, the school must determine the withdrawal date no later than 30 days after the end of the earliest of the (1) payment period or period of enrollment (as appropriate), (2) academic year, or (3) educational program.

Title IV Aid to be Returned

If a student receives more Federal Student Aid than the amount earned, the school, or the student, or both must return the unearned funds in a specific order. The amount of Federal Student Aid to be returned is determined by subtracting the amount of earned Title IV aid from the amount of Title IV aid that was actually disbursed to the student.

Amount of Unearned Title IV Aid Due from the School

When a return of Title IV funds is due, the school and the student may both have a responsibility for returning funds. Funds that are not the responsibility of the school to return must be returned by the student. Although these requirements talk in terms of returning funds, a school is not required to actually return its share before the student. Rather, it is the Return calculation of the amount of assistance the school is responsible for returning to the Title IV accounts that must be calculated first. The student's repayment obligation is determined after the school's share is calculated. The school must return the lesser of

- The amount of Title IV funds that the student does not earn; or
- The amount of institutional charges that the student incurred for the payment period or period of enrollment multiplied by the percentage of funds that was not earned.

Return of Funds by the School: Order of Return of Title IV Funds

A school must return Title IV funds to the programs from which the student received aid during the payment period or period of enrollment as applicable, in the following order, up to the net amount disbursed from each source:

- Unsubsidized Federal Stafford loans
- Subsidized Federal Stafford loans
- Federal Perkins loans
- Federal PLUS loans

Time Frame for the Return of Title IV Funds

A school is required to return unearned funds for which it is responsible as soon as possible, but no later than forty-five days from the determination of a student's withdrawal.

Repayment of Student Loans

The student loans that remain outstanding consist of the loans disbursed to the student minus any loans the school repaid. These outstanding loans are repaid in accordance with the terms of the student's promissory notes.

Reference: *Federal Student Aid Handbook 2008-2009 Award Year*

WESTERN UNIVERSITY CALENDAR*

INDEPENDENCE DAY Classes resume	Friday, Jul. 3, 2009 Monday, Jul. 6, 2009
CONVOCAATION	Saturday, Aug. 8, 2009
LABOR DAY (no classes)	Monday, Sept. 7, 2009
COLUMBUS DAY (no classes)	Monday, Oct. 12, 2009
THANKSGIVING RECESS Last Day of Classes Classes Resume	Wednesday (noon), Nov. 25, 2009 Monday, Nov. 30, 2009
WINTER RECESS Last Day of Classes Classes Resume	Friday, Dec. 18, 2009 Monday, Jan. 4, 2010
MARTIN LUTHER KING HOLIDAY (no classes)	Monday, Jan. 18, 2010
PRESIDENTS DAY (no classes)	Monday, Feb. 15, 2010
COMMENCEMENT	Thurs.-Fri., May 20-21, 2010
MEMORIAL DAY (no classes)	Monday, May 31, 2010

*The College of Osteopathic Medicine of the Pacific, the College of Pharmacy, the College of Graduate Nursing, the College of Veterinary Medicine, the College of Podiatric Medicine, the College of Optometry, the College of Dental Medicine and the programs of the College of Allied Health (DPT, PA, and MSHS) maintain specific, detailed program calendars. Please consult the appropriate program to determine additional official dates.

COLLEGE OF ALLIED HEALTH PROFESSIONS

MISSION

The College of Allied Health Professions supports the mission of Western University of Health Sciences by providing high quality professional and graduate education. The College utilizes the team approach to develop competent and compassionate professionals who provide service to the community and continually develop their skills, knowledge, and abilities through independent lifelong learning activities.

GOALS

1. To educate an allied health workforce that helps to meet the healthcare and educational needs of the State of California and the west.
2. To achieve an environment and culture that support all members of the College.
3. To ensure an environment and culture that empower all persons in the College to maximize their potential as contributing members in the education of students, in research and clinical activities, and in service to the community.