

Western University of Health Sciences

# University Catalog

2020/2021 Academic Year

# Western University of Health Sciences

## 2020-2021 Catalog

Western University of Health Sciences (WesternU) is an independent, non-profit academic health center, incorporated in the State of California, and dedicated to educating health care professionals. As a 501.c.3. Non-profit organization (Internal Revenue Service Code), Western University of Health Sciences is “...organized and operated exclusively for exempt purposes set forth in 501(c) (3), and none of its earnings may inure to any private shareholder or individual. In addition, it may not be an action organization, i.e. it may not attempt to influence legislation as a substantial part of its activities, and it may not participate in any campaign activity for or against political candidates. Organizations described in section 501(c) (3) are commonly referred to as charitable organizations. Organizations described in section 501(c) (3), other than testing for public safety organizations, are eligible to receive tax-deductible contributions in accordance with Code section 170.”

Requests for further information should be addressed to the address below.

**Western University of Health Sciences**  
**309 E. 2<sup>nd</sup> Street**  
**Pomona, California 91766**  
**(909) 469-5335**  
<http://prospective.westernu.edu/>

### COVID-19 Impact

The contents of this 2020-2021 catalog reflect standard operating conditions for the academic year. However, the global COVID-19 pandemic has resulted in a rapidly changing environment for higher education, and Western University of Health Sciences will respond to those changes in the interest of the health and well-being of all our students, faculty, staff and administration. Changes to policy, procedure and practice may be necessary from time to time, and these changes will be published using typical communication channels, including mail, email, publication to the university web site, press releases, and other channels as deemed appropriate. These changes may supplement and supersede any inconsistent provisions found in this Catalog.

## Table of Contents

Western University of Health Sciences.....	i
COVID-19 Impact.....	i
Table of Contents.....	ii
Conditions of Accuracy .....	7
Message from the President.....	8
General Information .....	9
Mission.....	9
Vision.....	9
Guiding Values .....	9
University Outcome Domains .....	9
History.....	10
WesternU at a Glance .....	12
University Impact.....	13
Academic and Research Centers.....	13
Accreditation.....	14
Complaints Regarding WASC Accreditation Standards.....	14
State Authorizations .....	14
University Academic Calendar .....	16
Consumer Information.....	18
Notice of Non-Discrimination and Equal Opportunity.....	18
Safety and Security: Your Right to Know .....	18
Diversity Statement .....	19
Nondiscrimination, Anti-Harassment and Anti-Retaliation Policy.....	19
Whom to Contact If You Have Complaints, Questions or Concerns.....	19
Complaint Procedures.....	20
Sexual Harassment and Sexual Misconduct (Title IX) Policy.....	20
Whom to Contact If You Have Complaints, Questions or Concerns.....	21
Grievance Procedures .....	21
Confidential Resources .....	22
Other Resources.....	23

Drug-Free Workplace Policy.....	24
Health Risks and Laws Relating to Drug Violations.....	24
Drug Conviction Notification and Imposed Sanctions .....	24
Rehabilitation.....	25
Where can students go for help?.....	25
Rights and Privacy Act/Confidentiality of Student Records.....	26
Release of Educational Records.....	26
Directory Information .....	27
Admissions Files .....	28
Registrar's Files .....	28
Other Student Files .....	28
Electronic Communications .....	29
Acceptable Use of University Computing Resources Policy .....	29
Social Networking Recommendations .....	30
Campus Facilities.....	32
WesternU Campus .....	32
WesternU Oregon Campus .....	35
Food in Lecture Halls, Laboratories, and Library .....	35
Videotaping, Audiotaping, Still Photography, and Digitized Note Taking in Laboratories and Lecture Halls.....	35
Smoking.....	35
Campus Safety and Security.....	37
Student ID Badges.....	37
Campus Visitors.....	37
Student Parking.....	37
Student Services.....	39
New Student Orientation/Welcome Week.....	39
Student Housing.....	39
Student Government Association (SGA).....	39
Recreational Activities and Facilities.....	41
Community Activities .....	41
Fitness Memberships .....	41

Humanism and the Health Sciences .....	41
Student Clubs and Organizations.....	41
Student Commons .....	42
Student Discounts .....	42
Harriet K. and Philip Pumerantz Library and Learning Resources Center .....	42
Harris Family Center for Disability and Health Policy ( <sup>HF</sup> CDHP).....	42
About <sup>HF</sup> CDHP.....	43
Facilities, Resources, and Services for Students with Disabilities.....	43
General Policy .....	43
Office of Learning Enhancement and Academic Development.....	45
Summer Preparedness and Readiness Course (SPaRC) .....	45
Tutorial Assistance Program .....	46
Psychological Counseling Services .....	46
Student Financial Services .....	47
Tuition and Fees.....	47
Future Tuition Rate Increases .....	47
Tuition and Fee Payments.....	47
Prepaid Tuition Plan.....	48
Financial Aid .....	48
Satisfactory Academic Progress .....	48
Remediation Policy .....	50
Financial Aid and the World of Private Philanthropy.....	50
Department of Education (Title IV Programs) .....	50
Department of Health and Human Services (Title VII Program Loans & Scholarships) .....	52
Scholarships with Service Requirements .....	53
University Administered Scholarships .....	53
Veterans Benefits.....	53
Emergency Loan Program .....	55
WesternU Tuition Refund Policy.....	55
Calculation of Amount of Eligible Tuition Refund.....	55
Determining the Withdrawal Date.....	55
Tuition Refund Policy (Financial Aid Recipients).....	56

Student Loan Deferment Processing .....	59
General Academic Policies and Procedures.....	61
Attendance.....	61
Academic Advisement.....	61
Academic Integrity .....	61
Criminal Background Investigations .....	61
Student Health and Safety .....	61
Required Immunizations .....	62
Annual Health Clearance Requirements.....	63
Bloodborne Pathogen Exposure .....	64
Injuries during Clinical Experiences .....	64
Student Health Insurance Requirements.....	64
Mandatory Coverage .....	64
Automatic Fee Assessment.....	65
Enrolling in the Student Health Insurance Plan .....	65
Waiving Out of the Student Health Insurance Plan .....	66
Waiver Appeals .....	68
Periodic Waiver Verifications.....	68
Involuntary Loss of Coverage/Age-Outs .....	69
Registration.....	69
Registration Late Fee Appeals.....	69
University Credit Hour Policy .....	69
Transcripts.....	70
Class Rank .....	71
Transferability of Courses Taken at WesternU .....	71
Diplomas .....	72
Student Initiated Changes in Enrollment Status .....	72
Leave of Absence .....	72
Withdrawal from University/Academic Program .....	73
Administrative Withdrawal from University/Program .....	74
Readmission .....	75

Standards of Academic Integrity, Professionalism and Student Conduct (“Standards of Student Conduct”)	76
Educational Philosophy	76
Standards of Academic Integrity	76
Standards of Professionalism	77
Standards of Student Conduct	77
Legal Limitations on Practice of Health Care	79
Reporting Alleged Violations of the Standards of Academic Integrity, Professionalism and Student Conduct	79
Student Performance Committee	80
Status of Student Pending Action	80
Information for Students about Hearings Involving Alleged Violations of the Standards of Student Conduct	80
Satisfactory Academic Progress	83
Promotion	83
Probation	83
Remediation	84
Academic Suspension	84
Conduct Suspension	84
Summary Suspension	84
Dismissal	85
Student Appeal Process	86
Protocol for Input on Matters of Student Concern	87
Modification of Academic Policies and Procedures under Extenuating Circumstances	87

## Conditions of Accuracy

The information within is accurate at the time of publication. Students are responsible for informing themselves of and satisfactorily meeting all requirements pertinent to their relationship with the University. Students and others who use this catalog should be aware that the information changes from time to time at the sole discretion of Western University of Health Sciences (WesternU) and that these changes might alter information contained in this publication. More current and complete information may be obtained in the appropriate department, school, or administrative offices. Some changes can also be found on the Western University of Health Sciences website. Western University of Health Sciences reserves the right, at any time and without notice, to make any changes to all rules, policies, procedures and any other information that pertains to students or the institution including, but not limited to, admission, registration, tuition and fees, attendance, curriculum requirements, conduct, academic standing, candidacy and graduation. This catalog does not constitute a contract, or terms or conditions of contract between the student, staff, and/or faculty and Western University of Health Sciences.

Text for the catalog was prepared as of July 2020. The information herein applies to the academic year 2020-2021.



## Message from the President

WesternU's emphasis on humanism, in addition to being part of the University's mission, has a practical, pragmatic, and personal application for those who study and learn here. Modern health care depends on a strong rapport between patient and provider, a relationship cultivated through close attention to all factors contributing to a patient's health and well-being, not just to the symptoms accompanying whatever ails them. WesternU's curricula, as well as the instructional processes used to carry it out, are rooted in a similar people-centered philosophy and culture. The University is more than a collection of colleges and centers. It is a family of students, faculty, and staff, all working together to help our greater human family.

No one working or learning at our institution is a bystander to the increased demands on the health professions, and on health professions education. All of us embrace the challenge posed by these demands; indeed, our mission – to provide compassionate, caring, technically skilled health providers for our communities – is specially designed to meet them. The active, humanistic partnership between students and WesternU faculty and staff is a template for the partnership between provider and patient, and between college and community. What is learned “in here” is lived “out there”. It is an outstanding part of what makes Western University of Health Sciences a special place.

Sincerely,

Daniel R. Wilson, MD, PhD



## General Information

For 39 years, Western University of Health Sciences has had a special mission: Educating tomorrow's health-care professionals with a combination of scientific excellence and a humanistic, compassionate approach to patient care.

WesternU is one of the largest graduate schools for the health professions in California. Alumni rank among the top leaders in health care and medicine throughout the country and the world.

The University is home to more than 3,700 students in 9 health sciences colleges and 21 degree programs, as well as more than 1,000 employees, and its main campus in Southern California is one of the most thriving enterprises in the Pomona and Inland valleys. WesternU Pomona, encompassing 22 acres, has helped transform downtown Pomona into a thriving mix of retail, commercial and educational enterprises.

The University also operates an osteopathic medical campus in the Pacific Northwest, in Lebanon, Oregon. This campus, known as COMP-Northwest, welcomed its inaugural class of 107 osteopathic medical students in July 2011, and has grown to more than 400.

## Mission

Our mission is to produce, in a humanistic tradition, health care professionals, and biomedical knowledge that will enhance and extend the quality of life in our communities.

## Vision

*Western University of Health Sciences is Transforming the Face of Health. We envision healthy people and a healthy society.*

## Guiding Values

Our guiding values include:

- Embodying humanism through caring, respect, empathy, and trust.
- Creating a pioneering culture of bold innovation, courage, and passion.
- Displaying a collaborative mindset in how we operate, how we educate, and how we deliver health care.
- Achieving excellence in all that we do.

## 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 follows:

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 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 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 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 (AHC) 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 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 WesternU's College of Pharmacy complement other health care team members by offering their expertise in comprehensive drug therapy management.

In March 1998, WesternU 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 Internet as an electronic information management tool provided the university with 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.

WesternU 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, and was the first female dean of a veterinary college in the United States. WesternU now provides an AVMA-accredited educational program that serves as a new paradigm in veterinary education. 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 was established to improve the capabilities of primary health care providers to meet the growing needs of people with disabilities. In 2010, the Center's name was changed to the Harris Family Center for Disability and Health Policy.

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 are awarded the Master of Science (MS) degree in Physician Assistant Studies. Current with this program change, the faculty developed an online 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, WesternU enrolled its charter students in the Doctor of Veterinary Medicine and in 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. A second building

dedicated to the College of Veterinary Medicine, the Banfield Veterinary Clinical Center, opened in August 2008.

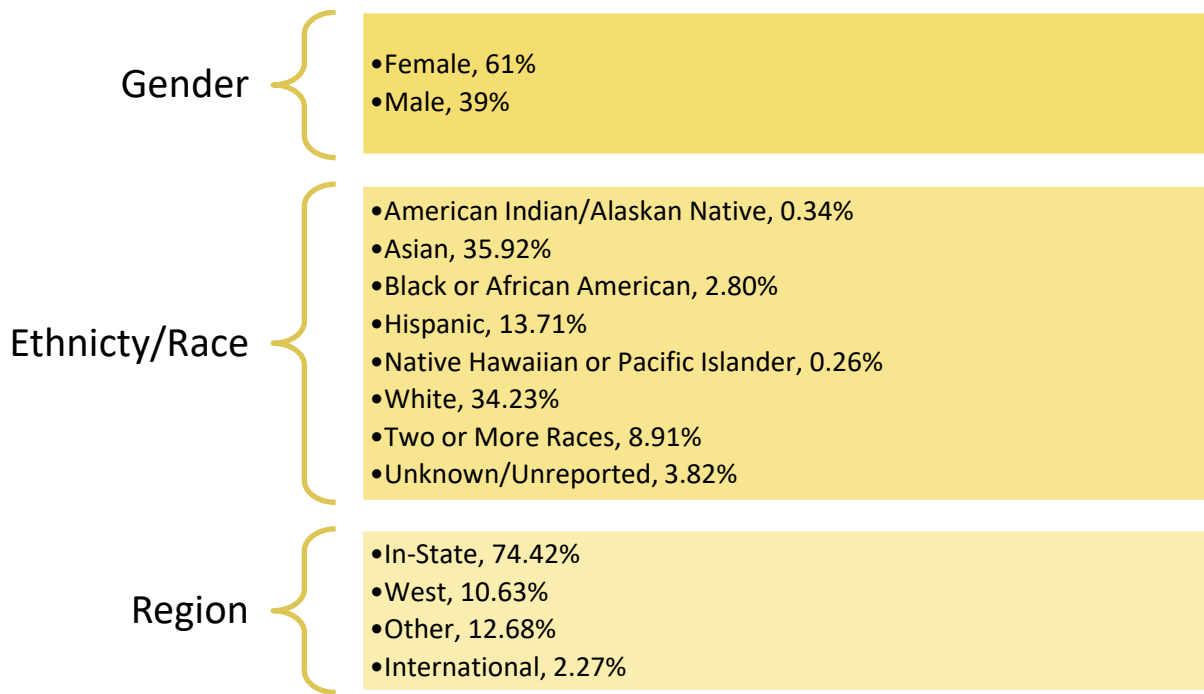
In August 2004, the College of Graduate Nursing instituted a new entry-level nursing track into its MSN program. The MSN program itself has been expanded to provide a series of master's level courses with a nurse leadership focus. This effort was followed by the establishment of a new Doctor of Nursing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

The 2009-10 academic year opened 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 initiated the first phase of its interprofessional education program (IPE), which involves interprofessional teams from all of the University's health professions programs in the analysis of clinical cases. In conjunction with these new professional programs, the University opened its newly constructed Health Education Center and adjacent Patient Care Center. In January 2010, the University enrolled the first class of students in its new Master of Science in Biomedical Sciences program, the initial academic program sponsored by WesternU's new Graduate College of Biomedical Sciences. In June 2010, the University enrolled the first class of students in its new Master of Science in Medical Sciences program within the Graduate College of Biomedical Sciences.

In July 2011, WesternU enrolled the inaugural class of Doctor of Osteopathic Medicine students on its campus in Lebanon, Oregon, a facility known as COMP-Northwest. These students will complete the entire four-year DO curriculum on this campus.

### WesternU at a Glance

As of the 2019/2020 academic year, WesternU's enrollment reached 3,792 students in 21 degree programs. Demographic information on the student body is shown below:



## University Impact

- WesternU has more than 1,000 full-time employees and is the fourth-largest employer in the Pomona Valley.
- WesternU has approximately \$277 million in total assets.
- The University's operating budget totals more than \$160 million.
- The University, its students and employees annually spend more than \$35 million in the local area for goods and services.
- Local banks receive more than \$175 million annually in deposits from employees and students.
- The University paid more than \$2 million in 2012 in governmental fees and local taxes.
- The University received more than \$12 million in research support, grants, and contracts from government and private sources in 2012-13.

## Academic and Research Centers

In addition to the degree-granting programs, the University has also established other units that serve to expand its regional and national impact. These include:

- Harris Family Center for Disability and Health Policy
- Center for Academic and Professional Enhancement
- WesternU Health | Pomona
- WesternU Health | Rancho Mirage
- WesternU Health | Los Angeles
- WesternU Health | Portland
- Pet Health Center

## Accreditation

Western University of Health Sciences is accredited by the Senior College and University Commission of the Western Association of Schools and Colleges (WASC). WASC's statement of accreditation status can be found at <http://www.wascsenior.org/institutions/western-university-health-sciences>. You may contact WASC at 985 Atlantic Avenue, Suite 100, Alameda, CA 94501. Phone: (310) 748-9001, Fax: (310) 748-9797, E-mail: [wascsr@wascsenior.org](mailto:wascsr@wascsenior.org). WASC is a non-profit organization that evaluates the quality and educational effectiveness of schools, colleges, and universities. WASC is one of six regional accreditation agencies in the United States. While it is not officially regulated by the government, it is regularly reviewed by the [U.S. Department of Education](#) and the [Council for Higher Education Accreditation](#).

Please refer to the specific college sections of this catalog for further information on program and professional accreditations.

### Complaints Regarding WASC Accreditation Standards

Western University of Health Sciences is committed to meeting and exceeding the standards for accreditation of colleges and universities as described by the Accrediting Commission for Senior Colleges and Universities of the Western Association of Schools and Colleges (WASC). It is the policy of Western University of Health Sciences that a student, employee, or other constituent of the University that believes that they University may not be in compliance with the standards of accreditation has a right to file a complaint can view the complaint submission process at: <http://www.wascsenior.org/comments>.

## State Authorizations

### State Authorization Reciprocity Agreement (SARA)

At this time, most US states are part of the State Authorization Reciprocity Agreement (SARA). SARA is a voluntary, interstate reciprocity agreement that establishes comparable standards for interstate offering of postsecondary distance education. Member states recognize participating institutions that are authorized in other member states. The State of California Department of Education has declined to become a member state, . Thus, WesternU, like all California medical schools, must secure agreements individually with all states, as required by their state law, in order to allow our students to participate in clinical rotations. While WesternU strives to reach an agreement to allow students to rotate in all states, it is outside of our jurisdiction to guarantee it.

Western University of Health Sciences has obtained special authorization/exemptions to operate in the following states: California, New Mexico, Ohio, Oregon, Texas, and Washington. Inquiries regarding the standards or school/clinical site compliance can be directed to:

#### **California Bureau for Private Post-Secondary Education**

An individual may contact the Bureau of Private Postsecondary Education for review of a complaint. The bureau may be contacted at 2535 Capitol Oaks Dr, Suite 400, Sacramento, CA 95833,

<https://www.bppe.ca.gov/students>, telephone (916) 431-6924, or fax (916) 263-1897.

**Ohio Ohio Department of Higher Education**

Information on filing a complaint can be found at  
<https://www.ohiohighered.org/students/complaints>

**New Mexico New Mexico Higher Education Department**

Information on filing a complaint can be found at  
<https://hed.state.nm.us/students-parents/student-complaints>

**Oregon** This school is a non-profit corporation and is authorized by the State of Oregon to offer and confer the academic degrees described herein, following a determination that state academic standards will be satisfied under OAR 583-030. Inquiries concerning the standards or school compliance may be directed to the Office of Degree Authorization, Higher Education Coordinating Commission, 775 Court St NE, Salem, Oregon 97301.

**Texas Texas Higher Education Coordinating Board**

Office of General Counsel  
PO BOX 12788  
Austin, TX 78711-2788

Required forms can be accessed at:  
[THECB Student Complaints Page](#)  
[Title 19 of the Texas Administrative Code \(Rules Governing Student Complaints\)](#)

**Washington Washington Student Achievement Council**

Western University of Health Sciences is authorized by the Washington Student Achievement Council and meets the requirements and minimum educational standards established for degree granting institutions under the Degree Granting Institutions Act. This authorization is subject to periodic review and authorizes Western University of Health Sciences to offer field placement components for specific degree programs. The Council may be contacted for a list of currently authorized programs. Authorization by the Council does not carry with it an endorsement by the Council of the institution or its programs. Any person desiring information about the requirements of the act or the applicability of those requirements to the institution may contact the Council at PO Box 43430, Olympia, WA, 98504-3430 or by email at [degreeauthorization@wsac.wa.gov](mailto:degreeauthorization@wsac.wa.gov).



The transferability of credits earned at Western University of Health Sciences is at the discretion of the receiving college, university, or other educational institution. Students considering transferring to any institution should not assume that credits earned in any program of study at Western University of Health Sciences will be accepted by the receiving institution. Similarly, the ability of a degree, certificate, diploma, or other academic credential earned at Western University of Health Sciences to satisfy an admission requirement at another institution is at the discretion of the receiving institution. Accreditation does not guarantee credentials or credits earned at Western University of Health Sciences will be accepted by or transferred to another institution. To minimize the risk of having to repeat coursework, students should contact the receiving institution in advance for evaluation and determination of transferability of credits and/or acceptability of degrees, diplomas, or certificates earned

Information on filing a complaint with the Washington Student Achievement Council can be found at:  
<https://www.wsac.wa.gov/student-complaints>.

Western University of Health Sciences is exempt from state authorization in Arizona, Arkansas, Colorado, Connecticut, Florida, Hawaii, Idaho, Illinois, Iowa, Michigan, Minnesota, New Jersey, North Dakota, Oklahoma, Pennsylvania, South Carolina, Tennessee, and Wisconsin.

## University Academic Calendar

All colleges at Western University of Health Sciences maintain specific, detailed program calendars. Please consult the appropriate program to determine additional official dates. In addition, students completing clinical experiences or rotations must follow their preceptor’s schedule, which may or may not include working on federal holidays.

<b>July 3, 2020</b>	Independence Day Holiday Observed, No Classes
<b>July 6, 2020</b>	Classes Resume
<b>July 27 – 30, 2020</b>	Orientation Week (WesternU Oregon)
<b>July 31, 2020</b>	Convocation/White Coat Ceremony (WesternU Oregon)
<b>August 3 – 7, 2020</b>	Orientation Week (WesternU)
<b>August 8, 2020</b>	Convocation/White Coat Ceremonies (WesternU)
<b>September 7, 2020</b>	Labor Day, No Classes
<b>November 11, 2020</b>	Veterans Day, No Classes

<b>November 25, 2020</b>	Thanksgiving Recess Begins (Classes dismiss @ 5:00 p.m.)
<b>November 30, 2020</b>	Classes Resume
<b>December 18, 2020</b>	Winter Recess Begins (Classes dismiss @ 5:00 p.m.)
<b>January 4, 2021</b>	Classes Resume
<b>January 18, 2021</b>	Martin Luther King Day (No Classes)
<b>February 15, 2021</b>	President's Day (No Classes)
<b>May 19 – 21, 2021</b>	Commencement (WesternU)
<b>May 28, 2021</b>	Commencement (WesternU Oregon)
<b>May 31, 2021</b>	Memorial Day, No Classes

## Consumer Information

### Notice of Non-Discrimination and Equal Opportunity

In accordance with all applicable federal, state, and local laws, Western University of Health Sciences (WesternU) is committed to ensuring a campus community free from unlawful discrimination. Accordingly, WesternU prohibits unlawful discrimination on the basis of race, color, national origin ancestry, citizenship, ethnicity, creed, religion or religious creed, sex or gender (including gender identity), marital status, sexual orientation, disability (both physical and mental) including HIV and AIDS, medical condition (cancer and genetic characteristics), pregnancy (which includes childbirth, breastfeeding and medical conditions related to pregnancy, childbirth or breastfeeding), age, genetic information, military and veteran status, or any other characteristic protected under applicable law, in the administration of its programs or activities. WesternU also prohibits unlawful harassment, including Sexual Harassment. Lastly, WesternU is committed to providing equal access to and equal opportunities to all members of its campus community in accordance with all applicable laws.

The following person has been designated to handle inquiries regarding WesternU's non-discrimination policies and to receive discrimination or harassment complaints from members of the WesternU community:

**Dr. Beverly Sanks-Guidry**  
**Senior Vice President for University**  
**Interim Title IX Coordinator**  
**Western University of Health Sciences**  
**309 East Second Street**  
**Pomona, CA 92766**  
**909.469.5341**  
**[bguidry@westernu.edu](mailto:bguidry@westernu.edu)**

For further information related to this statement, including the associated policies and procedures related to WesternU's prohibition of harassment, retaliation, sexual harassment and sexual misconduct, please contact the Title IX coordinator.

For inquiries related to concerns under the Americans with Disabilities Act or Section 504 of the Rehabilitation Act, please contact the Harris Family Center for Disability and Health Policy (CDHP) at (909) 469-5441.

### Safety and Security: Your Right to Know

The security of all members of the campus community is of vital concern to the Western University of Health Sciences. In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, information concerning campus security programs, recommended personal safety practices, the authority of the University security guards, campus disciplinary procedures and campus crime statistics for the most recent three-year period is now available at <https://www.westernu.edu/safety/safety-handbook/>. The information included in this document has been prepared by the Office of Health and Safety using statistical and other information supplied by the Pomona police department and Campus Security.

## **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, with pluralism and academic freedom as its foundation. WesternU is committed to an open environment that promotes, accepts, and celebrates different points of view.

WesternU is 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.

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.

## **Nondiscrimination, Anti-Harassment and Anti-Retaliation Policy**

Western University of Health Sciences (WesternU) recognizes that unlawful treatment and harassment, on the basis of an individual's protected characteristic (or status), is a form of discrimination. Discrimination and harassment are contrary to WesternU's mission to provide a campus community that educates and teaches with excellence, humanism, and compassion. Accordingly, WesternU's Nondiscrimination, Anti-Harassment, and Anti-Retaliation Policy strictly prohibits discrimination and harassment in its programs and activities, on the basis of race, color, national, ancestry, citizenship, ethnicity, creed, religion or religious creed (sex or gender (including gender identity or expression), marital status, sexual orientation, disability (both physical and mental) including HIV and AIDS, medical condition (cancer and genetic characteristics), pregnancy (which includes childbirth, breastfeeding and medical conditions related to pregnancy, childbirth or breastfeeding), age, genetic information, military and veteran status, or any other characteristic protected under applicable law. WesternU also prohibits any form of retaliation against a person, who under good faith, reported a violation under the policy or who participated in any investigation or proceeding under the policy. Violations of the policy will lead to prompt and appropriate administrative action, including and up to termination of employment or expulsion from the University.

### **Whom to Contact If You Have Complaints, Questions or Concerns**

The Title IX Coordinator is the designated individual responsible for the coordination of WesternU's compliance with all applicable federal and state laws prohibiting discrimination and harassment. Any WesternU community member who believes he or she has been subjected to prohibited conduct is encouraged to report such concerns immediately. An individual can choose to report violations under this policy by contacting the Interim Title IX Coordinator, Dr. Beverly Sanks-Guidry, either in person at 309 East Second Street, Pomona, CA 92766 or email at [bguidry@westernu.edu](mailto:bguidry@westernu.edu). An individual can also file a complaint with the following reporting agency:

Mail or Fax	
<p><b>California</b>  Office of Civil Rights  San Francisco Office  U.S. Department of Education  50 Beale Street, Suite 7200  San Francisco, CA 94105-1813  T: (415) 486-5555  F: (415) 486-5570  E: <a href="mailto:OCR.SanFrancisco@ed.gov">OCR.SanFrancisco@ed.gov</a></p>	<p><b>Oregon</b>  Office of Civil Rights  Seattle Office  U.S. Department of Education  915 Second Avenue, Room 3310  Seattle, WA 98174-1099  T: (206) 607-1600  F: (206) 607-1601  E: <a href="mailto:OCR.Seattle@ed.gov">OCR.Seattle@ed.gov</a></p>
Online Reporting:	
<p>If you wish to fill out a complaint form online with the OCR, you may do so at:  <a href="https://wdcrobcop01.ed.gov/CFAPPS/OCR/contactus.cfm">https://wdcrobcop01.ed.gov/CFAPPS/OCR/contactus.cfm</a>.</p>	

### Complaint Procedures

WesternU utilizes complaint procedures that provide an adequate, reliable, and impartial investigation and resolution of discrimination and harassment complaints. For further information, including the full policy and the applicable procedures, please contact the Title IX Coordinator at the contact information stated above.

### Sexual Harassment and Sexual Misconduct (Title IX) Policy

***Special Note:** On May 6, 2020, the Department of Education’s Office for Civil Rights (OCR) issued new regulations mandating how College and Universities must investigate and adjudicate sexual misconduct cases under Title IX, a federal statute that prohibits discrimination on the basis of sex or gender in any federally funded education program or activity. WesternU, as a recipient of federal funding, is in the process of amending its current policies/procedures to implement these new regulations and will publish the final policies once completed. Please visit WesternU’s [Title IX](#) resource website for the most up to date policies and procedures.*

The Sexual Harassment and Sexual Misconduct (Title IX) policy addresses Western University of Health Sciences’ (WesternU) responsibilities under Title IX of the Education Amendment of 1972 and the Violence Against Women Reauthorization Act of 2013. This policy is implemented to ensure a safe WesternU campus community free from sex or gender-based discrimination and harassment.

WesternU’s policy on Sexual Harassment and Sexual Misconduct strictly prohibits discrimination or harassment, in its education programs and activities, on the basis of sex or gender . WesternU does not discriminate on the basis of sex or gender in its educational or employment programs or activities, including admission and employment. All members of WesternU have the right to fully participate in all WesternU programs and activities and be free from unlawful discrimination or harassment. WesternU also prohibits any form of retaliation against a person, who under good faith, reported a violation under this policy or who participated in any investigation or proceeding under the policy.

WesternU will take appropriate administrative action to eliminate prohibited conduct, prevent its recurrences, and remedy its effects. WesternU utilizes grievance procedures that provide an adequate, reliable and impartial investigation and resolution of these matters. Employees who are determined to

have violated the policy may be subject to administrative actions, including disciplinary action up to and including termination. Students who are determined to violate the policy may be subject to administrative action, including dismissal or academic suspension. It is the responsibility of each member of WesternU to contribute positively to the University community in a manner that fosters an environment free from prohibited conduct. For the full policy and procedure, including information related to WesternU's grievance process, please visit WesternU's [Title IX](#) resource website.

### Whom to Contact If You Have Complaints, Questions or Concerns

Title IX requires the university to designate a Title IX Coordinator to monitor and oversee overall Title IX compliance. Your campus Title IX Coordinator is available to explain and discuss your right to file a criminal complaint (for example, in cases of sexual violence); the university's complaint process, including the investigation process; how confidentiality is handled; available resources, both on and off campus; and other related matters.

**If you are in the midst of an emergency, please call the police immediately by dialing 9-1-1.**

**Dr. Beverly Sanks-Guidry**  
**Senior Vice President for University**  
**Interim Title IX Coordinator**  
**Western University of Health Sciences**  
**309 East Second Street**  
**Pomona, CA 92766**  
**909.469.5341**  
[bguidry@westernu.edu](mailto:bguidry@westernu.edu)  
[Title IX](#) resource website

An individual can also file a complaint with the following reporting agency:

Mail or Fax	
<p><b>California</b>            Office of Civil Rights            San Francisco Office            U.S. Department of Education            50 Beale Street, Suite 7200            San Francisco, CA 94105-1813            T: (415) 486-5555            F: (415) 486-5570            E: <a href="mailto:OCR.SanFrancisco@ed.gov">OCR.SanFrancisco@ed.gov</a></p>	<p><b>Oregon</b>            Office of Civil Rights            Seattle Office            U.S. Department of Education            915 Second Avenue, Room 3310            Seattle, WA 98174-1099            T: (206) 607-1600            F: (206) 607-1601            E: <a href="mailto:OCR.Seattle@ed.gov">OCR.Seattle@ed.gov</a></p>
Online Reporting:	
<p>If you wish to fill out a complaint form online with the OCR, you may do so at:  <a href="https://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm">https://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm</a>.</p>	

### Grievance Procedures

WesternU utilizes grievance procedures that provide a prompt, thorough, and objective investigation and resolution of Title IX complaints as well as provide training, education, and preventive measures. **For**

*further information, including the full policy and the applicable procedures, please visit the University's [Title IX resource website](#).*

**Confidential Resources**

WesternU will make reasonable and appropriate efforts to preserve the privacy of all individuals involved in a report under the policy. Please note that confidentiality cannot be completely guaranteed when making a report to a non-confidential resource. The University will endeavor to make reasonable efforts to protect and safeguard privacy while balancing the need to gather information to assess the report; take steps to eliminate the prohibited conduct; prevent its reoccurrences; and remedy the effects.

Confidentiality, in accord with the law, protects certain communications from disclosure, without consent, that occur within certain legally recognized relationships. WesternU has designated resources that possess this protection under “Confidential Resources” listed below. Except as outlined under “Confidential Resources” or in the case of a privilege recognized under the law (examples of which include psychotherapist-patient; sexual assault counselor-victim; and domestic violence counselor-victim), any member of the University community who knows of or has reason to know of sexual harassment or sexual misconduct allegations shall promptly inform the Title IX Coordinator, in accordance with policy guidelines. Resources are available to students, faculty, and staff who experience sexual violence, domestic violence, dating violence and instances of stalking. The following is a list of confidential resources available to the WesternU community. While discussing allegations with a confidential resource may not result in an identifying report to the Title IX Coordinator, they may have reporting or other obligations under the law. For more information, please visit the University’s [Title IX](#) resource website.

<b>On-Campus</b>	
<p><b>WesternU</b>                      Anna Couch, PhD, MA, MFT                      Optum Behavioral Health On-Site Provider                      (909) 469-8496                      Services: Counseling, Coaching, Critical Incident Response Services</p>	<p><b>WesternU Oregon</b>                      Lonny R. Bevill, MA, MFT                      Optum Behavioral Health On-Site Provider                      (541) 905-5423</p> <p>Autumn Benton, LMFT                      Optum Behavioral Health On-Site Provider                      (952) 687-3720</p> <p>Services: Counseling, coaching, critical incident response services</p>
<b>Off-Site</b>	
<p><b>WesternU</b>                      Project Sister Family Services                      24 Hour Hotline: (909) 626 – 4155                      (626) 966 – 4155                      Services: Walk in clinic, crisis intervention, prevention education, hotline, and counseling.</p>	<p><b>WesternU Oregon</b>                      Center Against Rape and Domestic Violence (CARDV)                      24 Hour Hotline: (541) 754-0110                      (800) 927-0197</p> <p>Services: emergency shelter, crisis intervention, prevention education, hotline, counseling, and support groups.</p>

### **Other Resources**

There are numerous resources for both students and employees whether for support and guidance in relation to any report of prohibited conduct. Comprehensive information on available resources, including community resources, emergency and on-going assistance; mental health services; reporting options and other available support are as follows and can be located on the University's [Title IX](#) resource website.



## **Drug-Free Workplace Policy**

The following Drug-Free Workplace Policy is to notify all students that pursuant to the Federal Drug-Free Workplace Act of 1988 (Public Law 101-690), the United States Drug-Free Schools and Campuses Act, the Alcohol and Drug Policy of the Oregon Health Authority, and the California Drug-Free Workplace Act of 1990, Western University of Health Sciences prohibits the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the workplace, on school property, or as part of any school activity.

In order to enforce this policy, the University reserves the right to conduct searches of University property, student, or employees and/or their personal property, and to implement other measures necessary to deter and detect abuse of this policy.

The illegal use or abuse of drugs that impair a student's ability to perform academically or disrupts others in the performance of their work or academic endeavors is strictly prohibited. The unlawful distribution, dispensing, possession, or use of controlled substances on the University's campuses is strictly prohibited. Students convicted of any criminal drug violation are required to notify the University within five days of the conviction. The University may then report this conviction to the appropriate agencies.

Any student who is using prescription or over-the-counter drugs that may impair their ability to safely perform their academic duties, or affect the safety or well-being of others, must notify the Student/Employee Health Coordinator. The student needs not disclose the condition(s) for which the drugs are being used. Following the required disclosure, the University will determine whether reasonable accommodations can be made which would allow the student to perform his or her duties safely.

Any student who violates this policy will be subject to disciplinary action, up to and including dismissal from his/her program of study.

The University will encourage and reasonably accommodate students with alcohol or drug dependencies to seek treatment and/or rehabilitation. Students may consult with OptumHealth's Employee Assistance Program (EAP) for Students for referral information. The University is not obligated, however, to retain any student whose academic or professional performance is impaired because of drug or alcohol use, nor is the University obligated to re-admit any person who has participated in treatment and/or rehabilitation if that student's performance remains impaired as a result of dependency. Students who are given the opportunity to seek treatment and/or rehabilitation, but fail to overcome their dependency successfully, will not automatically receive a second opportunity to seek treatment and/or rehabilitation. WesternU is committed to maintaining a drug-free environment in compliance with applicable laws. The unlawful distribution, dispensing, possession, or use 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.

### **Health Risks and Laws Relating to Drug Violations**

The health risks associated with drug use as well as state and federal laws governing drug violations can be found in the full-text version of the University [Drug-Free Workplace Policy](#).

### **Drug Conviction Notification and Imposed Sanctions**

1. Any student must notify Western University of Health Sciences of any criminal drug statute conviction for a violation occurring on campus or on clinical rotation/externship no later than five business days after such a conviction.

2. Within 30 days after receiving notice of a student conviction, Western University of Health Sciences will impose corrective measures on the student convicted of drug abuse violations in the workplace by:
  1. Taking appropriate action against the student up to and including dismissal or referral for Prosecution; and/or,
  2. Requiring such student to participate satisfactorily in a drug abuse assistance or rehabilitation program

### **Rehabilitation**

Western University of Health Sciences will reasonably accommodate any student who volunteers to enter an alcohol or drug rehabilitation program, provided the reasonable accommodation does not impose undue hardship on Western University of Health Sciences. Reasonable accommodation could include a Medical Leave of Absence. However, Western University of Health Sciences is not obligated to offer an accommodation for any student who has violated any University policy that in Western University of Health Sciences' sole discretion merits termination of the relationship before asking for assistance. Western University of Health Sciences will take reasonable measures to safeguard the privacy of the student concerning enrollment in an alcohol or drug rehabilitation program. If student enters into a state approved rehabilitation program, he/she shall sign an agreement with Western University of Health Sciences, which will include the following:

1. Enroll in and complete a University approved rehabilitation program at the student's expense.
2. Execute the appropriate release of medical information forms to the University in order to monitor the compliance with the rehabilitation program.
3. Ensure the treatment facility provides the University with the necessary documentation to establish compliance.
4. Abstain from any illegal drug misconduct.
5. Acknowledge that any future violation of Western University of Health Sciences drug prohibitions shall result in immediate dismissal.
6. Failure to comply with any provision of the agreement shall result in immediate dismissal.

### **Where can students go for help?**

Call the Employee Assistance Program (EAP) for Students through OptumHealth at (800) 234-5465. You may also visit OptumHealth's web site [www.liveandworkwell.com](http://www.liveandworkwell.com) and click the "register" button. If you would like to enter the site anonymously, go to [www.liveandworkwell.com](http://www.liveandworkwell.com) and click the "Click here to enter using only an Access Code" button on the right side. A field will appear, and you can enter your Access Code, "westernu".

For urgent concerns, you may also call or meet with an on-site counselor:

**Pomona Campus**  
Anna Couch, PhD, MA, MFT

Phone: 909-469-8469  
Email: [acouch@westernu.edu](mailto:acouch@westernu.edu)

### Office Location and Hours

Health Sciences Center (HSC), Room #107  
Tuesday: 12:00 – 6:30 p.m.  
Thursday: 12:00 – 6:30 p.m.  
May also be seen off campus by calling:  
909-860-1541

### Lebanon Campus

Lonny R. Bevill, LMFT  
Phone: 541-905-5423  
Email: [lonnybevillmft@aol.com](mailto:lonnybevillmft@aol.com)

### Office Location and Hours

Twin Oaks Suite A-2  
(Across Mullins Dr. from COMP-Northwest)  
Wednesday: 12:00 p.m. – 7:00 p.m.

### Drug Abuse & Addiction Information & Treatment Centers

- OptumHealth's Employee Assistance Plan for Students: 1-800-234-5465
- Substance Abuse and Mental Health Services Administration: <http://findtreatment.samhsa.gov> or 1-800-662-4357
- All US and Canada Alcoholics Anonymous (AA) Meetings: <http://www.usrecovery.info/AA/>
- All US and Canada Narcotics Anonymous (NA) Meetings: <http://www.usrecovery.info/NA/>

## Rights and Privacy Act/Confidentiality of Student Records

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) FERPA rights begin at WesternU when a student is accepted to the University and pays their first enrollment deposit (if applicable). These rights include:

**The right to inspect and review the student's education records within 45 days of the day Western University of Health Sciences receives a request for access.** Students should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) they wish to inspect. The University official will arrange 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 University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

**The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.** A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed and specify why it should be changed. If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

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

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

**The right to file a complaint with the U.S. Department of Education concerning alleged failures by Western University of Health Sciences 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

**Release of Educational Records**

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully ordered subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education without obtaining prior written consent of the student ---

- To other school officials, including teachers, within the Western University of Health Sciences whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education

programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as “directory information” under §99.37. (§99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
- To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

### **Directory Information**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Western University of Health Sciences, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your education records. However, Western University of Health Sciences may disclose appropriately designated “directory information” without written consent, unless you have advised the University to the contrary in accordance with University procedures. The primary purpose of directory information is to allow the Western University of Health Sciences to include this type of information from your education records in certain school publications. Examples include:

- Dean's List or other recognition lists; and/or,
- Graduation programs.

Under the Family Educational Rights and Privacy Act of 1974, as Amended (FERPA), the following directory information may be made public unless the student desires to withhold any or all of this information. The student's name; local address; permanent address; e-mail address; local telephone number; permanent telephone number; dates of attendance; program of study (college, major, and campus); classification; previous educational agencies/institutions attended; degrees, honors and awards received; and participation in officially recognized activities.

Currently enrolled students wishing to withhold any or all directory information items may do so by completing and returning the [Directory Information Waiver](#) form and submitting it to the Office of the Registrar. If a student restricts his/her directory information and leaves the University, the restriction continues until the student removes it by submitting a request in writing to the Office of the Registrar.

### **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 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 WesternU 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:

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

### **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.

## **Electronic Communications**

Every student of WesternU 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 his or her e-mail on a regular basis to keep informed. On the Pomona campus, computer terminals are located on the first floor of the Health Sciences Center and the Health Professions Center, and on the first, second, and third floors of the Health Education Center. Computers for student use are also on the first, second, and third floors of the Harriet K. and Philip Pumerantz Library and Learning Resources Center. On the Lebanon campus, computer terminals are available in the student commons on the first floor.

**Please note: Email is the primary channel for official communications with students at WesternU. Failure to read official university communications sent to your WesternU email address is not a valid excuse for failing to comply with the content of these communications. Students are also responsible for all requirements and/or directives sent via email.**

## **Acceptable Use of University Computing Resources Policy**

WesternU 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 WesternU. WUCR includes any computer, computer-based network and supporting infrastructure, computer peripheral, operating system, software or any combination thereof, owned by WesternU or under the custody or control of WesternU. 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 WesternU Networked infrastructure. In this regard, use of WesternU Computing Resources is granted based on the acceptance of the following rules.

Users shall:

- Be responsible for using these computing resources in an effective, ethical, and lawful manner.
- Use only those facilities for which they have authorization, whether these facilities are at WesternU or at any other location accessible through the network or Internet.
- 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.
- Respect the copyrights of the owners of all software and data they use.
- Respect the privacy of others. This includes, but is not limited to, respecting the confidentiality of email, files, data, and transmissions.

- 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 WesternU 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.
- 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.
- Be responsible for checking their individual WesternU e-mail on a regular basis. WesternU may send official University correspondence to employees and students using their WesternU e-mail address.

The level of privacy granted users does not exceed that of reasonable expectations. WUCR are not private, they are University accounts, authorized University representatives may need to access individual accounts in order to properly support the University. Users should further recognize that, as specified in the relevant policies at WesternU, authorized WesternU personnel have the obligation to take reasonable and appropriate steps to ensure the integrity of the WesternU 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 ensure its ongoing compliance with all State and Federal laws and protect the University from any legal actions.

WesternU 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](mailto:techsupport@westernu.edu).

## **Social Networking Recommendations**

There are many potential benefits to social networking web sites; however, it is important to also recognize and consider the inherent risks that may come with their use. In an effort to inform and protect our students, we recommend that you consider the following:

- Understand that your online presence can negatively reflect upon your professional image. Weigh the risks and benefits of self-disclosure.
- Remember that electronic sites are never completely secure, and that what is posted can be seen by many.



- Respect copyright laws, and reference or cite sources appropriately. Plagiarism applies online as well as in print.
- Remember that University/College or Hospital partner logos and trademarks may not be used without written consent from the owner(s) of that logo or trademark.
- Always respect the delicate relationship between patient and health care provider; student and faculty member; and employer and employee.
- Ensure that information you post complies with existing policies and laws governing privacy and dissemination of data (e.g., HIPAA, FERPA, etc.)
- Clearly state that the views expressed are your own and do not represent the views of others.
- Review the privacy policy of the sites you use and consider your personal and property safety when posting information online.

## Campus Facilities

### WesternU Campus

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

The main campus of WesternU is in Pomona, a city of approximately 151,000 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.

Campus and area maps, as well as virtual campus tours for the Pomona and Lebanon campuses, are available on our website at: <http://www.westernu.edu/campus/campus-directions/>.

See below for a complete listing of campus buildings:

<b>Administration and Alumni Center (AAC)</b> 359 E. Second Street, Pomona, CA 91766		
<b>Building Hours</b>	Monday – Friday	7:00 a.m. to 5:00 p.m.
	Saturday – Sunday	Closed
	Holidays	Closed
<b>Anderson Tower</b> 100 W. Second Street, Pomona, CA 91766		
<b>Building Hours</b>	Monday – Friday	7:00 a.m. to 5:00 p.m.
	Saturday – Sunday	Closed
	Holidays	Closed
<b>Booth Book Center (BBC)</b> 395 E. Second Street, Pomona, CA 91766		
<b>Building Hours</b>	Monday – Friday	7:30 a.m. to 4:30 p.m.
	Saturday – Sunday	Closed
	Holidays	Closed
<b>Business Center (BC)</b> 100 W. Second Street, Pomona, CA 91766		
<b>Building Hours</b>	Monday – Friday	7:00 a.m. to 5:00 p.m.
	Saturday – Sunday	Closed
	Holidays	Closed
<b>The Daumier Office Center</b> 615 E. Third Street, Pomona, CA 91766		
<b>Building Hours</b>	Monday – Friday	7:00 a.m. to 5:00 p.m.
	Saturday – Sunday	Closed
	Holidays	Closed

<b>Harriet K. and Philip Pumerantz Library and Learning Resource Center (LRC)</b>		
287 E. Third Street, Pomona, CA 91766		
<b>Building Hours (Fall/Spring)</b>	Monday – Thursday	7:00 a.m. to 11:00 p.m.
	Friday	7:00 a.m. to 6:00 p.m.
	Saturday – Sunday	11:00 a.m. to 7:00 p.m.
	Holidays	Closed
<b>Building Hours (Summer)</b>	Monday – Thursday	7:00 a.m. to 9:00 p.m.
	Friday	7:00 a.m. to 6:00 p.m.
	Saturday	11:00 a.m. to 7:00 p.m.
	Sunday and Holidays	Closed
<b>Harris Family Center for Disability and Health Policy (CDHP)</b>		
390 E. Second Street, Pomona, CA 91766		
<b>Building Hours</b>	Monday – Friday	8:00 a.m. to 5:00 p.m.
	Saturday – Sunday	Closed
	Holidays	Closed
<b>Health Education Center (HEC)</b>		
701 E. Second Street, Pomona, CA 91766		
<b>Building Hours</b>	Monday – Sunday	6:30 a.m. to Midnight
	Holidays	Open on some holidays except for Thanksgiving, Memorial Day and Labor Day weekends and Winter Break
<b>Health Profession Center (HPC)</b>		
521 E. Third Street/550 E. Second Street, Pomona, CA 91766		
<b>Building Hours</b>	Monday – Sunday	7:00 a.m. to Midnight
	Holidays	Open on some holidays except for Thanksgiving, Memorial Day and Labor Day weekends and Winter Break
<b>Health Sciences Center (HSC)</b>		
450 E. Second Street, Pomona, CA 91766		
<b>Building Hours</b>	Monday – Friday	7:00 a.m. to 11:00 p.m.
	Saturday – Sunday	7:00 a.m. to 10:00 p.m.
	Holidays	Open on some holidays except for Thanksgiving, Memorial Day and Labor Day weekends and Winter Break
<b>Nursing Sciences Center (NSC)</b>		
479 E. Second Street, Pomona, CA 91766		
<b>Building Hours</b>	Monday – Friday	8:00 a.m. to 5:00 p.m.
	Saturday – Sunday	Closed
	Holidays	Closed

<b>Pet Health Center</b>		
795 E. Second Street, Pomona, CA 91766		
<b>Building Hours</b>	Monday – Friday	7:00 a.m. to 6:00 p.m.
	Saturday	8:00 a.m. to 3:00 p.m.
	Sunday and Holidays	Closed
<b>Patient Hours</b>	Monday – Friday	7:00 a.m. to 6:00 p.m.
	Saturday	8:00 a.m. to 12:00 p.m. 1:00 p.m. to 3:00 p.m.
	Sunday and Holidays	Closed
<b>Rodney P. Wineberg Center (RWC)</b>		
309 E. Second Street, Pomona, CA 91766		
<b>Building Hours</b>	Monday – Friday	7:00 a.m. to 5:00 p.m.
	Saturday – Sunday	Closed
	Holidays	Closed
<b>Student Services Center (SSC)</b>		
352 E. Second Street, Pomona, CA 91766		
<b>Building Hours</b>	Monday – Friday	7:00 a.m. to 5:00 p.m.
	Saturday – Sunday	Closed
	Holidays	Closed
<b>Technology Training Lab</b>		
285 E. Second Street, Pomona, CA 91766		
<b>Building Hours</b>	Monday – Friday	7:00 a.m. to 5:00 p.m.
	Saturday – Sunday	Closed
	Holidays	Closed
<b>University Service Center</b>		
401 E. Second Street, Pomona, CA 91766		
<b>Building Hours</b>	Monday – Friday	7:00 a.m. to 5:00 p.m.
	Saturday – Sunday	Closed
	Holidays	Closed
<b>Veterinary Clinical Center</b>		
611 E. Second Street, Pomona, CA 91766		
<b>Building Hours</b>	Monday – Friday	7:00 a.m. to 5:00 p.m.
	Saturday – Sunday	Closed
	Holidays	Closed
<b>Veterinary Medicine Center</b>		
505 E. Second Street, Pomona, CA 91766		
<b>Building Hours</b>	Monday – Friday	7:00 a.m. to 5:00 p.m.
	Saturday – Sunday	Closed
	Holidays	Closed
<b>Veterinary Pathology Center</b>		
557 E. Second Street, Pomona, CA 91766		
<b>Building Hours</b>	Monday – Friday	7:00 a.m. to 6:00 p.m.
	Saturday – Sunday	Closed
	Holidays	Closed
<b>WesternU Health</b>		
795 E. Second Street, Pomona, CA 91766		

<b>Building Hours</b>	Monday – Friday	7:30 a.m. to 5:00 p.m.
	Saturday – Sunday	Closed
	Holidays	Closed
<b>Patient Hours</b>	Monday – Friday	8:00 a.m. to 5:00 p.m.
	Saturday – Sunday	Closed
	Holidays	Closed

**WesternU Oregon Campus**

**Western University of Health Sciences**  
 200 Mullins Drive  
 Lebanon, OR 97355

Medical Education and Research Center		
<b>Building Hours</b>	Monday – Friday	8:00 a.m. to 5:00 p.m.
	Saturday – Sunday	Closed
	Holidays	Closed

**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 Harris Family Center for Disability and Health Policy 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.

**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.

## Campus Safety and Security

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 and do not leave anything of value in plain sight.

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 or to use our student “Safety Escorts” or one of the guards, if you are leaving after business hours. If you find it necessary to work or study late, you should move your vehicle as close as you can to that building and notify security personnel on campus, ext. 3000, before leaving the building, so that someone can walk you to your car.

Security guards are on campus 24 hours a day 7 days a week, 365 days a year. Student Safety Escorts are available Monday-Friday 5:00pm to 10:00pm, they will gladly walk you to your car or building.

Do not admit an unknown person into the building. If someone says they need help, offer to call the proper person (security, police, paramedics, etc.). All students and staff are required to wear their WesternU ID and have it visible while on campus. Admittance into a building may be denied if you do not have your WesternU ID.

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

<b>Pomona Police</b>	911
<b>Pomona Police (Non-Emergency)</b>	(909) 622-1241
<b>Campus Security</b>	(909) 706-3000
<b>EHS/Lost and Found</b>	(909) 469-8231/8699/5528

Additional information regarding safety on campus, as well as our most recent crime statistics, can be found at <https://www.westernu.edu/safety/safety-handbook/>.

### Student ID Badges

All students, faculty, and employees are issued identification badges, which must be worn at all times.

### Campus Visitors

Visitors are always welcome at the University and campus tours are available. Visitors are required to obtain a visitor’s pass at the Security desk in the Rodney P. Wineberg Center.

### Student Parking

WesternU students have the option to purchase an annual parking permit for \$470.00 or a semester parking permit for \$255.00. The purchase of a yearly parking placard can be added to the student budget upon request of the student. Parking permits are available for purchase via the [Student Portal](#). WesternU Oregon students are not required to purchase a WesternU parking permit.

Roving security officers patrol the University parking lots Monday through Sunday, 24 hours a day. Employees and students who plan on remaining on campus late into the evening to study or work should move their vehicle to a lot closer to campus buildings (i.e. Lots 17 or 24 or the Parking Structure.) The Parking Structure will close at 1:00 a.m. If your car is not removed from the structure prior to that time, it will be locked in or towed. The University Service Center (USC) parking lot is available after 5:00 p.m., as well as the faculty/staff parking lot north of the Business Center.

City Parking Lots - Those who elect to park in the metered lots without a permit will be required to pay \$3.00 per day per vehicle (\$1.00 after 7:00 p.m.). Parking along the streets is permitted with certain posted restrictions. Parking rates are subject to change by the City of Pomona.

Motorcycle parking is provided to the rear of the University Services Center (USC) building. Annual motorcycle parking permits are available for \$235.00 and semester permits are \$137.50. Bicycle racks are provided to the front of the Harris Family Center for Disability and Health Policy (CDHP), Daumier Apartments and Health Education Center (HEC) buildings.

Once a parking permit is purchased, the parking fee is non-refundable. Any permit that is lost, damaged, or stolen will have to be repurchased at full price.



## Student Services

### New Student Orientation/Welcome Week

Orientation programs are planned each year to welcome and facilitate the integration of new students into each of the colleges of the University. In addition, students are provided with opportunities to interact socially with peers, meet faculty, administration, and staff members, learn about University services available on campus, and develop a sense of belonging to the University community as well as individual college communities. Attendance at orientation activities during Welcome Week is mandatory unless otherwise indicated.

### Student Housing

The [Daumier](#) in Pomona is a uniquely designed graduate student residence, located directly across the Esplanade from the Health Education Center (HEC). Each resident of the Daumier has dedicated parking.

Additionally, WesternU offers a secure online listing of available rentals, both local to the campus and nationwide for our students on rotation. Students can access general information about housing and a substantial list of local housing complexes via the Office of University Student Affairs.

All students on clinical/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 Government Association (SGA)

Currently, over 140 student clubs have been established on the Pomona and Lebanon campuses. The umbrella for all student clubs is the Student Government Association, which is charged with official representation of the student body. Student clubs facilitate hundreds of events every year including community health fairs, general community service, lectures, fundraising for third parties and more.

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:

- Academic Committee
  - Each Class Vice-President will be a voting member. The duty of the Committee is to advise the administration and/or college-specific curriculum committees in matters of concert to the faculty and students relevant to the curriculum.
- Finance Committee
  - Each Class Treasurer is a voting member of this committee. The purpose of this committee is to formulate annual budget recommendations and review long-range SGA activity projections and needs.
- Bylaws Committee
  - Each Class President is a voting 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.
- Campus Recreation Committee
  - Each Class Recreation Leader shall be a member of the committee that coordinates campus recreation and sporting events.
- Community Outreach Committee
  - Each Class Vice President is a voting member of this committee. The purpose of this committee 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 including health fairs, outreach to foster kids and more
- Newsletter Committee
  - Each Class Secretary shall be a member of the Newsletter Committee. This committee will work with the Student Body Secretary to publish a summary of accomplishments, position, and activities of the SGA.

- Student Organization Committee (SOC)
  - Each Class Recreation Leader shall be a member of this committee. The SOC is responsible for reviewing all new club applications as well as auditing all student organizations' annual reports.

## Recreational Activities and Facilities

### Community Activities

Seminars and events that are open to students, faculty, staff, and families are posted to the University's Facebook and Twitter pages as well as the University calendar. The Office of University Student Affairs also regularly communicates community service opportunities to student leaders that offer an opportunity to both serve the community and practice their clinical skills.

### Fitness Memberships

WesternU provides individual memberships to LA Fitness/SamFit for students at a subsidized rate. If interested, students may purchase a membership via CashNet. Family memberships may be purchased at reduced rates throughout the year. Alternatively, students may be reimbursed up to \$100 per year to a non-LA Fitness/SamFit gym of their choice. Information on the fitness options available to enrolled students can be found at <http://www.westernu.edu/students/students-services-fitness/>.

### 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 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 Clubs and Organizations

WesternU has a wide range of student clubs and organizations that allow students to explore particular areas of interest. For a current listing of these clubs and their missions, please visit: <http://www.westernu.edu/students/students-clubs-1/westernu-clubs-1/> for WesternU clubs, and <https://www.westernu.edu/students-or/students-clubs-1-or/> for WesternU Oregon clubs.

## **Student Commons**

On the Pomona campus, the Health Professions Center (HPC) 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.

## **Student Discounts**

A variety of discounts to attractions and services are available to students and can be access via the University Student Affairs website at <http://www.westernu.edu/students/students-discounts/>.

## **Harriet K. and Philip Pumerantz Library and Learning Resources Center**

The mission of the Harriet K. and Philip Pumerantz Library is to promote critical thinking among the Western University of Health Sciences community, provide resources and services in support of university heritage and research, and foster a humanistic environment.

Pumerantz Library holds collections in osteopathic medicine, general medicine, dental medicine, optometry, podiatric medicine, basic sciences, veterinary medicine, nursing, pharmaceutical sciences, allied health, and general education. The library has individual and group study spaces, and each area provides network connections, including wireless connectivity, for students who bring laptops.

Librarians and staff provide assistance with locating and using traditional and electronic information sources. In addition to the information resources and basic services the library provides for the students, the library offers many value-added services that help students with their studies. The reference staff provides instruction on how to use the resources that can make school life and clinical life easier, in addition to teaching students how to evaluate and effectively use the information. The library also offers research assistance via email, instant messaging, and web conferencing.

Pumerantz Library's collection of electronic resources provides ready access to a wide variety of full-text and multimedia information, both on-campus and off-campus. It is possible to search the library's online catalog, renew books online, and place holds on books via the online catalog. The library offers Interlibrary Loan and Document Delivery service and maintains partnerships with other academic libraries that provide access to books, articles, and other materials not held in its collections.

Note: More detailed information regarding library services, policies, and procedures may be found on the Library's Web site at: <http://www.westernu.edu/library/>.

## **Harris Family Center for Disability and Health Policy (HFCDHP)**

The mission of the Harris Family Center for Disability and Health Policy (HFCDHP) is to increase the number of qualified individuals with disabilities who successfully pursue careers in the health professions. We support the University's commitment to equity and diversity by providing support services and academic accommodations to students with disabilities. We share information, promote awareness of disability issues, and ensure access for students within the University community. HFCDHP provides accommodations to qualified students with disabilities from the time of admission to graduation. The Center is located on campus at 390 E. Second Street, phone (909) 469-5441, fax (909) 469-5503 or email [slawler@westernu.edu](mailto:slawler@westernu.edu).

## About <sup>HF</sup>CDHP

<sup>HF</sup>CDHP embraces the spirit of providing services to all students at the Pomona and Lebanon campuses with permanent or temporary disabilities ensuring that all university programs and activities are accessible. <sup>HF</sup>CDHP provides accommodations and services that enable qualified students with disabilities to complete their academic goals successfully. <sup>HF</sup>CDHP can assist students to maximize their potential while helping them develop and maintain independence. Our philosophy is one that promotes self-awareness, self-determination, and self-advocacy in a comprehensively accessible environment. Any student may consult with <sup>HF</sup>CDHP at WesternU and WesternU Oregon to determine eligibility to receive accommodations and/or services. Disability categories include but are not limited to physical, psychological, environmental/chemical, hearing, learning, mobility, speech and vision.

Students seeking <sup>HF</sup>CDHP assistance are assessed for needs, accommodations, and services, such as:

- Academic modifications
- Test accommodations
- Physical access and architectural modifications
- Mobility assistance
- Auxiliary aids
- Disability management advising

In order to provide reasonable and effective academic accommodations to students with disabilities, <sup>HF</sup>CDHP requires documentation, which states the current disability and its impact on academic functioning. A student with a documented disability may request accommodations by scheduling an intake appointment and submitting a request to the Associate Director of <sup>HF</sup>CDHP.

For additional information, contact Mrs. Sandra Lawler at (909) 469-5297; or check the center's web page at <http://www.westernu.edu/cdhp/cdhp-aarc-welcome/>.

## 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.

WesternU 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 WesternU.

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 the Personal Competencies for Admission and Matriculation to each of its programs. Because it is not possible to address every possible circumstance, these Competencies should be considered as guidelines. A student with a documented disability who believes that a reasonable accommodation would permit him/her to meet the Competencies and complete the program should contact the Harris Family Center for Disability and Health Policy (<sup>HF</sup>CDHP) as soon after admission as possible. <sup>HF</sup>CDHP serves to coordinate disability accommodations and services. If you have questions or would like to schedule an appointment with <sup>HF</sup>CDHP, please phone at (909) 469-5541.
- c. 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

- a. The University provides certain services and reasonable accommodations, the nature and extent of which are based on the Harris Family Center for Disability and Health Policy'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

- a. 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.

## 4. Construction of New Buildings and Facilities

- a. 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.

- b. 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.

#### 5. Renovation and Alteration of Existing Buildings and Facilities

- a. 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.
- b. 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.

### **Office of Learning Enhancement and Academic Development**

The Office of Learning Enhancement and Academic Development (LEAD) is a part of the division of Student Affairs. LEAD's goal is to help each WesternU student successfully complete their course of instruction. The Office assists students by providing one-on-one academic counseling, peer tutoring, the Summer Preparedness and Readiness Course, board exam preparation, and wellbeing activities. LEAD offers academic counseling for students to evaluate their respective approaches to learning, studying, and processing of information. Students' symbiotic relationship with an academic counselor allows for the development and implementation of methods to solve identified barriers to effective learning and aids the processes of successful resolution. Additional learning enrichment forums, workshops, and the establishment of on-campus reviews for course exams or licensing/certifying examinations are developed by LEAD in response to the expressed needs and interest of students.

The LEAD Office serves all WesternU students. All academic and personal counseling and referrals to other campus support services are completely confidential. LEAD services are available for both **WesternU** and **WesternU Oregon**. Office personnel are available for students on a walk-in basis or appointments can be made by email. Office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. For more information, please visit [the LEAD website](#).

#### **Summer Preparedness and Readiness Course (SPaRC)**

In an interprofessional environment, SPaRC prepares incoming students to the rigors of their program with an introduction to various curriculum topics including the skeletal system, gross anatomy lecture and cadaver lab, and pharmacology. The anatomy component focuses on the skeletal, muscular, cardiovascular, and nervous systems, yet provides a brief overview of other body systems as well. Additional lecture overviews to program-specific content are also provided. Academic skills presentations

focus on enhancing study, test taking, and the development of EQ skills. Acceptance into this program is at the discretion of the coordinating office. The course is elective and does not meet any specific requirements of the program curriculum. A separate tuition of \$950 is charged. For additional information, contact the Office of Learning Enhancement and Academic Development (LEAD).

### **Tutorial Assistance Program**

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 in small groups to work with a tutor. LEAD works closely with the tutors and tutees during the tutoring process to ensure that effective tutoring is maintained.

### **Psychological Counseling Services**

1-800-234-5465 or <https://www.liveandworkwell.com/content/en/public.html> (Access Code: WESTERNU)

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 Optum 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.



## Student Financial Services

### Tuition and Fees

Tuition and fees are approved by the Board of Trustees and are subject to change without notice. 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 WesternU; 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 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.

WesternU charges tuition based on an “academic” year, which 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 Biomedical Sciences, Master of Science in Health Sciences, Master of Science in Physician Assistant Studies, Doctor of Physical Therapy, and in the College of Graduate Nursing programs will pay tuition and fees on a semester basis. Refunds will be based on the semester, not the academic year.

### Audit/Remediation Fees

The fee charged for auditing or remediating a class will be calculated on a prorata basis.

### Other Fees/Expenses

\$30.00	Registration Late Fee (per business day)
\$50.00	Late Payment Fee (per month)
\$20.00	Return Check/E-Check Fee
\$350.00	Graduation Fee*
\$470.00	Annual Parking Permit (Auto)
\$40.00	Locker Key Replacement Charge
\$10.00	Official Transcript (Each)
\$21.00	Rush Transcript, First Class Mail (Each)
\$25.00	Rush Transcript, Federal Express (Each)
\$10.00	Student ID Replacement Fee
TBD	Breakage Fee (Replacement Cost)
\$60.00	Background Investigation (Estimated Cost)
\$40.00	Drug Screening (Estimated Cost)

\*Non-degree programs may not be assessed the \$350 Graduation Fee. Please refer to your college's catalog for more information.

### ***Late Payment Fee***

Tuition is due each term on the due date published each year by the Bursar's office. A grace period is given until the second day of the term, in which all tuition and fees must be paid in full or you will incur a \$50.00 late payment fee assessed every month until your account is satisfied. In addition, students with past due accounts may be prohibited from attending classes until account is paid in full.

### ***Student Holds***

An accounts receivable hold may be placed on your student records if you have a past due outstanding balance. Accounts receivable holds prevent registration, graduation, and the release of transcripts.

### ***Collections***

In accordance with California state law, all unpaid balances will accrue 10% interest per annum on the balance remaining from the date of transfer. Delinquent student accounts may be reported to one or more of the major credit bureaus and be forwarded to an outside collection agency or attorney. The student is responsible for all costs incurred to collect outstanding debt, including but not limited to, principal, accrued interest, late fees, collection fees and any legal fees.

## **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) 469-5353 or the Bursar's Office at (909) 469-5403.

## **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 his or her educational costs. Students may complete the FAFSA application via the Internet at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Students are required to inform WesternU'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 WesternU's website under "Financial Aid". WesternU reviews and administers all of its programs without discrimination as to race, creed, gender, national origin, or non-disqualifying handicap.

### **Satisfactory Academic Progress**

As per federal regulations and institutional policies, financial aid recipients must meet all Satisfactory Academic Progress (SAP) standards as set by each college in order to continue to receive financial aid. SAP is measured at the end of each payment period to ensure that the student is making reasonable academic progress to meet graduation requirements (please see appropriate College Specific sections of this Catalog).

The standards of measurements in assessing satisfactory academic progress are:

**Qualitative** – Cumulative grade point average – Students are required to maintain a minimum cumulative GPA throughout their program while attending WesternU. Please see college specific section.

**Quantitative/Pace** - Pace is the rate at which a student completes requirements for their educational goal and is calculated by dividing the number of cumulative units completed by the number of cumulative attempted. Students must progress through their program to ensure that they will graduate within the maximum timeframe (as specified by each college). Please see college specific section.

### ***Financial Aid Warning Policy (Title IV and Title VII)***

#### **Academic Probation Policy**

If a student is not making Satisfactory Academic Progress (SAP) they will be placed on “Financial Aid Warning” status for the next payment period and continue to receive financial aid for that period. Financial Aid is any financial assistance offered to the student for paying for their education, such as loans, scholarships, Federal Work-Study, Grants and stipends (based on the criteria of the stipend). Students who fail to make SAP by the end of that payment period lose financial aid eligibility.

It is the policy of the Financial Aid Office (FAO) that once a student has been placed on academic probation for not meeting SAP standards as defined by the College, the Financial Aid Office will automatically place the student in a Financial Aid Warning status. During the next academic term if the student does not meet SAP, standards and the College places the student on academic suspension the student will no longer be eligible for financial aid. If the student appeals the academic suspension and the appeal is approved, financial aid will be reinstated. **If the student is directed to audit courses, those courses will not be covered by financial aid.**

**Students that are required to repeat coursework are encouraged to meet with a financial aid counselor with respect to their financial aid eligibility.**

#### **Conduct Probation Policy**

If a student has been placed on conduct probation by their College, it is the policy of the Financial Aid Office (FAO) that the student be placed on “Financial Aid Warning” status.

The financial aid warning for a conduct probation is a status that is assigned to the student who fails to meet the College’s standards for professional/personal conduct, as defined by the College. If the student does not meet the Colleges’ professional/personal conduct standards and the College places the student on conduct suspension the student will no longer be eligible for financial aid. Financial Aid is any financial assistance offered to the student for paying for their education, such as loans, scholarships, Federal Work-Study, Grants and stipends (based on the criteria of the stipend). If the student appeals the conduct suspension and the appeal is approved, financial aid will be reinstated.

Students are encouraged to meet with a financial aid counselor with respect to their financial aid eligibility.

## Remediation Policy

If a student is allowed to remediate, a Course, System, or Rotation, the appropriate College personnel will determine, along with input from the SPC, the way(s) in which a student will demonstrate acceptable academic performance and complete the remediation.

- Remediation may include:
- Passage of a comprehensive examination
- Completion of a special project or study in the deficient area(s) or
- Other requirements as directed

Remediation of courses **are not** eligible for financial aid if required outside of the student's standard loan period and **cannot** be considered an expense item for the following year. If the College charges a remediation fee, a student may be eligible for financial aid to cover this fee **only if** it is submitted prior to the end of the student's standard loan period.

## Financial Aid and the World of Private Philanthropy

Beyond the various federal, state, and other public and commercial funding sources, another sector provides valuable support to WesternU 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 Direct Unsubsidized Loan***

Federal Direct Unsubsidized Loans are available to undergraduate and graduate students through the U.S. Department of Education and guaranteed by the federal government. Effective July 1, 2013, interest rates have changed to a "variable-fixed" rate. The rate would be fixed until the loan is paid in full. Interest rates are established on July 1 each year. Please visit the Financial Aid website [Interest Rates and Origination Fees](#) for the most current interest rates and origination fees. The Federal Direct Unsubsidized Loan is subject to origination fees. Interest begins to accrue as soon as the loan has been disbursed from the lender.

### ***Federal Direct PLUS Loan***

Federal Direct PLUS Loans are available to graduate and professional degree students through the U.S. Department of Education and guaranteed by the federal government. Effective July 1, 2013, interest rates have changed to a "variable-fixed" rate. The rate would be fixed until the loan is paid in full. Interest rates

are established on July 1 each year. Please visit the Financial Aid website [Interest Rates and Original Fees](#) for the most current interest rates and origination fees. Interest begins to accrue as soon as the loan has been disbursed from the lender. The Federal Direct PLUS loan is subject to origination fees. Unlike parent PLUS applicants, graduate and professional degree students AND applicants must file a FAFSA. In addition, graduate and professional degree students must have their annual loan maximum eligibility under the Federal Direct Loan program determined by the school before they apply for a PLUS loan. The Grad PLUS loan is a credit-based loan.

### **Federal Work Study (FWS)**

The FWS program provides funds for part-time jobs, which allow students to earn money and reduce their overall debt. FWS awards are a form of federal financial aid. In order to be eligible, students must have completed a current FAFSA, have remaining “unmet need”, be a permanent resident or U.S. citizen, be in good academic standing and be enrolled at least half-time. Currently, all available positions are on campus. Students are encouraged to find positions that provide work experience in their field of study or provide valuable service to the community.

### **Increased Annual Unsubsidized Loan Limits**

WesternU 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 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 Unsubsidized Annual Loan Limits**

The maximum annual unsubsidized loan limits per program are as follows and subject to change annually based on the number of months of the program:

<b>Doctoral Programs</b>	<b>Loan Limits</b>			
	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>
Doctor of Dental Medicine (DMD)	\$47,167.00	\$47,167.00	\$47,167.00	\$42,722.00
Doctor of Dental Medicine – International Dentist Program (DMD-IDP)	\$40,500.00	\$47,167.00	TBD	N/A
Doctor of Nursing Practice (DNP)	\$20,500.00	\$20,500.00	N/A	N/A
Doctor of Optometry (OD)	\$47,167.00	\$47,167.00	\$42,722.00	\$47,167.00
Doctor of Osteopathic Medicine	\$42,722.00	\$44,944.00	\$47,167.00	\$44,944.00
Doctor of Pharmacy	\$34,389.00	\$37,167.00	\$33,000.00	\$37,167.00
Doctor of Pharmacy – International Post-Baccalaureate PharmD (IPBP)	\$37,167.00	\$34,389.00	\$37,167.00	N/A
Doctor of Physical Therapy (Post-Professional)	\$20,500.00 (All Years)			
Doctor of Physical Therapy (Professional)	\$20,500.00	\$20,500.00	\$20,500.00	N/A
Doctor of Podiatric Medicine (DPM)	\$42,722.00	\$42,722.00	\$47,167.00	\$47,167.00
Doctor of Veterinary Medicine (DVM)	\$42,722.00	\$42,722.00	\$42,722.00	\$44,944.00
<b>Master’s Programs</b>	<b>Loan Limit – All Years</b>			
Master of Science in Biomedical Sciences (MSBS)	\$20,500.00			
Master of Science in Health Sciences (MSHS)	\$20,500.00			
Master of Science in Medical Sciences (MSMS)	\$20,500.00			

Master of Science in Nursing (ADN/RN-MSN)	\$20,500.00
Master of Science in Nursing (BSN/RN-MSN)	\$20,500.00
Master of Science in Nursing (Entry Level)	\$20,500.00
Master of Science in Nursing/Family Nurse Practitioner (MSNFNP)	\$20,500.00
Master of Science in Physician Assistant Studies (MSPA)	\$20,500.00
<b>Certificate Programs</b>	<b>Loan Limit – All Years</b>
Emergency Nurse Practitioner (ENP)	\$20,500.00
Family Nurse Practitioner (FNP)	\$20,500.00

### ***Aggregate Loan Limits for Direct Subsidized & Unsubsidized 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 Federal Direct 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 Federal Direct loans are counted towards the loan limits.

The total loan debt a student may have outstanding from all Federal Direct loans differs depending on their academic program. The maximum outstanding total subsidized and unsubsidized Direct loan debt is \$138,500 for the MSBS, DPT, MSHS, MSMS, MSPA, MSPS, and all Nursing programs, no more than \$65,500 of this aggregate amount may be in the form of subsidized loans.

### ***Increased Aggregate Loan Limits, Professional***

The combined subsidized/unsubsidized aggregate loan limit for 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, IPBP, PharmD, DMD, DPM, DVM, and OD programs.

## **Department of Health and Human Services (Title VII Program Loans & Scholarships)**

### ***Health Professions Student Loan Program (HPSL)***

The Health Professions Student Loan Program (HPSL) provides a long-term, five percent interest loan to eligible students in the dental, optometry, podiatric, pharmacy, and veterinary medicine programs. HPSL loans are subject to fund availability and yearly allocations.

### ***Loans for Disadvantaged Students (LDS)***

The Loans for Disadvantaged Students (LDS) program provides a long-term, five percent interest loan to eligible osteopathic medical and pharmacy students from disadvantaged backgrounds. LDS loans are subject to fund availability and yearly allocations.

### ***Primary Care Loans (PCL)***

Primary Care Loans (PCL) are available for eligible medical students and subject to availability of funds and yearly allocations. The long-term five percent fixed simple interest loan amounts vary, depending on financial need and federal allocation. Eligibility is determined by the student's dependency status. In order to be classified as an independent student you must meet the following criteria:

- At least 24 years of age AND,
- Not listed as a dependent on his/her parent's tax forms within the last three years

If you are determined an independent student your eligibility will be based on your and/or your spouse's income. If you are considered a dependent student, your eligibility will be based on your parent's income.

Students receiving PCL will only need to practice as a primary care physician for 10 years. After 10 years, the student no longer has to practice in primary care even though there is a remaining balance. If the student pays off the loan before the 10-year commitment, the student no longer has to practice as a primary care physician.

### ***Nursing Student Loans (NSL)***

Nursing Student Loans (NSL) are used to provide loans to students enrolled in an eligible advanced degree program in nursing. It provides long-term, five percent interest loans to eligible full-time or half time financially needy students. Awarding is subject to availability of funds and yearly allocations.

### ***Nursing Faculty Loan Program (NFLP)***

The Nursing Faculty Loan Program (NFLP) is used to provide loans to students enrolled in an eligible advanced degree program in nursing (doctoral). After graduation from the advanced education nursing degree program, loan recipients may cancel up to 85 percent of the NFLP loan over a consecutive 4-year period while serving as full-time nurse faculty at a school of nursing (i.e. baccalaureate or higher degree, associate degree or diploma schools of nursing). Awarding is subject to availability of funds and yearly allocations.

### **Scholarships with Service Requirements**

Some scholarships may require that the recipient practice in certain designated areas after graduation. The total scholarship amount, including stipends paid to the recipient, are counted as a financial aid resource. For more information, please visit our [Scholarship/Loan Repayment Database](#).

### **University Administered Scholarships**

[The University offers more than 300 scholarships to students](#). Amounts and eligibility requirements vary depending on the scholarship and are subject to availability of funds. Students can apply for all WesternU scholarships by completing an application online. Scholarships are applied to the upcoming academic year unless the recipient is graduating that year.

### **Veterans Benefits**

Western University of Health Sciences has approval from the U.S. Department of Veterans Affairs to certify students eligible to receive VA educational benefits.

All students who receive VA educational benefits are assisted by the School Certifying Official who is located on the Pomona, California campus. We cannot assist you with determining your eligibility for benefits. To determine if you are eligible, please contact the [Department of Veterans Affairs](#) directly.

### ***Yellow Ribbon Program***

The Yellow Ribbon Program was established by the Post-9/11 Veterans Educational Assistance Act of 2008. This program allows institutions of higher learning (such as colleges, universities, and other degree-granting schools) in the United States to voluntarily enter into an agreement with VA to fund tuition and fee expenses that exceed the tuition and fee amounts payable under the Post-9/11 GI Bill®. Western University of Health Sciences is a participating Yellow Ribbon institution. Eligible students will receive \$2,000.00 per academic year towards tuition and fee expenses that exceed the amounts payable under

the Post-9/11 GI Bill®. GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.

You may qualify for the Yellow Ribbon Program benefit if you:

- Served an aggregate period of active duty after September 10, 2001, of at least 36 months and were honorably discharged;
- Were discharged from active duty for a service-connected disability and you served 30 continuous days after September 10, 2001; or
- Are a dependent who received benefits transferred from an eligible Service Member

### ***Getting Started***

If you have received a notification from the Department of Veterans Affairs that you are eligible to receive educational benefits, submit the following documents to the School Certifying Official:

- DD214 Discharge Document or Notice of Basic Eligibility Form 2384
- Certificate of Eligibility

If you have used your educational benefits at another university prior to enrolling at WesternU, please also complete and return the form listed below.

- [Change of Program/Place of Training](#)

Once you have submitted the appropriate documents to the School Certifying Official and have registered for classes, your certification of enrollment will be submitted to the VA electronically. Please allow at least 6-8 weeks for payment to be processed by the VA.

### ***Student Responsibilities***

In order to comply with the laws governing the Department of Veterans Affairs benefits, it is your responsibility as a student to notify the School Certifying Official of any change in status with the University, which may include when you:

- Add or drop a class or classes
- Change your address
- Withdraw from the University
- Repeat a course

Only courses that are required for your degree program are eligible for certification.



### ***Standards of Progress***

Veterans who fail to maintain satisfactory progress for more than two terms or rotations will not be certified to receive any Veterans' benefits until they have corrected the situation and are making satisfactory progress.

### **Emergency Loan Program**

Students in need of a short-term emergency loan should contact a financial aid counselor to discuss their emergency need of funds. Students interested in applying for a short-term emergency loan must complete and return an Emergency Loan Application to the Bursar's Office.

Students receiving financial aid can use their financial aid award as collateral. The financial aid funds will be automatically applied towards the loan repayment prior to any additional charges. All emergency loans will be repaid from the student's financial aid proceeds or by a personal payment. Emergency loans must be repaid within 90 days or upon receipt of financial aid funds, whichever occurs first.

All delinquent loans will result in a hold on the student account, which will prevent the student from registering for classes or receiving transcripts and/or a diploma. Delinquent loans will also be assessed a late fee of \$50 per month until the emergency loan is repaid. Only one emergency loan will be granted per term.

### **WesternU Tuition Refund Policy**

WesternU 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 College Dean according to the procedures specified in this Catalog for their program. WesternU 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 WesternU's refund policy should be directed to the Financial Aid Office.

### **Calculation of Amount of Eligible Tuition Refund**

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

1. 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.
2. 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:

1. The date the student begins the withdrawal process prescribed by the respective College;

2. The date that the student otherwise provided official notification to the respective College of the intent to withdraw; or
3. 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.

### **Tuition Refund Policy (Financial Aid Recipients)**

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, regardless of their use of 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 University Catalog. WesternU 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 WesternU's refund policy should be directed to the Financial Aid Office.

### ***General Requirements***

Federal Student Aid funds are awarded to a student under the assumption 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 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.

For the purpose of Return to Title IV (R2T4) students that are considered to be enrolled in module-based enrollment periods (Third- and Fourth-Year Pharmacy and Osteopathic Medicine Students) are able to take up to a 45-day break in enrollment without having to complete an R2T4 or considered to be on a leave of absence (LOA). However, the student must have been enrolled in one module prior to the 45-day break and have completed a module prior to the end of the academic term.

If the student does not meet the above criteria, the student will be considered on a LOA and a R2T4 will be calculated. In addition, the Registrar's Office will be required to report a LOA to the National Clearinghouse.

### ***Definition of a Title IV Recipient***

A recipient of loan assistance is a student who has actually received Title IV funds or has met 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 the net amount of loan funds from the unsubsidized Stafford, 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 deemed as disbursed 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 on 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.

<b>Withdrawal Type</b>	<b>Circumstance</b>	<b>Student’s Withdrawal Date<sup>1</sup></b>	<b>Date of the Institution’s Determination that the Student has Withdrawn</b>
<b>Official Notification</b>	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.
<b>Official Notification Not Provided</b>	Official notification not provided by the student because of circumstances beyond the student’s control.  All other instances where student withdraws	The date that the school determines is related to the circumstance beyond the student’s control.  The midpoint of the payment period or	The date that the school becomes aware that the student has ceased attendance. <sup>2</sup>

<b>Withdrawal Type</b>	<b>Circumstance</b>	<b>Student's Withdrawal Date<sup>1</sup></b>	<b>Date of the Institution's Determination that the Student has Withdrawn</b>
	without providing official notification.	period of enrollment, as applicable.	
<b>Leave of Absence Related</b>	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.)
<b>Withdrawal After Rescission of Official Notification</b>	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.

<sup>1</sup>In 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.

<sup>2</sup>For 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 return its share before the student. Rather, it is the calculation of the amount of assistance the school is responsible for returning to the Title IV accounts that must be performed 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***

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 Direct Stafford loans
- Federal Perkins loans
- Direct PLUS loans

Any unearned tuition for alternative loans or Title VII funds will be returned to the lender. Scholarships will be adjusted subject to their donor agreements.

### ***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 2019-2020 Award Year

## **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 Office of the Registrar. The Office of the Registrar 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 file. The Clearinghouse requests the student take the following steps if a collection letter has been received:

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.

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.

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.

## General Academic Policies and Procedures

### Attendance

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.

### Academic Advisement

Students may be assigned a faculty advisor upon matriculation, as per the academic requirements of their specific program. Advisement by a faculty advisor should be viewed by the student as a part of the academic process. If a faculty advisor is assigned, it is the student's responsibility to meet periodically with his/her advisor. 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 College Dean (or designee).

### Academic Integrity

WesternU has a license with the plagiarism detection software *Turnitin*. The software scans student work for matched text, comparing the work to a large database of student work, written publications, and materials on the internet. Students agree that by taking courses at WesternU, all required assignments may be subject to submission to Turnitin for the detection of plagiarism. All submitted papers will be included as source documents in the Turnitin reference database solely for the purpose of detecting plagiarism of such papers. Use of the Turnitin service is subject to the Usage Policy posted on [Turnitin.com](https://www.turnitin.com).

### Criminal Background Investigations

To meet state and industry specific requirements, hospital facilities and clinical sites, require students to complete criminal background checks prior to beginning rotations/clinical experiences. Consequently, to assure patient safety, students admitted to programs with clinical training requirements will be required to complete a criminal background check prior to matriculation and/or as a component of the scheduling of the rotation/clinical experiences.

If a criminal conviction or other relevant sanction is shown on a background check, hospital facilities and clinical sites have broad discretion to restrict an individual from being assigned to the facility/site for the rotation/clinical experience. Therefore, please be aware that certain convictions may prevent students from entering hospital facilities or clinical sites, which may directly hinder a student's ability to complete his or her academic program successfully. Furthermore, 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.

### Student Health and Safety

New matriculants into WesternU's health professions programs must submit evidence that they are in good health and be able to withstand the physical and mental pressures commonly placed upon professional students. All incoming students are required to submit a full medical history as well as the results of a physical examination, that is no more than 6 months old, prior to matriculation. Those students who are returning to WesternU after a lapse of enrollment of at least six (6) months are required to submit

an updated history and physical exam, including a valid TB clearance before they will be cleared to resume matriculation. Additionally, serum blood titers are valid for no more than 4 years from the date they were originally processed. Any form or documentation required by the Student Health Office can be emailed to [stu-emphealth@westernu.edu](mailto:stu-emphealth@westernu.edu) or faxed to 909-706-3785. *It is the student's responsibility to ensure all forms are submitted to the Student Health Office. Students should not depend on their healthcare provider's office or their current College to submit required documents on their behalf.*

### **Required Immunizations**

Since students will have some exposure to human and animal patients during their time at WesternU, INCOMING STUDENTS ARE NOT ALLOWED TO MATRICULATE UNTIL THEY HAVE SUPPLIED PROOF THAT THEY ARE CURRENT ON THE FOLLOWING IMMUNIZATIONS, TITERS AND HEALTH SCREENINGS:

- Hepatitis B proof of completion of three vaccines and serologic (blood) titers.
- MMR (measles, mumps, rubella) proof of immunization and serologic (blood) titers.
- Varicella (chicken pox) proof of completion of the age appropriate immunization series and serologic (blood) titers. Note: having the disease does not count as being automatically immune.
- Tdap Vaccination (Tetanus, Diphtheria, Acellular Pertussis) within the past 10 years

#### **Tuberculosis (TB) Clearance**

Students with no history of a positive TB skin test must submit one of the following:

- TB skin test: (also known as a PPD) result must be a number. The words “negative” or “positive” will not be accepted. The first PPD must be administered within 6 months of matriculation. The second PPD can be administered during the first month of matriculation.
- IGRA: (e.g., Quantiferon or T-spot) test lab report and completed [TB Symptoms Health Screening Checklist](#) form, signed/dated by licensed Healthcare Provider. This test must be done within 6 months of matriculation. The University considers this test valid for four (4) years.

Student's with a history of a positive PPD and/or a positive IGRA must submit:

- Chest x-ray: radiology report and a completed [TB Symptoms Health Screening Checklist form](#), signed/dated by a licensed Healthcare Provider. The chest x-ray must be done within 6 months of matriculation. In addition, documentation showing that the student has a history of positive PPD and/or a positive IGRA must also be submitted. The University considers the chest x-ray valid for four (4) years.

Students entering the DVM program will be required to obtain the Rabies vaccine series (3 vaccines over a 21- to 28-day period) by September 30. Students who have already completed the series, will be required to provide documentation showing the dates they received the vaccines. If the student completed the rabies vaccine series more than two (2) years prior to matriculation, the student is required to submit a serum titer called RFFIT (Rapid Fluorescent Focus Inhibition Test) to determine level of immunity. The RFFIT is the only lab result the University will accept.

These required immunizations/tests may require updating or follow-up serum titers on a more frequent basis. For those students with health conditions that may be harmed by obtaining the required



immunizations, the student will be required to submit a letter signed by a healthcare provider, duly registered and licensed to practice in the United States. The submitted documentation must state that in the healthcare provider'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 in this letter, 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 must receive the annual influenza vaccination (except when medically contraindicated) while matriculating at WesternU. Proof of receipt of the annual influenza vaccination (or a healthcare provider's documented contraindication, specifically for the student) must be submitted to the Student Health Office by November 30 of each calendar year.

If the student is newly positive on future TB clearances, e.g., PPD (TB skin test), IGRA, or chest x-ray, after they have begun matriculation, they must be evaluated and cleared by a health care provider. The [New TB converter Clearance form](#) and the [TB Symptoms Health Screening Checklist](#) form must be completed, signed, and dated by the student's healthcare provider and submitted to the Student Health Office before the student will be cleared to matriculate/return to class. These forms are available online via the [Student/Employee Health](#) website.

### **Annual Health Clearance Requirements**

All students are required to submit documentation to the Student Health Coordinator on a yearly (annual) basis for:

- TB clearance
  - For those who received the PPD skin test, the annual test must be administered within 365 days of last TB skin test or the student will be required to undergo the 2-Step PPD skin test process (this means two (2) separate PPD skin tests at least 10 days apart before it will be considered complete).
  - If the student had the IGRA blood test performed prior to matriculation, they are required to submit a completed [Tuberculosis Symptoms Health Screening Checklist](#) annually. This form is available online via the [Student/Employee Health](#) website.
  - For those students who submitted a chest x-ray report prior to matriculation, the student must submit a completed [TB Symptoms Health Screening Checklist](#) annually. This form is available online via the [Student/Employee Health website](#).
- Influenza vaccine
  - Must be administered between August 1 and November 30 of the current calendar year.

If a student has had an adverse reaction in the past to an influenza vaccination, they must submit a healthcare provider's note stating what the reaction is and whether it is contraindicated for them to receive it.

Students who do not comply with these requirements will have a hold placed on their account. This means that the student will not be permitted, at minimum, to register for classes. NOTE: *Students will not be*

*notified of any outstanding items once they have begun to matriculate, nor will they be told that a hold will be/has been placed on their account if they fail to complete and submit these annual health clearance requirements.*

### **Bloodborne Pathogen Exposure**

Should a student be exposed to blood or body fluids while on clinical rotations, they should go to the [Student-Employee Health](#) website to obtain the list of lab tests that should be performed.

### **Injuries during Clinical Experiences**

In the event of a student injury (needle stick, puncture wound, slip/fall, etc.) during a clinical experience the following should be followed:

- Student is to advise his/her preceptor.
- Obtain medical treatment (i.e. blood draw).

Student should inquire with the clinical site if they can do the blood draw. If the student is directed to the site's Employee Health clinic/department or Emergency Room the student has to make it clear that the service is **NOT** to be processed as a worker's comp injury.

If the student chooses or cannot get the base labs done at the clinical site, they can go to a facility of their choice (local hospital, urgent care, primary care provider).

Students are required to provide the treating facility with their personal health insurance card so that the facility can directly bill the student's insurance carrier. If a bill is sent to the student after their insurance carrier has paid the bill, the student is advised to contact University Risk Management at 909-469-5452 for additional information.

If students are enrolled in the student health insurance plan and need a copy of their insurance card, they can obtain a copy from the following link: [www.aetnastudenthealth.com](http://www.aetnastudenthealth.com). Questions regarding the university's sponsored health insurance plan, contact the Office of the Registrar at 909-469-5491.

Complete an Incident Report as soon as possible. The online report is accessible at [https://webapp.westernu.edu/incident\\_report](https://webapp.westernu.edu/incident_report). Any questions regarding this section should be directed to the student's clinical experience coordinator.

## **Student Health Insurance Requirements**

### **Mandatory Coverage**

Maintaining comprehensive health insurance coverage is mandatory for all full-time WesternU students, and all students **MUST** be covered by **an ACA compliant domestic health insurance plan** for the entire academic year, including summer and holidays. All full-time WesternU students are required to enroll in the Student Health Insurance Plan unless an acceptable Waiver is provided by the designated deadline.

Part-time WesternU students, those enrolled in programs where the entire curriculum is delivered online and students only enrolled in thesis/dissertation continuous registration courses are exempt from the University's comprehensive health insurance requirement. However, all WesternU students may enroll in the student health insurance plan, regardless of their exemption status.

There are many insurance options available in the marketplace today. We encourage you to research your health insurance options thoroughly prior to making a final decision. For those of you unfamiliar with insurance terminology, [HealthCare.gov](https://www.healthcare.gov) provides a glossary of health insurance terms that may be helpful as you review and compare your insurance options.

**Automatic Fee Assessment**

All full-time WesternU students will automatically be assessed the fall 2020 premium for the student health insurance plan during fall 2020 registration. The fall 2020 premium charge will only be reversed upon receipt of an acceptable waiver by the posted waiver deadline.

If an acceptable waiver is not received by the posted waiver deadline, your enrollment in the student health insurance plan will be finalized, you will no longer be eligible for a refund of the fall 2020 premium, and your student account will automatically be assessed the applicable spring 2021 premium during registration for the spring 2021 term.

**Enrolling in the Student Health Insurance Plan**

If you wish to enroll in the student health insurance plan for the 2020/2021 academic year, you must submit your enrollment via the [Health Sciences Assurance Consulting](#) (HSAC) website. The earlier you submit your enrollment, the sooner you will receive your plan materials (brochure, ID card). Students enrolling after the plan begins will have their coverage backdated to the start of the plan unless they have experienced an involuntary loss of coverage.

**Student Health Insurance Plan Information**

The student health insurance plan for the 2020/2021 academic year is offered through [Aetna Student Health](#) and administered by [Health Sciences Assurance Consulting](#) (HSAC). Plan details include:

<b>Deductible</b>	\$250
<b>Co-Insurance</b>	80% – Preferred Provider Organization (PPO), 60% – Non-PPO
<b>Out of Pocket Maximum (Individual)</b>	\$6,350 (PPO), \$10,000 (Non-PPO)
<b>Out of Pocket Maximum (Family)</b>	\$12,700 (PPO), \$20,000 (Non-PPO)
<b>Office Visit</b>	\$20 Copayment, 80% (PPO), 60% (Non-PPO)
<b>Urgent Care Visit</b>	\$20 Copayment, 80% (PPO), 60% (Non-PPO)
<b>Emergency Room Visit</b>	\$200 Copayment (Waived if Admitted)
<b>Prescription Drugs</b>	\$15/\$25/\$45

For additional information on the benefits offered under the student health insurance plan, please visit the [Health Sciences Assurance Consulting](#) (HSAC) website.

**Student Health Insurance Premiums**

Student health insurance charges for the 2020/2021 academic year are listed below:

<b>Insurance Coverage Period</b>	<b>Fall 2020 Charge</b>	<b>Spring 2021 Charge</b>	<b>Total 2020/2021 Premium</b>
06/01/2020 – 07/31/2021 (MSMS 2021)	TBD	TBD	TBD
06/01/2020 – 07/31/2021 (DPM-AS 2022)	TBD	TBD	TBD
06/01/2020 – 07/31/2021 (ISAC 2024 – DO, DONW, DPM)	TBD	TBD	TBD

07/01/2020 – 07/31/2021 (IPBP 2023)	TBD	TBD	TBD
07/27/2020 – 07/31/2021 (CGN – Pre-Program Participants)	TBD	TBD	TBD
08/01/2020 – 07/31/2021 (All Other Student Groups)	\$1,746.00	\$1,746.00	\$3,492
01/01/2021 – 07/31/2021 (MSBS, MSHS, MSPS Spring Starts)	N/A	TBD	TBD
03/01/2021 – 07/31/2021 (DMD-IDP 2023)	N/A	TBD	TBD

The student health insurance plan is sold as an academic year plan; however, the premium is split into two equal payments. The first payment is assessed during fall 2020 registration, and the second payment is assessed during spring 2021 registration. **Students who enroll in the student health insurance plan at the start of the academic year will remain enrolled for the entire academic year and will not be eligible to waive out of the plan during the spring term.**

Students who are receiving financial aid may be eligible for a budget increase to cover the costs of the student health insurance plan premiums. For more information on eligibility and the process for increasing your budget, please contact the Office of Financial Aid at 909-469-5353 (WesternU) or 541-259-0360 (WesternU Oregon). You can also e-mail the Office of Financial Aid at [finaid@westernu.edu](mailto:finaid@westernu.edu).

Students enrolling in the WesternU student insurance plan from 06/01/2020 – 07/31/2020 will be enrolled on the 19-20 policy year until 07/31/2020. Your enrollment will continue in the 20-21 Policy year effective 08/01/2020. Deductibles and Out-of-pocket Max requirements for care received from 06/01/2020 - 07/31/2020 will apply to the 19-20 Policy year. Deductibles and out of Pocket Max reset effective 08/01/2020 and care received from 08/01/2020 – 7/31/2021 will apply to the 20-21 policy year.

### ***Dependent Coverage***

Qualified dependents can be added to the student health insurance plan. The coverage dates and rate would be the same as the student’s coverage dates and rate; however, the premium cannot be charged to your student account. The entire premium for dependents is due at the time of enrollment. You will be able to add dependents when you enroll in the plan or due to a qualifying life event (involuntary loss of coverage, birth or adoption).

### ***Obtaining Your Student Health Insurance Plan Materials***

If you enrolled in the student health insurance plan, you can access your insurance plan ID card, search for providers, view claims information and review benefits via the [Aetna Student Health](#) website.

### **Waiving Out of the Student Health Insurance Plan**

If you have active health insurance with benefits that meet all the criteria listed below, you may apply for waiver of enrollment in the WesternU plan. You will need to have your current insurance ID card and information regarding your plan benefits to complete the process. A copy of the front and back of your Health Insurance ID card **must** be submitted with your request. Once you have submitted the required information, you will receive an email verifying if your waiver meets the WesternU requirements. Waivers will not be accepted past the required deadline.

### ***Acceptable Waivers***

#### **All Full-Time Students**

- All students **MUST** be covered by an **ACA compliant domestic health insurance plan** for the entire academic year, including summer and holidays.

- The acceptable coverage to waive the WesternU - Sponsored Student Health Insurance Plan is a parent's employer group plan, a spouse's employer group plan, a student's own employer group plan, VA Benefits or COBRA. Individual Plans will be accepted for the 2020-2021 Policy year as long as they meet the University's waiver requirements. Additionally, the University will allow students to waive out of the student health insurance plan using Medicaid based coverage that originates in the state of California (WesternU students) or the state of Oregon (WesternU Oregon students). The University will not approve any other state's Medicaid coverage as an acceptable waiver, subject to the Distance Education Program exception below.
- Distance Education Program Exceptions: Students participating in distance education programs such as those offered by the College of Graduate Nursing or the DPT (Post-Professional) program may waive out of the student health insurance plan using Medicaid based coverage that originates in the state in which they currently reside.
- Deductible MUST NOT be more than \$1,000 individual or \$2,000 family annually, NO Exceptions.
- Adequate major medical coverage of at least \$1,000,000/policy year
  - Prescription coverage
  - Mental health coverage
  - Coverage for an annual exam
  - A provider network in the area of your WesternU campus for primary care, specialty, hospital, and diagnostic care. Students attending online programs, including those that are only partially online, are exempt from this requirement.

**Limitations Regarding Out of State Rotations/Clinical Experiences:** California or Oregon based students who waive out of the student health insurance plan using their respective state's Medicaid based coverage may only be eligible for coverage of emergency services while completing clinical rotations/experiences out-of-state. Some of the University's out-of-state clinical rotation/experience sites may require that you have comprehensive health insurance coverage; therefore, you may not be eligible to attend certain clinical rotation/experiences using Medicaid based coverage. Students using Medicaid based coverage while completing a clinical rotation/experience out-of-state are responsible for all medical expenses incurred that are not covered by their Medicaid based plan. Graduating students completing clinical rotations/experiences out-of-state that match to an out-of-state residency program during their final year should note that their out-of-state placement may cause them to lose eligibility for their respective state's Medicaid based coverage.

Short-term health insurance policies, traveler's plans, or plans originating outside of the United States will not be accepted as part of the Waiver process.

If an acceptable waiver is not received by the posted waiver deadline, your enrollment in the student health insurance plan will be finalized, you will no longer be eligible for a refund of the fall 2020 premium, and your student account will automatically be assessed the applicable spring 2021 premium during registration.

Health insurance plans approved during the waiver process will be verified periodically to ensure students remain in compliance with the University’s health insurance coverage requirements.

**Waiver Submission Deadlines**

Program/Class Year	Waiver Submission Deadline
MSMS 2021	06/30/2020
DPM-AS 2022	06/30/2020
ISAC 2024 (DO, DONW, DPM)	06/30/2020
IPBP 2023	07/31/2020
CGN (Incoming Students)	08/31/2020
All Other Programs/Class Years	08/31/2020
MSBS, MSHS, MSPS Spring Semester Starts	01/31/2021
DMD-International Dentist Program	03/30/2021

To ensure that health insurance coverage requirements are met, all full-time students are automatically assessed for half of the annual student health insurance premium upon registration for fall. This fee is reversed only if you submit proof of health insurance coverage that meets the [University’s coverage requirements](#). When you fail to submit proof of alternative health insurance coverage by the deadline for your program/class year, your enrollment in the student health insurance plan is finalized. In addition, you are no longer eligible for a refund of the first half of the premium and you will automatically be assessed the second half of the premium upon registration for the spring term.

**Waiver Appeals**

If your waiver is denied, you may appeal the decision. The University will only override the waiver denial if you meet one or more of the following criteria:

- As the student you are enrolled on a parent, guardian or spouse’s health insurance plan and the responsible party signs the High Deductible Appeal Form on your behalf.
- You can provide documentation (current statement) of a health savings account that holds a balance that will cover the difference between your health insurance plan deductible and the University’s \$1,000.00 deductible requirement.

Instructions and deadlines for submitting your waiver appeal will be provided in your waiver denial e-mail.

**Periodic Waiver Verifications**

If your waiver is approved, it is still subject to periodic verification throughout the academic year to ensure the plan you submitted is still active and still meets the University’s health insurance coverage requirements. **It is incumbent on the student to ensure their plan remains active and in compliance with the University’s health insurance requirements throughout the current academic year, including summer and holidays.**

If your plan is found to be inactive or out of compliance, the University reserves the right to enroll a student in the student health insurance plan from the start of the period of non-compliance (even if your termination date was in the past) through the end of the current academic year. If your plan is found out of compliance, you will receive an e-mail notification from HSAC, and you will have **14 calendar days** to

respond. If you have not responded within 14 calendar days, the University will proceed with enrollment in the student health insurance plan, assess your student account the applicable premium charges, and notify your program of your non-compliance with the University's health insurance requirements.

## **Involuntary Loss of Coverage/Age-Outs**

If you originally waived out of the student health insurance plan but find that you need health insurance coverage later in the year due to an involuntary loss of coverage or if you have aged out of your parents' insurance plan, you can also enroll via the [Health Sciences Assurance Consulting](#) website. Students enrolling after the initial enrollment period due to an involuntary loss of coverage will be assessed a prorated portion of the insurance premium based on their dates of enrollment. Students have 30 calendar days after an involuntary loss of coverage to enroll in the student health insurance plan or submit updated proof of coverage. **Students must maintain continuous enrollment in health insurance.** If you are submitting new proof of coverage, it must begin within 24 hours of the termination of your previous coverage. You are not eligible to waive if you have any gap in coverage.

## **Registration**

All WesternU students are required to register by the registration deadlines specified by the University Registrar. Registration dates are posted on the [Office of the Registrar](#) website. Failure to register by the first day of classes in a given term may be grounds for administrative withdrawal. All students registering after the posted deadline will be assessed a \$30.00 per business day late fee.

Full tuition and fees and all prior debts must be paid in full on or by posted deadlines each academic year. Matriculation is subject to the satisfactory completion of all academic requirements and payment of all outstanding debts to the University. The receipt of a final transcript(s) from all colleges/universities attended and a physical examination with documentation of required immunizations prior to registration are additional requirements for incoming students.

### **Registration Late Fee Appeals**

Registration is an important function, especially for graduate and professional students. Not only does it inform the University that you plan to return for the upcoming semester, it also sets in motion the receipt and disbursement of any financial aid you may be receiving and ensures that you are covered by the University's liability insurance. This is important to the institution but is more crucial for you as a student. That is why the University established a late registration fee of \$30.00 per business day.

If you are assessed late fees for a registration period, you may submit an appeal to the Office of the Registrar. Your appeal should include the reason you were unable to meet the registration deadline for your class/year. All registration late fee appeals must be received any later than 10 business days after the first day of classes for your program/year for the applicable term. Appeals must be submitted via the [online Registration Late Fee Appeal form](#). Students are eligible to receive a maximum of one registration late fee appeal while enrolled at Western University of Health Sciences.

## **University Credit Hour Policy**

Western University of Health Sciences defines one credit hour as 15 contact hours plus an average of 30 hours of out of class student work. Given that the pace of learning and studying is not identical for everyone, it is understood that actual time on task will vary from student to student.

This formula will be applied to instructional terms of any duration. An equivalent amount of time on task (i.e., contact time plus out of class student work) per credit hour is required for non-classroom-based

activities such as laboratory or small group practica, clinical rotations, asynchronous online or distance instruction and other non-classroom modalities and delivery methods.

1. Calculation of credit hours will be rounded to the nearest 0.5 credit hour per course.
2. Classroom, Online and Distance Learning Instruction: One credit hour is assigned for 15 hours of instruction.
3. Laboratories, Small Group Activities, Independent Study, and Workshops: One credit hour is assigned for 30 hours of contact time.
4. Experiential Education: One credit hour is assigned for 40 hours of rotations (internships/externships) and other clinical experiences.

Western University of Health Sciences College/Program Curriculum Committees are responsible for ensuring that this credit hour policy is applied accurately and consistently for their program courses. College Curriculum Committees are also responsible for evaluating credit hour assignments for new or modified courses.

Exceptions to this policy can be granted after consideration by the College/Program Curriculum Committee with input from the University Assessment and Program Review Committee. Approval of these exceptions must be granted by the Academic Standards and Policy Committee of the Academic Senate and by the SVP/Provost.

## **Transcripts**

Enrolled students may view their transcript on-line via the Student Portal, [you.westernu.edu](http://you.westernu.edu). 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, the student has remediated a course, completed incomplete coursework, or successfully appealed a grade via their College's grade appeals process. All recorded grades remain on the official transcript unless a clerical error occurs.

A student who drops, or is dropped, from a course on or before completion of 20% of the course will receive no entry on his/her permanent record. Drops processed after 20% of the course is completed will automatically receive a 'W' (Withdrawal) grade on his/her permanent record (See Tuition Refund Policy for additional information on how the last date of attendance affects tuition refunds).

Official transcripts may be requested via the [National Student Clearinghouse](#). There is a fee for an official transcript (please review the National Student Clearinghouse for official transcript fees).

Official transcripts bear the signature of the Registrar and the seal of the University. Transcript requests will be processed within 7-10 business days. 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 WesternU when it issues its own official



transcripts, and this is what WesternU 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.

## **Class Rank**

Student's class ranking, with the exception of the FNP, DPT (Post-Professional), MSBS, MSMS or MSPS programs, may be obtained from the [Office of the Registrar](#) in writing, with appropriate identification. The class ranking is based on letter grades and/or percentages.

## **Transferability of Courses Taken at WesternU**

Accepting credits earned at another institution is the prerogative of the receiving institution. No college, school, or accrediting agency can require another institution to accept in transfer credit earned somewhere else. Even when the sending institution is accredited by the same agency as the receiving school, there is no guarantee credits will transfer.

The decision on whether or not to accept your academic credit could be made by the chairperson of the department, a faculty transcript review committee, an individual faculty member, an admissions officer or other college official. Factors that affect the willingness to accept academic credit in transfer may be in the institution's catalog, and include:

- College or state policies. Most colleges and some states have policies concerning the number and type of credits they will accept in transfer from another institution.
- Residency requirements. Most colleges require a student to complete a specific number of credits at their institution in order to be awarded a degree by them.
- Appropriateness of course content. The course should align with the college's degree program. Some courses may not be relevant to the degree that is sought, regardless of the rigor or content of the course. In addition, the content of the course should compare favorably with the materials and topics covered in the college's degree curriculum. Students seeking to transfer academic credit should be prepared to discuss how their completed coursework covers the topics required in the college curriculum. Evidence would include copies of work completed, or a copy of a syllabus or study guide for the course. Official transcripts sent from the college of origin to the receiving college also may be required
- Appropriate academic level. Acceptance of credit also depends on the transferring student's academic standing and the level of course material studied. Remedial and developmental courses probably are not generally transferable. Satisfactory grades for the courses completed are also required in most cases.
- Accreditation and educational quality. In the U.S., the two entities that grant authority through recognition to national and regional accrediting agencies are the U.S. Department of Education (USDE) and the Council for Higher Education Accreditation (CHEA). Many traditional colleges and universities in the U.S. are accredited by a regional accrediting agency. Many college or schools offering applied education programs are accredited by national accrediting agencies, including ACICS. All accrediting agencies recognized by the USDE are deemed reliable authorities on institutional quality and integrity. The USDE makes no distinction between national or regional accreditors regarding their reliability in ensuring institutional quality.

(Adopted from the [Accrediting Council for Independent Colleges and Schools](#), ACIS).

## 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. Diplomas 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.

## Student Initiated Changes in Enrollment Status

### Leave of Absence

A student may request a Leave of Absence (LOA) with the occurrence of a medical emergency or illness, personal issues, financial hardship or military service. Students may also request a leave of absence if they wish to pursue research or another academic program in the midst of their studies at WesternU. Students must be in good academic standing to be eligible for a Leave of Absence.

Students requesting a Leave of Absence must submit the appropriate form to their College Dean (or designee). In the event of a medical emergency or illness, the request must be accompanied by a letter from the treating 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 College Dean (or designee) will determine whether 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:

- Student must submit a completed form to the College Dean (or designee). Any applicable documentation required for approval of the Leave of Absence (i.e. medical documentation) must be included with the form before the request can be reviewed.
- After submission of the form, the student must meet personally with the College Dean (or designee) to discuss the reason for the leave. After consulting with the appropriate College Dean (or designee), the Dean (or designee) will sign the form indicating his/her approval to proceed with the remainder of the exit process.
- Once approved, the College Dean (or designee) will forward the form to the Office of the Registrar for processing. If the LOA is granted in the midst of an academic term, the student's course registration will be modified as follows:

0-20% of Course Completed (Based on Course Start/End Dates)	Course is removed from student's registration and will not appear on student's academic transcript.
20-99% of Course Completed (Based on Course Start/End Dates)	Course is assigned a grade of 'W' to indicate the student withdrew from the course. 'W' grades will appear on the student's academic transcript but will not be included in the student's GPA calculation.
100% of Course Completed (Based on Course Start/End Dates)	Course is assigned the grade earned.

- If the Leave of Absence is greater than 30 calendar days in duration (45 days for students enrolled in module coursework), the student's last date of attendance will be used to report the break in enrollment to the Department of Education and the student's lenders. If a Leave of Absence is adjacent to a vacation rotation during a student's clinical curriculum, the vacation rotation will be included in the dates of LOA reported to the Department of Education and student's lenders.
- All students approved for a Leave of Absence greater duration than 30 calendar days (45 days for students enrolled in module coursework) will be required to complete a Financial Aid Exit Interview. Students are strongly encouraged to meet with the Office of Financial Aid prior to the start of their Leave of Absence to determine the impact of the LOA on their financial aid eligibility and loan repayment status.
- The Financial Aid Office will calculate the student's eligibility for a tuition refund in accordance with the University's Tuition Refund policy and applicable financial aid regulations.

Students may request a LOA of up to 2 years in length, provided the LOA does not cause the student to exceed their program's time to completion policy. While on LOA, students retain limited access to University Services, including the library, University e-mail, and University computer systems. Students on leave of absence are ineligible to run for or hold student organization/club/class offices and are not permitted to participate in the Federal Work Study program.

The term and conditions of any leave will be determined by the appropriate College Dean (or designee). Depending on the duration of the LOA, changes in the curriculum or in other University or academic program policies may occur that 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 College Dean (or designee).

At a minimum of forty-five (45) calendar days prior to the end of the leave of absence period (or as directed by the College), the student is required to submit written notification to the College Dean (or designee) of their intention to return to the University. If the leave of absence was granted for medical reasons, a letter must be provided to the Dean or designee from the treating physician verifying that the student is both physically and/or mentally capable of resuming the academic program prior to registering for classes. To request an extension of a leave of absence, a student must resubmit another form as described above. If an individual fails to submit their intent to return to WesternU at the agreed-upon date or if the student fails to return to WesternU on the date directed by the College based on their submitted Intent to Return, the student will be administratively withdrawn from the University and must reapply for admission.

### **Withdrawal from University/Academic 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.

Application for voluntary withdrawal from the University/Program must be made in writing to the appropriate College Dean (or designee). Except in rare and special circumstances, the application will be accompanied by a personal interview.

- Student must submit a completed form to the College Dean (or designee). The form should include a letter from the student outlining the reason for the withdrawal request (i.e. career change, transfer, etc.).
- After submission of the form, the student must meet personally with the College Dean (or designee) to discuss the reason for the withdrawal. After consulting with the appropriate College Dean (or designee), the Dean (or designee) will sign the form indicating his/her approval to proceed with the remainder of the exit process.
- Once approved, the College Dean (or designee) will forward the form to the Office of the Registrar for processing. If the withdrawal is granted in the midst of an academic term, the student’s course registrations will be modified as follows:

0-20% of Course Completed (Based on Course Start/End Dates)	Course is removed from student’s registration and will not appear on student’s academic transcript.
20-99% of Course Completed (Based on Course Start/End Dates)	Course is assigned a grade of ‘W’ to indicate the student withdrew from the course. ‘W’ grades will appear on the student’s academic transcript but will not be included in the student’s GPA calculation.
100% of Course Completed (Based on Course Start/End Dates)	Course is assigned the grade earned.

- The student’s last date of attendance will be used to report the break in enrollment to the Department of Education and the student’s lenders.
- All students withdrawing from the University who are receiving financial aid will be required to complete a Financial Aid Exit Interview. Students are strongly encouraged to meet with the Office of Financial Aid to determine the impact of their withdrawal on their future financial aid eligibility and loan repayment status.
- The Financial Aid Office will calculate the student’s eligibility for a tuition refund in accordance with the University’s Tuition Refund policy and applicable financial aid regulations.

### **Administrative Withdrawal from University/Program**

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 calendar days, will be administratively withdrawn from the University. Students may also be administratively withdrawn for 1) failure to submit their intent to return from an approved leave of absence or suspension by the deadline provided by the College/Program or 2) failure to return to WesternU on the date directed by the College based upon their submitted intent to return or suspension notice.

### **Readmission**

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 College 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 process unless otherwise stipulated.

# Standards of Academic Integrity, Professionalism and Student Conduct (“Standards of Student Conduct”)

## Educational Philosophy

The educational programs of WesternU 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.

## Standards of Academic Integrity

Western University of Health Sciences values academic honesty and integrity. As a result, all students are expected to uphold those principles and to refrain from and/or avoid all forms of academic misconduct, including but not limited to the following:

1. Deliberate misrepresentation of another’s work product (including thoughts or ideas) as one’s own without appropriate attribution or recognition in connection with academic work (graded or otherwise).
2. Falsification, fabrication, or misrepresentation of data, information, or citations in connection with academic work (graded or otherwise).
3. Cheating on examinations or assignments, whether graded or not, including but not limited to the following:
  - a. Using unauthorized materials and methods (i.e. notes, outlines, textbooks, electronic information, telephonic or other forms of electronic communication or technology), or
  - b. Unauthorized assistance or collaboration in connection with academic work, or
  - c. Representing another’s work as one’s own.
4. Violating a University or College procedure pertaining to the academic process, including but not limited to the following:
  - a. Violating requirements governing the administration of examinations or other academic assignments;
  - b. Compromising the security of examinations or academic assignments; or
  - c. Engaging in other actions that compromise the integrity of the grading or evaluation process.
5. Forging, falsifying, or misusing University or College documents, records, identification cards, computers or other resources to violate requirements regarding academic integrity.

6. Deliberately furnishing false information or failing to supply pertinent information to University community members in connection with their efforts to prevent, investigate, or enforce University or College requirements regarding academic integrity.
7. Assisting or aiding another to engage (or attempt) in acts of academic dishonesty prohibited by this policy.
8. Violating other University or College policies that are designed to assure that academic work conforms to requirements relating to academic integrity;

All related allegations of possible violations or attempted violations of this policy will be considered a violation of the University's Standards of Student Conduct and handled in accordance with those policies and procedures.

### **Standards of Professionalism**

Western University of Health Sciences, as a premier graduate health sciences institution, expects that all of its students will become trusted and respected health care professionals recognized for their professional and ethical comportment with patients, colleagues and the public. Consequently, WesternU recognizes that professional behavior is transferable to all aspects of one's life, including one's behavior in public social situations, professional networking opportunities and social media, such as (but not limited to): Facebook, Instagram, You Tube and Twitter. Any action by a student, which could compromise WesternU's expectations of student professionalism, may be treated as a possible violation of the University Standards of Student Conduct and subject to the related guidelines governing such matters.

In cases where professionalism is an assessed academic course outcome, the matter may be addressed by the Student Performance Committee as a possible violation of academic standards, policies, or procedures. Additionally, each College and related professional program may enact additional professionalism expectations based on their particular program, which may be considered jointly enforceable with this standard.

### **Standards of Student Conduct**

In addition to the Standards of Academic Integrity and Professionalism, the Standards of Student Conduct includes the expectation that students at WesternU are expected to show respect for orderly conduct, morality, honesty, and personal integrity. Students are also expected to exhibit sound accountability to themselves and with the relationships they share with fellow students, future colleagues, faculty, members of the public and patients who come under their care or contribute to their training and academic growth. These standards shall apply to a student's conduct even if the student withdraws from school, takes a leave of absence, or graduates while a disciplinary matter or investigation is pending.

This standard of conduct applies also to personal conduct that is reflective upon the student's honesty and integrity in both academic and non-academic settings. Lastly, students are expected to respect and adhere to University policies and procedures as well as applicable local, state, and federal laws or regulations. This policy applies to conduct that occurs on University premises, at University sponsored activities/clinical rotations, and to off-campus conduct that adversely affects the University community and/or the pursuit of its objectives. It is also applicable to behavior conducted online, via electronic mail or other electronic means. The University has sole discretion to determine what conduct occurring off campus adversely affects the University community and/or the pursuit of University objectives.

Upon acceptance of admission, each student subscribes to and pledges complete observance to the Standards of Student Conduct as outlined in this Catalog. Additionally, each College may enact additional specifications based on their particular professional program, which may be considered jointly enforceable with the University Standards of Student Conduct. Please note, with respect to this section, if a College policy is in direct conflict with a University policy, the University policy governs.

For purposes of clarity, students should be aware that they might be subject to sanctions for acts of misconduct including but not limited to the following:

- Violation of a University or College policy or procedure (including the Academic Integrity policy);
- Violation of a specific College or University directive;
- Failure to comply with a directive from a University official;
- Fighting or related conduct that unreasonably endangers or inflicts physical injury upon another;
- Unauthorized possession of a weapon or dangerous substance, whether openly or concealed;
- Misuse, abuse or theft of property or services;
- Exhibiting recklessly dangerous, disorderly or obscene conduct affecting University or College interests, students or other personnel;
- Engaging in conduct within a classroom, laboratory or clinical setting that substantially disrupts the academic environment;
- Forgery, falsification or misuse of a document, record, identification card, computers, data, library materials or other resource created, maintained or used by the University/College or members of the University community;
- Falsification and/or misrepresentation of submitted application materials;
- Falsification, distortion or misrepresentation of information to a University official;
- Using the name of the University or the names of members or organizations in the University community without authorization;
- Violating the procedural guidelines of conduct/performance proceedings or the terms or conditions of any sanction imposed pursuant to such proceedings;
- Assisting or aiding another to engage in acts of misconduct; and
- Any action that would grossly violate the purpose of the University or the rights of those who comprise the University.

Sanctions may include but are not limited to a written warning, probation, and summary or conduct suspension, dismissal from the University and/or revocation of a conferred WesternU degree.



Students suspected of committing any violation of University or College policy or the Standards of Student Conduct are accorded procedures consistent with fairness typically before any disciplinary action is imposed (See Hearings for further information). However, in appropriate circumstances, students may be suspended prior to a hearing (See Summary Suspension for further information).

Violations of the Law: Violations of federal, state, or local laws are incorporated under the Standards of Student Conduct. When misconduct of this nature occurs that the University has jurisdiction over, the student conduct process will usually go forward notwithstanding any criminal charges that may arise from the incident. When criminal charges are pending, the University may be delayed or prevented from conducting its own fact-finding and/or investigation and moving forward with a conduct hearing. In such instances, WesternU will delay its hearing until it can conduct an internal fact-finding and/or investigation or obtain from law enforcement sufficient information upon which to proceed. When a student is accused, arrested, charged, or indicted for an off-campus crime, the University may elect to take action against that student for a violation of the Standards of Student Conduct. Additionally, the University reserves its right to exercise its authority of summary suspension upon notification that a student is facing criminal investigations and/or charges.

Note: For matters relating to sexual misconduct, sexual assault, sexual harassment, stalking or civil rights violations, refer to WesternU's [Title IX Resource](#) page for further information.

### **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.

### **Reporting Alleged Violations of the Standards of Academic Integrity, Professionalism and Student Conduct**

**Responsibility of the Student:** Because there is no distinction between those who violate rules of academic and professional honesty and those who allow it to occur, students have a professional obligation to report violations of College and University student conduct policies, such as the Standards of Academic Integrity, Professionalism and Student Conduct. Violations of College or University student conduct policies should first be reported to those closest to the source of the violation; this may include course faculty, course facilitators, faculty advisors or the Office of the Dean. When appropriate, students may report a witnessed violation to the Office of Student Affairs, who will maintain the student's anonymity as appropriate.

**Responsibility of the Academic Community:** Upon witnessing a possible violation, any member of the academic community should report the incident to the respective College 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 College Dean. The report should include the name and signature of the individual making the report.

In most circumstances, the College Dean will meet with the student to discuss the nature of the possible violations that have been reported and the actions, if any, 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. If the Dean resolves the matter without convening a hearing before the College's Student Performance Committee, the final decision will be reported to the Provost's Office and included in the student's file. In some circumstances, the College Dean may refer the matter directly to the Student Performance Committee for hearing.

In instances where the University or College is conducting a fact-finding or investigation regarding the possible violations; students are expected to cooperate and comply with all efforts to prevent, investigate or enforce University or College requirements regarding student conduct; including but not limited to participating in investigatory meetings and providing written affidavits. Furthermore, failure to supply pertinent information and/or knowingly providing false information may result in an additional violation of the Standards of Student Conduct.

When a matter is referred to the College's Student Performance Committee, the College Dean shall prepare appropriate written allegations based on all information reported or known. Any appropriate representative of the University acting with the consent of the Dean may prepare the written allegations. 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 allegations. For additional guidance regarding the hearing procedures please refer to *Information or Students about Hearings Involving Alleged Violations of the Standards of Student Conduct*.

### **Student Performance Committee**

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 Student Conduct when requested by the respective College 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 College 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 College 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 College Dean. The University further reserves the right to withhold the award of any degree at any time a student conduct proceeding is pending against a student.

### **Information for Students about Hearings Involving Alleged Violations of the Standards of Student Conduct**

Western University of Health Sciences expects all students to adhere to the policies that encapsulate its Standards of Student Conduct. Any allegation that a student has violated these standards may be referred to a student conduct/performance committee. If applicable, allegations of misconduct that bear a nexus to patient safety may result in the immediate suspension of clinical privileges pending the completion of the student conduct process.

Because a violation may have serious consequences (which may include dismissal from the University), the University has implemented procedures intended to ensure that the student is provided fair notice of any

allegations 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 allegations and the time and date of the hearing where the allegations will be considered.
- The written allegations 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 conduct 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 participate directly 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 not to 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 allegations.

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 if 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 a standard of student conduct has occurred. The student will be informed of the Committee's decision in writing.

If a violation has been found to occurred, the Committee will convene a second hearing for considering recommended sanctions. The student has the right to present at this hearing; 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, 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.

## Satisfactory Academic Progress

To be eligible for Title IV aid, a student must maintain Satisfactory Academic Progress (SAP). Under the Administration's capability requirements, each college must have established published and have applied reasonable standards for measuring whether or not students are maintaining SAP.

Each College at WesternU has set standards for establishing a reasonable satisfactory academic progress policy for determining whether an otherwise eligible student is making satisfactory academic progress in his or her educational program and may receive assistance under Title IV.

Standards for Satisfactory Academic Progress (as outlined by the Department of Education) are measured by two methods: qualitative, by grade point average (GPA); and quantitative, by pace of completing the requirements as specified and aligned with the maximum time frame permitted to complete the program (please see appropriate Program Specific section of this Catalog).

### Promotion

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

A student will be recommended to the appropriate College Dean for promotion by the respective Student Performance Committee.

A student may not be recommended for progression from one academic year to the next with any outstanding grades of "I", "F", "U", "M", "NP", "FAIL", "NOPASS", 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).

When considering a student for promotion, his/her professional, ethical and personal conduct may also be taken into consideration.

A student will be promoted if all academic, legal, and financial requirements of the University, as stated elsewhere in the University Catalog, have been satisfied.

### Probation

Probation is defined as a period, specified by the appropriate College 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:

- Inadequate academic progress as determined by the specific Student Performance Committee (see appropriate Program Specific section of this Catalog).
- When directed to repeat a year for academic reasons.
- 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.

When a student is placed on probation, he/she will be notified in writing by the appropriate College 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 College Dean or 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 College Dean that probation can be rescinded.

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.

Students may be required as part of the terms of their probation to meet with their College assigned faculty advisor on a periodic basis during the time they are on probation. It is the student's responsibility to schedule those meetings with the appropriate personnel in the College.

A student will remain on probation until the program specific minimal acceptable academic standards are met again.

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.

## **Remediation**

Every effort will be made to provide each student many opportunities to demonstrate competency in each area of the academic program. Students who are required to repeat coursework due to an unsuccessful prior attempt must contact a Financial Aid Counselor with respect to their financial aid eligibility. Please see appropriate Program Specific section for remediation policy and procedures.

## **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/repeated. A student may not receive financial aid during any time of suspension.

## **Conduct Suspension**

A conduct suspension is a period of time when a student is barred from enrollment in an academic program because of a violation of applicable University or College conduct policies. 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. A student may not receive financial aid during any time of suspension.

## **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 prior to the initiation and/or conclusion of an investigation or the student conduct hearing/appeal process.

The President, SVP/Provost, or appropriate College Dean has the authority to suspend, summarily, a student when the student admits to guilt or when, in the opinion of the President, SVP/Provost, or appropriate College 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 summary suspension. Within fifteen (15) business days after imposition of the Notice of Summary Suspension, the matter shall be referred for a student conduct hearing in accordance with the procedures outlined under the Standards of Academic Integrity, Professionalism and Student Conduct section of this Catalog (See Standards of Academic Integrity, Professionalism and Student Conduct: Reporting Alleged Violations and Information for Students about Hearings Involving Alleged Violations of the Standards of Student Conduct). The summary suspension will remain in place until the conclusion of the student conduct hearing process and any related appeals.

Alternatively, a student who has been summarily suspended may also request, in writing to the appropriate College Dean, a hearing before the Student Performance Committee. Students who are summarily 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 student conduct hearing or related appeals. A student may not receive financial aid during any time of a suspension.

## **Dismissal**

The University may dismiss a student 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 WesternU may also 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 College Dean of the other academic program(s) to have his/her enrollment maintained in that program, provided that the student's conduct which resulted in his/her dismissal from the academic program does not violate applicable University or College conduct policies of any other program the student is concurrently enrolled.

## Student Appeal Process

The appropriate College Dean shall have the authority to make decisions regarding a student's status in matters of academic progression/promotion, suspension, student conduct, dismissal, and graduation. Dean's decisions on the imposition of academic probation and the associated terms/conditions of such probation are not appealable under this policy. Appeal decisions will be based on input from appropriate sources that may include the following: individual instructors, faculty, and appropriate committees.

Within five (5) working days following written notification to the student of the action of the respective College Dean, the student may appeal the decision in writing to SVP/Provost. Appeals must be written by the student making the appeal; submissions from other persons (e.g. parents, attorneys) will not be accepted or considered. 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 College Dean. An appeal is not a re-hearing of the matter but a limited review of the original process and decision. Appeals are only permitted in three situations:

1. Bias;
2. The appearance of new, material and documentable evidence that was not available at the time of the College Dean's decision and that would likely alter the outcome;
  - a. Note: Information available to the student but not provided during the hearing and/or Dean's decision-making process is not considered "new".
3. Procedural error that unfairly affected the decision-making process.

Failure to appeal or comply with the appeal procedures will render the original decision final. In the event of extenuating circumstances, an extension of time may be requested by submitting a written request to the SVP/Provost stating good reasons for the request of additional time to file the request for appeal.

Upon receipt of the request for appeal, the SVP/Provost shall review the case and, within ten (10) working days, shall issue a decision in writing to the student. The SVP/Provost may do one of the following:

1. Affirm the original decision;
2. Reverse the decision by finding no violation occurred;
3. Remand the matter for a new hearing/ Dean's review;
4. Remand the matter for additional fact-finding and/or Dean's review;
5. Remand the matter for consideration of new evidence; or
6. Modify the sanctions/original decision.

The decision of the appeal may be made with or without meeting with a student. Additionally, the SVP/Provost reserves the right to issue a notice to the student informing them of the need for additional time to adjudicate the appeal. The SVP/Provost's decision will be the final decision of the University. All



notices sent from the SVP/Provost related to an appeal, including the decision, shall be sent to the student, designated Dean, and other appropriate individuals, as necessary.

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 SVP/Provost 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 College Dean that is being appealed. While the student may remain in class, his/her change in status will be reported to the Department of Education in compliance with Department of Education Title IV regulations. If the student's appeal is granted, the Office of the Registrar will immediately notify the Department of Education and the Office of Financial Aid of the student's return to active status so that any financial aid funds returned by the University can be reinstated.

## **Protocol for Input on Matters of Student Concern**

When an issue or dispute arises between students, the issue/dispute resolution process starts with communication among the involved students. If a satisfactory resolution is not arrived at that level, the matter should then be addressed with the faculty advisor. If the problem is not resolved at the faculty advisor/course director level, the matter should be brought to the appropriate college's Student Affairs personnel, then the College Dean. If the matter has not been resolved at those levels, the final arbiter is the SVP/Provost.

When an incident arises involving a faculty member, the first step in the issue/dispute resolution process is discussion with the faculty member. If the matter is not satisfactorily resolved at that level, then the matter should be referred to the Department Chair, then Dean, in that order. The final arbiter is the SVP/Provost. Please note that grade appeals cannot be handled under this protocol.

When an incident arises involving a staff member, the dispute resolution process begins with the Supervisor/Department Chair followed by the Dean. The Office of Human Relations is the final arbiter.

Failure to follow this sequence of steps will only serve to delay the appropriate resolution of the issue or dispute as the matter will only be referred back to the correct level in this chain of responsibility. Specific college policies regarding issue/dispute resolution are indicated in the appropriate sections of this catalog.

## **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 SVP/Provost, 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.