

Western University of Health Sciences

University Catalog

2026/2027 Academic Year

Western University of Health Sciences

2026-2027 Catalog

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

Contents

Western University of Health Sciences.....	ii
Conditions of Accuracy	9
Message from the President.....	10
General Information	11
Mission.....	11
Vision.....	11
Educational Philosophy.....	12
University Outcome Domains	12
History.....	12
WesternU at a Glance	15
University Impact.....	15
Academic and Research Centers.....	15
WesternU Programs – Professional, Graduate, and Certificates.....	16
Accreditation.....	18
Complaints Regarding WSCUC Accreditation Standards	18
State Authorizations	18
University Academic Calendar	20
Consumer Information.....	21
Notice of Non-Discrimination and Equal Opportunity.....	21
Safety and Security	21
Annual Security Report and Annual Fire Safety Report.....	21
Stop Campus Hazing Act	22
Equal Opportunity and Civil Rights (EOCR) Policy.....	22
Whom to Contact If You Have Complaints, Questions or Concerns.....	22
Complaint Procedures.....	23
Title IX: Sexual and Gender-Based Harassment, Interpersonal Violence, and Other Sexual Misconduct (SIM) Policy	23
Whom to Contact If You Have Complaints, Questions or Concerns.....	24
Resolution Procedures.....	24
Confidential Resources	24
Other Resources.....	25

Religious Accommodations.....	26
Requesting Religious Accommodation	26
Drugs and Alcohol on Campus Policy.....	27
WesternU Drug and Alcohol Abuse Prevention Program.....	27
Health Risks and Laws Relating to Drug Violations.....	28
Drug Conviction Notification and Imposed Sanctions	28
Rehabilitation and Reasonable Accommodations	28
Where can students go for help?.....	29
Family Education Rights and Privacy Act (FERPA)/Confidentiality of Student Records.....	29
Release of Educational Records.....	30
Directory Information	32
Admissions Files.....	32
Registrar's Files	32
Other Student Files	33
Electronic Communications	33
Acceptable Use of University Computing Resources Policy	33
Social Media Policy	34
Student Consumer Information Disclosures.....	35
Employment and Clinical Education Outcomes.....	36
Course Availability and Faculty Qualifications.....	36
Campus Facilities.....	37
WesternU Campus	37
WesternU Oregon Campus	40
Food in Lecture Halls, Laboratories, and Library	40
Videotaping, Audiotaping, Still Photography, and Digitized Note Taking in Laboratories, Lecture Halls, or Associated Academic Activities	41
Smoking and Vaping.....	41
Campus Safety and Security.....	41
Student ID Badges.....	42
Campus Visitors.....	42
California Campus Visitors	43
Oregon Campus Visitors.....	43

Student Parking.....	43
California Campus Parking	44
Non-WesternU Owned City Parking Lots.....	44
Student Services.....	45
New Student Orientation/Welcome Week.....	45
Student Housing.....	45
Student Government Association (SGA).....	46
Recreational Activities and Facilities.....	47
Community Activities	47
Fitness Memberships	47
Humanism and the Health Sciences	47
Student Clubs and Organizations.....	47
Student Commons	47
Student Discounts	48
Harriet K. and Philip Pumerantz Library and Learning Resources Center	48
Harris Family Center for Disability and Health Policy (^{HF} CDHP)	48
About ^{HF} CDHP.....	48
Facilities, Resources, and Services for Students with Disabilities.....	50
Department of Learning Enhancement and Academic Development.....	52
Summer Preparedness and Readiness Course (SPaRC)	52
Tutorial Assistance Program	52
Emotional Wellbeing Services.....	52
WesternU CARES.....	53
Office for International Students and Scholars.....	53
Veterans Benefits.....	53
Yellow Ribbon Program.....	53
Getting Started.....	54
Student Responsibilities.....	54
Allowing Veterans to Attend or Participate in Courses Pending VA Payment	54
Emergency Loan Program	55
Student Financial Services	56
Tuition and Fees.....	56

Future Tuition Rate Increases	56
Tuition and Fee Payments.....	56
Prepaid Tuition Plan.....	57
Financial Aid	57
Satisfactory Academic Progress	57
Repeat Coursework and Federal Financial Aid Eligibility	58
Remediation Policy	59
Financial Aid and the World of Private Philanthropy.....	59
Department of Education (Title IV Programs)	59
Department of Health and Human Services (Title VII Program Loans & Scholarships)	60
Scholarships with Service Requirements	61
University Administered Scholarships	61
WesternU Tuition Refund Policy.....	61
Calculation of Amount of Eligible Tuition Refund.....	62
Return to Title IV Exemptions and Tuition Refund Exemptions	63
Determining the Withdrawal Date.....	63
Student Loan Deferment Processing	66
General Academic Policies and Procedures.....	68
Admissions Policies	68
Application Requirements and Admissions	68
Reasonable Accommodations during the Admissions Process.....	68
Standards/Competencies for Admission and Matriculation.....	68
Attendance.....	69
Academic Advisement.....	69
Conflict of Interest and Educational Activities.....	69
Community Service Activities	69
Plagiarism Audits.....	70
Student Software End User Obligations	70
Criminal Background Investigations or Live Scan Fingerprinting.....	70
Student Performance Committee.....	71
Student Health and Safety	72
Required Physical Exam, Immunizations and Tests	72

COVID-19 Vaccinations	74
Annual Health Clearance Requirements.....	74
Bloodborne Pathogen Exposure	75
Student Release of Information.....	75
Injuries or Illnesses during Clinical Experiences.....	75
Communicable Diseases Return to Campus Requirements	76
Student Health Insurance Requirements.....	77
Mandatory Coverage	77
Automatic Fee Assessment.....	77
Enrolling in the Student Health Insurance Plan.....	77
Waiving Out of the Student Health Insurance Plan.....	79
Waiver Appeals	80
Periodic Waiver Verifications.....	80
Involuntary Loss of Coverage/Age-Outs	81
Registration.....	82
Registration Late Fee Appeals.....	82
University Credit Hour Policy.....	82
Transcripts.....	83
Class Rank	83
Transferability of Courses Taken at WesternU	84
Diplomas	84
Student Initiated Changes in Enrollment Status.....	85
Voluntary Leave of Absence	85
Voluntary Withdrawal from University/Academic Program.....	87
Administrative Withdrawal from University/Program	88
Readmission	88
Standards of Academic Integrity, Professionalism and Student Conduct (“Standards of Student Conduct”)	90
Standards of Academic Integrity.....	90
Standards of Professionalism.....	91
Standards of Student Conduct.....	92
Office of Student Conduct and Professionalism	94

Reporting Alleged Violations of the Standards of Student Conduct.....	94
Initial Review of Alleged Violations of the Standards of Student Conduct.....	95
Fact-finding of Alleged Violations of the Standards of Student Conduct	95
Status of Student Pending Action	95
Student Conduct Procedures	96
Administrative Hearing	96
Student Conduct Hearing Panel.....	96
Satisfactory Academic Progress	100
Academic Progression.....	100
Promotion	100
Academic Probation.....	100
Conduct Probation.....	101
Remediation and Repeating Courses/Academic Year	101
Temporary Suspension of Student Clinical Privileges.....	101
Academic Suspension	102
Conduct Suspension.....	102
Summary Suspension.....	102
Dismissal	103
Student Appeal Process	104
Protocol for Input on Matters of Student Concern	106
Modification of Academic Policies and Procedures under Extenuating Circumstances	107

Conditions of Accuracy

The information within is accurate at the time of publication and reflects standard operating conditions for the academic year. 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 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 WesternU website. WesternU reserves the right at any time, without advance notice, to change any part of the catalog; no vested rights shall run or be created by the catalog, including the right to notice of any modification, novation, amendment, supplementation, or other change of any term, provision, or content of the catalog; such right of WesternU to enact changes shall include but not be limited to (a) attendance or curriculum requirements; (b) changes to tuition and fees; (c) changes in the academic calendar; (d) changes in admission and registration requirements; (e) changes in the regulations and requirements governing instruction in and graduation from WesternU; (f) changes of instructors and faculty; (g) changes of rules and regulations governing the students and student body organizations; (h) changes of on-campus facilities; (i) changes of extra-curricular student activities, programs, and offerings; (j) conduct or academic standing; and (k) changes of any other program or regulation affecting students or other interested parties. WesternU further reserves the right to make such changes should economic conditions, health conditions, changes in law, government orders, or a local, state, or national emergency make it necessary to do so. Such changes may supplement and supersede any inconsistent provisions found in this Catalog, and will be published using typical communication channels, including mail, email, publication to the University web site, press releases, and other channels as deemed appropriate. This catalog does not constitute a contract, or terms or conditions of contract between the student, staff, and/or faculty and WesternU.

Text for the catalog was prepared as of June 1, 2026. The information herein applies to the academic year 2026-2027.

Message from the President

Dear Colleagues and Friends,

As you know, my mantra as your 3rd permanent President of WesternU is to be a servant leader, dedicated to the service of our WesternU students and their families. Specifically, I am focused on delivering a high quality and unique education to our students, within our eight colleges. In fact, all five branches of our WesternU government, academic senate, dean's council, staff council, student governing body, and the university executive and operations team must be focused on the education of our esteemed students!

The University Catalog is a critically important summary of rules, regulations, policies, and procedures focused upon the student which is meant to serve as a guide for the student. Hence, by definition, the University Catalog is an important document to have at hand, when the student needs it.

I urge you all to scan the table of contents and then appreciate that this important catalog exists. It is meant to offer you the guidance you require when you have questions concerning the policies and practices of the University relevant to students.

These policies and procedures enable the smooth operation of a health sciences university that is committed to a humanistic, compassionate, and caring approach to health care and healthcare education, and which is dedicated to the training and well-being of its students.

Please know that WesternU is always here for you!

My very kindest regards,

Robin Farias-Eisner, MD, PhD, MBA

President

Western University of Health Sciences

General Information

For over 45 years, WesternU 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 3,600 students in eight health sciences colleges 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 California, encompassing 22 acres, has helped transform downtown Pomona into a thriving mix of retail, commercial and educational enterprises.

The University also operates a campus in the Pacific Northwest, in Lebanon, Oregon. This campus, which includes COMP-Northwest, which is in the process of transitioning to its new name, the Heatherington College of Osteopathic Medicine (HCOM), and CHS-Northwest, welcomed its inaugural classes of 107 osteopathic medical students in July 2011 and 49 physical therapy students in July 2021, and has grown to more than 500.

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

To continue to flourish as a pioneering institution that has enjoyed phenomenal growth we must build on our foundation in humanistic health sciences, The WesternU Way – the caring, respect, empathy, and trust that have ever made us so innovative, audacious, and nimble. This bedrock of values informs all that we do, ensuring our work is ever a beacon that reflects compassion as we serve our communities.

Humanism as a Core Value

Humanism is at the core of WesternU and encompasses values that we regard to be vital to our mission in health care, education, and community. These values include acceptance, altruism, caring, compassion, diversity, empathy, equity, fairness, inclusion, integrity, kindness, and respect.

- To be humanistic is to commit to these values.
- To be humanistic is to intentionally embed these values in our missions, goals, and practices.
- To be humanistic is to act in ways that exemplify these values and shape our culture.
- To be humanistic is to reflect on our progress and remain accountable to these values.

Embracing Humanism empowers us to serve and grow as individuals and as a community. Only when we do the life-long and daily work of commitment, intention, action, and reflection can we truly embody WesternU Humanism.

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

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 - Example: The graduate should be able to identify and solve problems that require the integration of multiple contexts when applying patient care.
2. Breadth and Depth of Knowledge in the Discipline/Clinical Competence - Example: The graduate should be able to perform diagnostic and therapeutic skills, to apply relevant information to patient care and practice, and to educate patients regarding prevention of common health problems.
3. Interpersonal Communication Skills - Example: The graduate should be able to effectively use interpersonal skills that enable them to establish and maintain therapeutic relationships with patients and other members of the health care team.
4. Collaboration Skills - Example: The graduate should be able to collaborate with clients and with other health professionals to develop a plan of care to achieve positive health outcomes for our patients.
5. Ethical and Moral Decision-Making Skills - Example: The graduate should be able to perform the highest quality of care, governed by the ethical principles, integrity, honesty and compassion.
6. Life-long Learning Skills - Example: The graduate should be able to engage in life-long, self-directed learning to validate continued competence in practice.
7. Evidence-based Practice - Example: The graduate should be able to utilize research and evidence-based practice and apply relevant findings to the care of patients.
8. Humanistic Practice - Example: The graduate should be able to carry out compassionate and humanistic approaches to health care delivery when interacting with patients, clients, and their families, and unflinchingly advocate for patient needs.

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 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.

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 email 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 an 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.

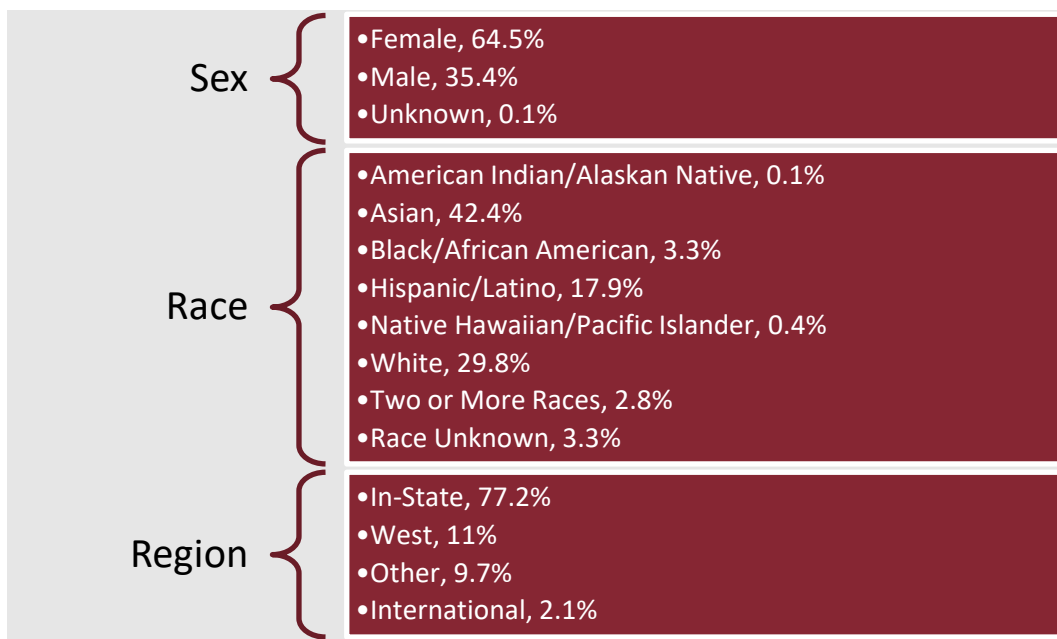
The 2009-10 academic year started with the inaugural classes of our Doctor of Dental Medicine, Doctor of Optometry, and Doctor of Podiatric Medicine programs. In conjunction with the inauguration of these three new health professions programs, the University initiated the first phase of its interprofessional education program (IPE), which involves interprofessional teams from all 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, which is in the process of transitioning to its new name, the Heatherington College of Osteopathic Medicine (HCOM). The College of Health Sciences-Northwest welcomed its inaugural class of Doctor of Physical Therapy students to Lebanon in July 2021.

The College of Pharmacy welcomed its inaugural Doctor of Philosophy (PhD) in Biotechnology and Pharmaceutical Sciences class in August 2024, establishing WesternU’s first PhD program. The College of Health Sciences welcomes its inaugural Master of Healthcare Administration class in fall 2026.

WesternU at a Glance

As of the 2025/2026 academic year, WesternU’s enrollment reached 3,686 students in more than 20-degree programs. Demographic information on the student body is shown below:



University Impact

- WesternU has approximately 1,200 full-time employees and is one of the largest employers in the Pomona Valley.
- WesternU has approximately \$570 million in total assets.
- The University’s operating budget totals more than \$240 million.
- In the 2023-24 academic year, 683 WesternU students received scholarships totaling more than \$16.3 million.
- The University received more than \$29.5 million in the 2023-24 academic year from government sources for research support, grants and contracts and from private philanthropic funding sources to support the University’s mission.

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
- Pet Health Center

WesternU Programs – Professional, Graduate, and Certificates

Program	College	Program Classification
Doctor of Dental Medicine (DMD)	College of Dental Medicine	Professional
Doctor of Dental Medicine- International Dentist Program (DMD- IDP)	College of Dental Medicine	Professional
Doctor of Nursing Practice – Leadership (DNP/Leadership)	College of Graduate Nursing	Graduate
Doctor of Nursing Practice – Family Nurse Practitioner (DNP/FNP)	College of Graduate Nursing	Graduate
Doctor of Nursing Practice – Psychiatric Mental Health Nurse Practitioner (DNP/PMHNP)	College of Graduate Nursing	Graduate
Master of Science in Nursing – Entry (MSNE) – California	College of Graduate Nursing	Graduate
Master of Science in Nursing – Family Nurse Practitioner (MSN/FNP)	College of Graduate Nursing	Graduate
Program	College	Program Classification
Master of Science in Nursing – Psychiatric Mental Health Nurse Practitioner (MSN/PMHNP)	College of Graduate Nursing	Graduate
Post-Graduate Emergency Nurse Practitioner	College of Graduate Nursing	Certificate
Post Master’s Family Nurse Practitioner	College of Graduate Nursing	Certificate
Post-Master’s Psychiatric Mental Health Nurse Practitioner	College of Graduate Nursing	Certificate
Doctor of Physical Therapy (DPT) – California	College of Health Sciences	Graduate
Master of Science in Physician Assistant Studies (MSPAS)	College of Health Sciences	Graduate
Master of Science in Medical Sciences (MSMS)	College of Health Sciences	Graduate
Master of Healthcare Administration	College of Health Sciences	Graduate
Doctor of Physical Therapy (DPT) – Oregon	College of Health Sciences – Northwest	Graduate

Doctor of Optometry	College of Optometry	Professional
Doctor of Optometry – Advanced Standing (Pathway)	College of Optometry	Professional
Doctor of Osteopathic Medicine (DO) – California	College of Osteopathic Medicine of the Pacific	Professional
Doctor of Osteopathic Medicine (DO) – Oregon	College of Osteopathic Medicine of the Pacific - Northwest	Professional
Doctor of Pharmacy (PharmD)	College of Pharmacy	Professional
PharmD International Pathway Program (PIP)	College of Pharmacy	Professional
PhD in Biotechnology and Pharmaceutical Sciences (PhDBPS)	College of Pharmacy	Graduate
Master of Science in Biotechnology and Pharmaceutical Sciences (MSBPS)	College of Pharmacy	Graduate
Doctor of Podiatric Medicine (DPM)	College of Podiatric Medicine	Professional
Doctor of Podiatric Medicine Advanced Standing International (DPM-AS)	College of Podiatric Medicine	Professional
Doctor of Veterinary Medicine (DVM)	College of Veterinary Medicine	Professional

Accreditation

WesternU is accredited by the WASC Senior College and University Commission (WSCUC). WSCUC's statement of accreditation status can be found at <https://www.wscuc.org/institutions/western-university-of-health-sciences/>. You may contact WSCUC at 1080 Marina Village Parkway, Suite 500, Alameda, CA 94501. Phone: (510) 748-9001, Fax: (510) 748-9797, or by visiting <https://www.wscuc.org/contact/>. WSCUC is a non-profit organization that evaluates the quality and educational effectiveness of schools, colleges, and universities. WSCUC is recognized as an institutional accreditation agency by the US Department of Education.

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

Complaints Regarding WSCUC Accreditation Standards

WesternU is committed to meeting and exceeding the standards for accreditation of colleges and universities as described by the Accrediting Commission for WASC Senior College & University Commission (WSCUC). It is the policy of WesternU that a student, employee, or other constituent of the University that believes that the University may not be in compliance with the standards of accreditation has a right to file a complaint. The complaint submission process can be accessed through the following link: <https://www.wscuc.org/resources/comments/>.

State Authorizations

According to Federal and State Regulations, institutions conducting educational activities outside of their home state must receive authorization, exemption, or license to conduct these activities. Educational activities include online courses and experiential learning opportunities (e.g., clinical rotations). States hold the right to choose whether and how to regulate institutions within their borders. The regulations also require a state to have a process to review, and appropriately act on, complaints about an institution.

WesternU has long recognized the importance of securing invaluable clinical learning experiences for our healthcare professions students. Sometimes these experiences, clinical rotations, externships, experiential learning, etc., are requested at out-of-state locations. When that happens, WesternU evaluates the state requirements for such learning experiences and determines if the given rotation will be possible.

Due to approval as a California degree-granting institution by the Superintendent of Public Instruction of the State of California and approval by the Office of Degree Authorization in the state of Oregon, WesternU is authorized to educate students located in California and Oregon.

For other states, WesternU is required to secure individual state authorizations (or exemptions), as required by the applicable state law, if an out-of-state location is approved. It is important for students to understand that we cannot guarantee a particular rotation site.

In addition, adhering to federal regulations around state authorization and distance learning is tied to the university's participation in Federal Student Aid programs authorized under Title IV of the HEA.

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.

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.

We are also a committed and active member of the State Authorization Network, which has risen to prominence in the areas of information and influence in this arena.

It is important for students to understand that we cannot guarantee a particular rotation site or a rotation occurring in a certain state. It is possible that fees are too large for the number of students considering the rotation, or the application and approval process can be too lengthy for a scheduled rotation to be granted in time. Changes in state laws can also be a factor, as can changes in affiliation agreements with out-of-state institutions.

For information about potential locations for clinical rotation placement, please visit the State Authorization website: [Link: State Authorizations Website](#)

To get more information regarding state authorizations please contact:

Ms. Tina Loomis, State Authorization Associate
Western University of Health Sciences
Office of the Provost
309 E. Second Street
Pomona, CA 91766
Stateauthorizations@westernu.edu

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.

June 19, 2026	Juneteenth Holiday, No Classes
July 3, 2026	Independence Day Observed, No Classes
July 6, 2026	Classes Resume
July 27 – 30, 2026	Orientation Week (COMP Northwest)
August 3 – 6, 2026	Orientation Week (CHS Northwest)
August 3 – 7, 2026	Orientation Week (WesternU)
Determined by College	White Coat Ceremonies (WesternU & WesternU Oregon)
September 7, 2026	Labor Day, No Classes
October 12, 2026	Indigenous People's Day, No Classes
November 11, 2026	Veterans Day Holiday, No Classes
November 25, 2026	Thanksgiving Recess Begins (Classes dismiss @ 5:00 p.m.)
November 30, 2026	Classes Resume
December 18, 2026	Winter Recess Begins (Classes dismiss @ 5:00 p.m.)
January 4, 2027	Classes Resume
January 18, 2027	Martin Luther King Day (No Classes)
February 15, 2027	President's Day (No Classes)
May 31, 2027	Memorial Day, No Classes

Consumer Information

Notice of Non-Discrimination and Equal Opportunity

In accordance with all applicable federal, state, and local laws WesternU is committed to ensuring a campus community free from unlawful discrimination. WesternU strictly prohibits unlawful discrimination in all its programs, activities, admissions, and employment. WesternU prohibits discrimination based on the following characteristics:

- Race (including traits associated with race, such as hair texture and protective hairstyles)
- Ethnicity, Color, and National Origin
- Immigration Status and Ancestry
- Sex, Gender, Gender Identity, and Gender Expression
- Sexual Orientation
- Physical or Mental Disability
- Age
- Religion (including religious dress and grooming practices)
- Medical Condition and Genetic Information
- Marital Status
- Pregnancy (including childbirth, breastfeeding, or related medical conditions)
- Military or Veteran Status
- Perceived Characteristics - Discrimination is prohibited if an individual is perceived to have any of the above characteristics.
- Association with Protected Groups – Discrimination based on association with a person or group with one or more protected characteristics is also prohibited.
- Other Legally Protected Classes – WesternU complies with all federal, state, and local laws, regulations, and ordinances regarding discrimination.

WesternU has designated the Associate Vice President for the [Office of Title IX and Equal Opportunity Compliance Initiatives \(OTIXEO\)](#) to coordinate WesternU's compliance with federal and state civil rights laws regarding protected characteristics. Inquiries about WesternU's prohibitions against discrimination, harassment, and retaliation can be directed to Associate Vice President (AVP) for the Office of Title IX and Equal Opportunity Compliance Initiatives (OTIXEO) or to the U.S. Department of Education, Office for Civil Rights.

Safety and Security

Annual Security Report and Annual Fire Safety Report

WesternU publishes Annual Security Reports each year on or before October 1, as required by the Jeanne Clery Act. These Annual Security Reports include statistics for WesternU's campuses (California and Oregon) for the previous three years concerning certain categories of reported crimes that occurred on campus, in other property owned or controlled by WesternU, and on public property immediately adjacent to and accessible from each campus, and can be found on the following webpage, [Link: Clery Compliance](#).

WesternU also publishes on or before October 1 of each year, an Annual Fire Safety Report, for its California campus which includes statistics for the previous three years concerning reported instances of

fire in on campus student housing, the number of evacuation drills performed, and information about fire detection and suppression systems in on campus student housing.

In addition, these reports give information about services provided by Campus Security, emergency preparedness and procedures, and institutional policies concerning crime prevention, the reporting of crimes, missing resident students, emergency notifications, alcohol and drug use, and policies and procedures on sexual assault, domestic and dating violence and stalking.

Stop Campus Hazing Act

WesternU prohibits hazing as set forth in its Anti-Hazing Policy and in accordance with applicable state and federal law. WesternU's policy on this matter, is available on [the OTIXEO website](#). WesternU's Anti-Hazing Policy, amongst other things, sets out information on reporting methods related to hazing, procedures related to the investigation of hazing incidents, disciplinary actions, WesternU's training, prevention, awareness and outreach program, and disclosure requirements (including as related to the Campus Hazing Transparency Reports).

Any member of WesternU who experiences, witnesses, or suspects hazing is required to immediately report it to the University. Reports can be made to any of the following: Online Report Form through OTIXEO, For Anonymous Reporting, please call the Hazing Hotline: (909) 865-2620 or Email: OTIXEO@westernu.edu.

Equal Opportunity and Civil Rights (EOCR) Policy

In accordance with all applicable federal, state, and local laws, WesternU is committed to ensuring a campus community which is free from unlawful discrimination. Accordingly, WesternU prohibits unlawful discrimination on the basis of race (inclusive of traits historically associated with race, including hair texture and protective hairstyles), *color, national origin, ancestry, sex, gender, gender identity, gender expression, sexual orientation, physical or mental disability, age, religion, creed ((including religious observances, practices, dress, head scarves, beards, and grooming standards associated with one's religious beliefs or practices), medical condition (as defined by statute), genetic information, marital status, pregnancy (including childbirth, breastfeeding or related medical conditions), veteran status or any other characteristic protected by law*. WesternU also prohibits unlawful harassment, including Sexual Harassment (see below pertaining to Sexual and Gender-Based Harassment, Interpersonal Violence, and other Sexual Misconduct (SIM) policy and procedure). 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.

Whom to Contact If You Have Complaints, Questions or Concerns

The AVP of Equal Opportunity and 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 they have 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 AVP of Equal Opportunity and Title IX Coordinator, Cristina Alvarez, via email at otixeo@westernu.edu or file a complaint online via [WesternU Incident Reporting Form, Link: Incident Reporting Form](#). An individual can also file a complaint with the following reporting agency:

Mail or Fax

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: OCR.Seattle@ed.gov

Online Reporting:

If you wish to fill out a complaint form online with the OCR, you may do so at:
<https://www2.ed.gov/about/offices/list/ocr/complaintintro.html>

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 OTIXEO at the contact information stated above.

Title IX: Sexual and Gender-Based Harassment, Interpersonal Violence, and Other Sexual Misconduct (SIM) Policy

Special Note: WesternU's strives to stay up to date on updates in federal, state, and local regulatory requirements; therefore, this policy is reviewed periodically and updated, as needed. Please visit WesternU's [Office of Title IX and Equal Opportunity](#) resource website for the most up to date policies and procedures.

The [Sexual and Gender-Based Harassment, Interpersonal Violence, and Other Sexual Misconduct \(SIM\) policy](#) and procedure addresses WesternU's applicable responsibilities under Title IX of the Education Amendment of 1972, the Violence Against Women Reauthorization Act of 2022, and California Senate Bill 493. This policy is implemented to ensure a safe WesternU campus community free from sex or gender-based discrimination, harassment, and interpersonal violence.

WesternU's SIM policy 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. Prohibited conduct, for purposes of this policy, includes but is not limited to acts such as sexual or gender-based harassment, sexual assault, dating violence, domestic violence, and stalking. WesternU also prohibits any form of retaliation against a person, who in 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 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 process and resources available to someone who may have experienced prohibited conduct, please visit WesternU's [Office of Title IX & Equal Opportunity](#) 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 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.**

Cristina Alvarez
Associate Vice President of Equal Opportunity and Title IX Coordinator
Western University of Health Sciences
309 East Second Street
Pomona, CA 92766
otixeo@westernu.edu
[Office of Title IX & Equal Opportunity](#) website

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

Mail or Fax
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: OCR.Seattle@ed.gov
Online Reporting:
If you wish to fill out a complaint form online with the OCR, you may do so at: https://www2.ed.gov/about/offices/list/ocr/complaintintro.html

Resolution Procedures

WesternU utilizes procedures that provide prompt, thorough, and objective investigation and resolution of SIM 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 [Office of Title IX & Equal Opportunity](#) 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

Religious Accommodations

WesternU will make good faith efforts to provide reasonable religious accommodations to students based on their held religious beliefs, practices, or observances, unless such accommodations would create an undue hardship for the University.

Requesting Religious Accommodation

In keeping with the University's commitment to humanism, WesternU recognizes and supports the provision of academic reasonable accommodation based on a person's sincerely held religious belief. A reasonable accommodation is one that can be implemented without materially interfering with the University's legitimate educational or operational objectives. The most common request for academic religious accommodation concerns class attendance during the observance of major religious holy days and celebrations.

Students wishing to be excused from class attendance for religious observances must submit a written request to the official WesternU email address of the instructor prior to their absence and receive a written response from the instructor acknowledging receipt prior to any absence as stated in the policy above. Alternative request methods, including but not limited to verbal communication, text messages, hard copy letters, notes, phone calls, and voicemail, will not be accepted. Students are responsible for satisfying all academic requirements for a course as defined by the instructor.

It is the responsibility of the student to inform the instructor(s) about requests for excused absences within the first two weeks of the class each semester after reviewing course syllabi for potential scheduling conflicts. If such conflicts occur during the first two weeks of classes in the semester, the student must notify the instructor(s), in writing at least three calendar days (72 hours) before the date that they will be absent.

The faculty of WesternU shall accommodate students wishing to observe religious holidays when such observances require students to be absent from any curricular activities. It is the responsibility of the instructor(s) to make every reasonable effort to honor the student request without penalty, and of the student to make up the work missed due to the absence.

Religious accommodation requests are not limited to holiday observances and may arise from a wide range of faith-based practices and commitments, including but not limited to scheduled prayer, dietary restrictions, fasting periods, religiously mandated dress or grooming, ritual purification practices, and deeply held theological or philosophical beliefs. Because the nature and scope of such requests vary considerably, each will be evaluated individually based on its particular circumstances. In such instances, students should contact their College's Dean's Office to discuss such religious accommodation requests. The Office of Humanism is available as a resource throughout this process and may be engaged as circumstances warrant.

Retaliation is Prohibited. The University prohibits retaliation against students who request a religious accommodation or who participate in an approved accommodation. An employee who violates this anti-retaliation provision may be subject to discipline, up to and including termination.

Grievance Procedure: In the event that agreement cannot be reached regarding an academic religious accommodation, the student should bring the issue to the relevant college dean and to the Office of Student Success and Student Life via email studentlife@westernu.edu for review and resolution as

applicable. If advice in resolving the issue is needed, the Office of Humanism will be consulted, as appropriate.

Drugs and Alcohol on Campus Policy

The Federal Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act and its amendments require all federal grant recipients to certify a drug-free environment. It is the policy of WesternU to comply with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act and its amendments (DFSCA). The Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act and its amendments requires WesternU to adopt and implement a program to prevent the unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs or alcohol by students and employees on WesternU property, at WesternU sponsored activities or events, and to offer anti-drug and alcohol abuse programming. 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. The University reserves the right to rescind an offer of admission based on the results of a drug screening of an applicant or if it is not completed in a timely manner prior to matriculation.

WesternU Drug and Alcohol Abuse Prevention Program

The Drug and Alcohol on Campus Policy [can be located here](#) and addresses the following:

- I. The health risks associated with alcohol and drug use and abuse;
- II. Alcohol and drug abuse resources for students and employees;
- III. Policies on alcohol and other drugs;
- IV. Information on state, municipal and federal laws, and sanctions
- V. University standards and Sanctions that clearly prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of its on-campus or off-campus activities.

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

Clinical Rotations and Drug Testing: WesternU students who are required to complete clinical rotations as part of their program of study may be subject to drug testing as a condition of placement at clinical rotation sites. In accordance with the [Drug and Alcohol on Campus Policy](#), students who receive a positive drug test result will be required to take affirmative steps to validate that result by submitting appropriate documentation within the timeframe and manner specified by the Student and Employee Health Office (SEHO). The illegal or unauthorized 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. Any failure to comply with a validation directive from SEHO may result in a referral to the Office of Student Conduct and Professionalism. Further, any failure to appropriately validate a positive drug test may be considered a violation of the [Drug and Alcohol on Campus Policy](#) and will be referred for to the Office of Student Conduct and Professionalism. Any student who violates this policy will be subject to disciplinary action, up to and including dismissal from their program of study.

Students Under the Influence: The University has the right to take reasonable steps to determine if a student is under the influence of drugs or alcohol while on-campus or when participating in University sponsored activities or events, including but not limited to off-campus clinical rotation sites. Such steps

may include non-invasive drug testing. Off campus illegal drug activity or alcohol abuse that could have an adverse effect on the individual's performance at WesternU or that could jeopardize the safety of others, damage University equipment, or harm the University's relations with the public, will not be tolerated and is strictly prohibited.

Non-Compliance: 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 a college administrator within five (5) days of the conviction. The college administrator may then report this conviction to the appropriate agencies. Violations of this policy will be referred to the Office of Student Conduct and Professionalism. Any student who violates this policy will be subject to disciplinary action, up to and including dismissal from their program of study.

Affirmative Duty to Report to SEHO: 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 Office. The student need 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 provided which would allow the student to perform their duties safely.

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 [here](#).

Drug Conviction Notification and Imposed Sanctions

Any student must notify WesternU of any criminal drug statute conviction for a violation no later than five business days after such a conviction.

Within 30 days after receiving notice of a student conviction, WesternU will impose corrective measures on the student convicted of drug abuse violations by:

- Taking appropriate action against the student up to and including dismissal and/or,
- Requiring such student to participate satisfactorily in a drug abuse assistance or rehabilitation program.

Rehabilitation and Reasonable Accommodations

The University will encourage and reasonably accommodate students with alcohol or drug dependencies to voluntarily seek treatment and/or rehabilitation provided the reasonable accommodation does not impose undue hardship on WesternU. Students may consult with Optum Health's Employee Assistance Program (EAP) for Students for referral information. However, the University is not obligated to offer a reasonable accommodation for any student who has violated any University policy. The University will take reasonable measures to safeguard the privacy of the student concerning enrollment in an alcohol or drug rehabilitation program. 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. If student enters into a rehabilitation program, they shall sign an agreement with the University 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 WesternU 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?

Among local crisis counseling services made available to referred students, they may also call the Emotional Wellbeing Solutions (EWS) through OptumHealth at (800) 234-5465. You may also visit OptumHealth's web site www.liveandworkwell.com and click the "register" button. If you would like to enter the site anonymously, go to 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".

Students also have the option to make an appointment with an on-site Optum counselor either in-person (in Pomona, CA, or Lebanon, OR) or virtually via tele/video counseling. Please visit <https://www.westernu.edu/students/services/counseling/> for information about meeting with one of the Optum Pre-Authorized Providers.

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/>

Students may also reach out to the WesternU CARES team. For more information, please refer to the WesternU CARES team section of the University Catalog.

Family Education Rights and Privacy Act (FERPA)/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). At WesternU, the Registrar's Office is the designated party responsible for compliance with this policy. Any student who requires information or support exercising these rights should reach out to the Registrar's Office via email, registrar@westernu.edu, or by phone, 909 469 5491. More information can be found on our website for [student privacy rights](#). Under FERPA, student rights include:

The right to inspect and review the student's education records within 45 days of the day WesternU 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 to 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 WesternU 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 WesternU 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 their 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 WesternU. 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 WesternU to comply with the requirements of FERPA.

Information on how to file a FERPA complaint can be found on the Student Privacy webpage of the United States Department of Education website, [Link: Filing a FERPA Complaint](#). Additionally, the name and address of the Office that administers FERPA is:

U.S. Department of Education
Student Privacy Policy Office
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 education records without obtaining prior written consent of the student:

- To other school officials, including faculty, within the WesternU 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 proceedings 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 WesternU, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your education records. However, WesternU 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 WesternU 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; email 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 their 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 Office of Admissions Operations 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. Appropriate individuals within the University may 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's Office 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's Office also has access to the files to maintain them and to provide authorized data to authorized persons. In addition, the Registrar's Office 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 email address. Most official communications to students will be sent to this email address. Therefore each student is responsible for monitoring their email 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. On the Lebanon campus, computer terminals are available in the student commons on the first floor of the COMP-NW building and the CHS-NW building.

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 University 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 email on a regular basis. WesternU may send official University correspondence to employees and students using their WesternU email 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.

Social Media Policy

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 are establishing this policy governing the use of social media, social networking platforms, and other digital communication channels in both personal and academic contexts.

Students are expected to maintain a professional online presence that reflects the values, standards, and ethical obligations of their chosen health profession. Students should carefully weigh the risks and benefits of self-disclosure, recognizing that online content (i.e. including content believed to be private, temporary, or limited in audience) may be viewed broadly and can have lasting consequences for professional reputation, licensure eligibility, and standing within the University community.

All content posted or shared online must comply with applicable federal and state laws, including but not limited to HIPAA, FERPA, and copyright law. Plagiarism and improper attribution apply equally to digital content as to academic submissions. Students should review the privacy settings and terms of service of any platform they use and exercise caution regarding personal safety when sharing location or identifying information. Where opinions or views are expressed online, students must clearly indicate that those views are their own and do not represent the positions of WesternU, any affiliated college, or any clinical or institutional partner.

Prohibited Conduct: Students may not post, share, or otherwise publish content that references patients, fellow students, faculty, preceptors, clinical sites, or institutional partners without prior written authorization from WesternU. This prohibition applies regardless of the platform used, the intended audience, or whether the post is designated as private, temporary, or otherwise restricted. De-identification of content does not eliminate this prohibition where individuals, clinical encounters, or affiliated sites remain reasonably identifiable from context.

Prohibited conduct includes, but is not limited to:

- Posting clinical images, including those that do not depict faces or other directly identifying features
- Describing, discussing, or referencing patient encounters or clinical experiences in any online forum
- Tagging, geolocating, or otherwise identifying clinical sites or institutional partners
- Publishing content that implies endorsement by WesternU or any affiliated college or partner
- Recording lectures, laboratory sessions, or clinical environments without explicit prior authorization
- Using WesternU, college, or hospital partner logos, trademarks, or branding without written consent from the respective owner

Any student alleged to have violated this policy may be subject to disciplinary proceedings under the Standards of Student Conduct, as set forth in this Catalog. For a full description of the hearing procedures applicable to alleged violations of the Standards to Student Conduct, including associated conduct policies and procedures, please refer to “Student Conduct Procedures”.

Student Consumer Information Disclosures

The Higher Education Act of 1965, as amended by the Higher Education Opportunity Act of 2008 (HEOA Sec. 485(a) requires that universities make available to current and prospective students information and disclosure reporting requirements containing a list of the consumer information it must disseminate, and the procedures for obtaining this consumer information to ensure fairness and transparency for all higher education consumers. A disclosure requirement is information that an institution of higher education is required to distribute or make available to another party, such as students and or employees. A reporting requirement is information submitted to the U.S. Department of Education or other governmental agencies.

WesternU has developed a website to serve as a source for locating and obtaining important consumer information about our institution. The website can be accessed via the following link: <https://www.westernu.edu/financial/about/student-consumer-information/>.

Employment and Clinical Education Outcomes

The purpose of degree and certificate programs offered by WesternU is to educationally-prepare students for gainful employment in occupations related to their field of study or assist in extending the nature and range of careers available to them. However, the employment and clinical education outcomes for each student will vary based on various factors, including but not limited to, grade point averages, performance on licensure exams (if applicable), interview skills, prior work and volunteer experience, geographic location, the current state of the economy, the specific discipline a student may pursue within their profession, the contractual interplay between an employer's offer and the financial needs of a student, and other factors specific to each student. WesternU students are expected to understand and acknowledge that the University does not make any promises, representations or guarantees related to: a) obtaining clinical education (including but not limited to rotations, internships, externships, and residencies) at a location of your choice or in a preferred discipline or specialty area, b) job placements, c) continued employment, d) career advancement, e) level of income, wage rate, and/or salary ranges and f) market demand in any given field of study.

Course Availability and Faculty Qualifications

Courses and programs in the catalog are subject to modification at any time. Not all courses are offered every semester, and faculty teaching particular courses or programs may vary from time to time. Information on accreditation as related to WesternU is set out on the Accreditation section of this University catalog and is also included in the College catalogs, to the extent a College or program has its own professional accreditation. As part of the accreditation process, accreditors assess and evaluate various aspects of an applicable degree or program including but not limited to faculty qualifications. WesternU defers to the accreditation process and individual accreditation standards of the applicable accrediting bodies as evidence of its faculty's qualifications. WesternU makes no representations, guarantees or promises related to faculty qualifications outside this statement.

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/> and <https://www.westernu.edu/facilities/campus-hours/>

For a complete listing of campus buildings, see below:

Administration and Alumni Center (AAC) 359 E. Second Street, Pomona, CA 91766		
Building Hours	Monday – Friday	7:00 a.m. to 5:00 p.m.
	Saturday – Sunday	Closed
	Holidays	Closed
Anderson Tower 100 W. Second Street, Pomona, CA 91766		
Building Hours	Monday – Friday	7:00 a.m. to 5:00 p.m.
	Saturday – Sunday	Closed
	Holidays	Closed
Campus Store (WesternU) 521 E. Third Street, Pomona, CA 91766		
Building Hours	Monday – Friday	7:30 a.m. to 4:00 p.m.
	Saturday – Sunday	Closed
	Holidays	Closed
The Daumier Office Center 615 E. Third Street, Pomona, CA 91766		
Building Hours	Monday – Friday	7:00 a.m. to 5:00 p.m.
	Saturday – Sunday	Closed
	Holidays	Closed
Harriet K. and Philip Pumerantz Library and Learning Resources Center (PLC) 287 E. Third Street, Pomona, CA 91766		
Building Hours (Fall/Spring)	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
Building Hours (Summer)	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
Harris Family Center for Disability and Health Policy (CDHP) 390 E. Second Street, Pomona, CA 91766		
Building Hours	Monday – Friday	8:00 a.m. to 5:00 p.m.
	Saturday – Sunday	Closed
	Holidays	Closed
Health Education Center (HEC) 701 E. Second Street, Pomona, CA 91766		
Building Hours (Fall/Spring)	Monday – Sunday	6:30 a.m. to 1:00 a.m.
Building Hours (Summer)	Monday – Sunday	7:00 a.m. to 11:00 p.m.
	Holidays	Open on some holidays except for Thanksgiving, Memorial Day and Labor Day weekends and Winter Break
Health Professions Center (HPC) 521 E. Third Street/550 E. Second Street, Pomona, CA 91766		
Building Hours (Fall/Spring)	Monday – Sunday	7:00 a.m. to Midnight
Building Hours (Summer)	Monday - 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
Health Sciences Center (HSC) 450 E. Second Street, Pomona, CA 91766		
Building Hours	Monday – Friday	7:00 a.m. to 11:00 p.m.
	Saturday – Sunday	7:00 a.m. to 10:00 p.m.
Building Hours (Summer)	Monday – 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
Nursing Sciences Center (NSC) 479 E. Second Street, Pomona, CA 91766		
Building Hours	Monday – Friday	8:00 a.m. to 5:00 p.m.
	Saturday – Sunday	Closed
	Holidays	Closed
Pet Health Center (PHC) 795 E. Second Street, Pomona, CA 91766		
Building Hours	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
Patient Hours	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
Rodney P. Wineberg Center (RWC)		
309 E. Second Street, Pomona, CA 91766		
Building Hours	Monday – Friday	7:00 a.m. to 5:00 p.m.
	Saturday – Sunday	Closed
	Holidays	Closed
Student Services Center (SSC)		
352 E. Second Street, Pomona, CA 91766		
Building Hours	Monday – Friday	7:00 a.m. to 5:00 p.m.
	Saturday – Sunday	Closed
	Holidays	Closed
University Service Center (USC)		
401 E. Second Street, Pomona, CA 91766		
Building Hours	Monday – Friday	8:00 a.m. to 5:00 p.m.
	Saturday – Sunday	Closed
	Holidays	Closed
Veterinary Clinical Center (VCC)		
611 E. Second Street, Pomona, CA 91766		
Building Hours	Monday – Friday	7:00 a.m. to 5:00 p.m.
	Saturday – Sunday	Closed
	Holidays	Closed
Veterinary Medicine Center		
505 E. Second Street, Pomona, CA 91766		
Building Hours	Monday – Friday	7:00 a.m. to 5:00 p.m.
	Saturday – Sunday	Closed
	Holidays	Closed
Veterinary Pathology Center		
557 E. Second Street, Pomona, CA 91766		
Building Hours	Monday – Friday	7:00 a.m. to 6:00 p.m.
	Saturday – Sunday	Closed
	Holidays	Closed
WesternU Health		
795 E. Second Street, Pomona, CA 91766		
Building Hours	Monday – Friday	7:30 a.m. to 5:00 p.m.
	Saturday – Sunday	Closed
	Holidays	Closed
Patient Hours	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

COMP-Northwest		
200 Mullins Drive, Lebanon, OR 97355		
Building Hours	Monday - Friday	8:00 a.m. to 5:00 p.m.
	Saturday – Sunday	Closed
	Holidays	Closed
Book Store		
Building Hours	Monday - Friday	9:00 a.m. to 4:00 p.m.
	Saturday – Sunday	Closed
	Holidays	Closed
Research Lab		
Building Hours	Monday – Friday	8:00 a.m. to 6:00 p.m.
	Saturday – Sunday	Closed
	Holidays	Closed

CHS-Northwest		
2665 S. Santiam Highway, Lebanon, OR 97355		
Building Hours	Monday - Friday	8:00 a.m. to 5:00 p.m.
	Saturday – Sunday	Closed
	Holidays	Closed
Medical Education and Research Center		
Building Hours	Monday – Friday	8:00 a.m. to 5:00 p.m.
	Saturday – Sunday	Closed
	Holidays	Closed
Practical Applications Laboratory (PALs)		
Building Hours	Tuesday & Thursday	8:30 a.m. to 4:30 p.m.
	Monday, Wednesday, Friday - Sunday	Closed
	Holidays	Closed

Food in Lecture Halls, Laboratories, and Library

Food is not allowed in 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. The library provides a lounge and food area on the first floor, equipped with microwaves, a refrigerator, a snack machine, and coffee.

Videotaping, Audiotaping, Still Photography, and Digitized Note Taking in Laboratories, Lecture Halls, or Associated Academic Activities

Students may not create a video, audio or other digital recording of lectures, class discussions, academic meetings or other academic activities without prior written permission of the instructor or prior written authorization through the Harris Family Center for Disability and Health Policy (^{HF}CDHP). Students who create an unauthorized recording may be subject to disciplinary actions under the University's Standards of Student Conduct. For the purposes of this policy, "recording" will include audio and/or video or photographic capture of classroom activities (e.g., lecture, discussion, laboratory sessions, learning activities, meetings, etc.) by any electronic or digital means, either original or copied/shared.

For students requesting recording authorization based on a disability, they must contact the Harris Family Center for Disability and Health Policy to initiate the request for accommodation process. The ^{HF}CDHP is responsible for notifying the College 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. Any materials provided to or used by a student as part of a student disability accommodation are only for the personal academic 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. Students approved for such accommodation agree that the recording will not be distributed and agree to protect the recording from accidental disclosure. Additionally, students agree that the recording will be stopped during sensitive conversations. Failure to adhere to this policy may result in the loss of recording privileges and may be considered a violation of the Standards of Student Conduct.

Faculty members concerned about the recording of sensitive data, such as patient information shared as part of a case study, or unpublished research data should contact the ^{HF}CDHP to discuss.

Smoking and Vaping

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 and vaping are not permitted on campus (except in designated areas) or inside University vehicles. Designated smoking and vaping areas have been posted to assist in insuring compliance with this policy.

Campus Safety and Security

Campus Safety and Security is available 24/7. The University strongly suggests the following precautions for its students, faculty, and staff:

Please make sure your car is locked at all times in the parking lot and do not leave anything of value in plain sight.

For your safety, we always recommend that students walk in groups or request escort support when going to and from. You can request an escort by:

- Using the SafeZone App ([Link: WesternU SafeZone website](#))
- Asking any uniformed guard

- Asking any Campus Safety Escort, available Monday-Friday from 5:00 pm to 11:00 pm.
- Calling campus security (909) 706-3000, or ext. 3000 from any WesternU phone.

If you are staying on campus after 5pm, it is recommended that you relocate your vehicle to any lot closer to your class or study point to shorten your walk in the dark. Please note that parking permits are not required after 5:00 pm.

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. Students should not allow an unknown person into any WesternU buildings or non-public spaces. These individuals should be directed to Campus Security for assistance.

In case of emergency, please call:

Emergency	911
Pomona, CA Police (Non-Emergency)	(909) 622-1241
Lebanon, OR Police (Non-Emergency)	(541) 451-1751
Campus Security	(909) 706-3000
Lost and Found	(909) 469-8699

Additional information regarding safety on campus, as well as our most recent crime statistics, can be found on our website, [Link: Campus Safety Website](#).

Student ID Badges

All students, faculty, and employees are issued identification badges, which must be worn at all times. In accordance with the [Access Control and Identification Badge \(ID\) Policy](#), ID badges must be presented and/or surrendered upon demand by a University official. Failure to do so, or lending the ID badge to anyone, is considered misuse and may subject the holder to disciplinary action under the Standards of Student Conduct.

Campus Visitors

All visitors to campus must have a legitimate academic or institutional purpose for their visit. Qualifying purposes include, but are not limited to, scheduled meetings with University administration, faculty, staff, or a specific department; attendance at a University-sanctioned event or open house; or a confirmed guest speaking or lecturing engagement. In accordance with the [Visitors to Campus policy](#), visitors are required to check in upon arrival at the Security desk and may be asked by Campus Security or campus administration to identify the purpose of their visit and present a valid form of identification. If applicable, a visitor's pass will be presented. Access is limited to regular campus business hours or, where applicable, to the designated hours of a University-sanctioned event.

Students who invite or bring guests onto campus are responsible for ensuring that their guests are checked in through the appropriate process prior to or upon arrival. Students bear responsibility for the conduct of their guests while on University property and must ensure that guests comply with all applicable University policies, procedures, and rules, including those governing student conduct, as well as all applicable local ordinances and laws. Failure to supervise a guest or a guest's failure to comply with

University policies may be considered a violation by the student of the Standards of Student Conduct and result in a referral to the Office of Student Conduct and Professionalism.

Visitors must be escorted at all times while on WesternU property, which includes all University owned or controlled buildings, outdoor spaces, parking areas and garages, and affiliated off-campus healthcare clinics. Visitor conduct must not disrupt or interfere with the University's educational or working environments. Access to classrooms, lecture halls, and laboratory spaces is limited to enrolled students, their instructors and authorized aides, and visitors with a documented legitimate academic purpose. In addition to checking their guests in at the security desk, Students are responsible for obtaining the advance express, written authorization of the appropriate staff or faculty member in the event a student is requesting that their guest observe or attend a specific University lecture or event for a documented, legitimate academic purpose. Faculty and instructors are responsible for verifying that individuals present in their instructional spaces are either enrolled in the course or have been authorized for a specific purpose, and must notify Campus Security and/or administration if unauthorized individuals are present. Access to administrative and office areas is limited to University employees and visitors with a legitimate business or personal purpose. Employees are responsible for confirming that visitors present in their areas have an appropriate purpose or have been invited for a specific reason. For further information governing visitors on campus, please review the [Visitors to Campus policy](#).

Violations and Accountability

WesternU reserves the right to remove or restrict visitors from its facilities and property who violate guidelines or cause disruption to any program, event, activity, service, or class.

WesternU reserves the right to order a visitor to leave all or any part of campus and may order a visitor to remain away from the campus or a designated area until specifically authorized to return. Any visitor who does not comply with such requests or orders may be subject to legal consequences for non-compliance, including but not limited to arrest and punishment for trespassing and disorderly conduct.

California Campus Visitors

Visitors are required to check in at the Security desk at the University Services Center (USC) building.

Oregon Campus Visitors

Visitors are required to check in at the respective Security desk upon arrival at CHS-Northwest or COMP-Northwest.

Student Parking

WesternU students have the option to purchase an annual parking permit or a semester parking permit. The purchase of a yearly parking permit can be added to the student budget upon request of the student. Parking permit rates are available for review and purchase via the parking link, [Link: https://commerce.cashnet.com/WUparking](https://commerce.cashnet.com/WUparking). 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. WesternU Oregon students are not required to purchase a parking permit.

WesternU assumes no responsibility for loss, theft, or damage to vehicles parked on University property or in University-managed parking facilities, including any personal property contained therein. Students, employees, and visitors park at their own risk. The University strongly encourages all individuals to lock

their vehicles, avoid leaving valuables visible inside, and report any suspicious activity to Campus Safety and Security promptly.

California Campus Parking

Motorcycle parking is provided to the rear of the University Services Center building. Annual motorcycle parking permits or semester permits are available.

Bicycle racks are located at the front of the Harris Family Center for Disability and Health Policy (^HCDHP), Daumier Apartments and Health Education Center (HEC) buildings.

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 WesternU Health Parking Structure). The WesternU Health Parking Structure will close at 1:30 AM, unless otherwise stated. Any vehicle left in the parking structure will be locked in or towed at the owner's expense.

The University Service Center parking lot is available to students after 5:00 p.m., as well as the faculty/staff parking lot north of the Nursing Science Center (Lot 17). Students are encouraged to follow all guidance in the Campus Safety and Security section of this catalog for more information on how to safely park on campus.

Non-WesternU Owned City Parking Lots

The University uses parking lots that are owned by the city of Pomona (refine language). Those who elect to park in the metered lots, lot 12 and lot 15, without a permit will be required to pay the posted per day per vehicle rate. Parking along the streets is permitted with certain posted restrictions. Parking rates are subject to change by the City of Pomona.

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 independent residence, located directly across the Esplanade from the Health Education Center (HEC), available to WesternU graduate students. 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 Department of Student Life & Student Leadership.

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.

WesternU provides students with general housing information and access to a secure online listing of available rentals, both local to the campus and nationwide, for students on rotation. Students can access general information about housing and a substantial list of local housing complexes at <https://www.westernu.edu/students/housing-information/>.

The [Daumier](#) in Pomona is a uniquely designed residence, located directly across the Esplanade from the Health Education Center (HEC). While the Daumier is independently owned and operated, it is exclusive to the WesternU community. Each resident of the Daumier has dedicated parking.

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 170 student clubs have been established on the WesternU and WesternU Oregon campuses. The umbrella for all student clubs is the Student Government Association (SGA), 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 objectives of the Student Government Association are:

- 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 social media accounts as well as the University calendar. The Department of Student Life & Student Leadership 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 a \$100 subsidy for qualifying fitness memberships and partners with local gyms to provide discounted rates. There are also options to purchase additional family memberships at reduced rates. Information regarding the subsidy options is sent in email communications to all students multiple times per year. More information can be found at: <https://www.westernu.edu/students/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.

Student Clubs and Organizations

WesternU has a wide range of student clubs and organizations that allow students to explore particular areas of interest. Membership in student clubs and organizations are open to all WesternU students. For a current listing of these clubs and their missions on both campuses, please visit:

<https://www.westernu.edu/students/clubs/>.

Student Commons

On both campuses, there are non-public Student Common areas in all academic buildings. These spaces provide study space, computer access, refrigerators, and microwaves. Nearby parks offer picnic areas and basketball. There are also numerous tennis courts, golf courses, ski slopes, and hiking trails in the immediate area.

Student Discounts

A variety of discounts for attractions, goods and services are available to students and can be accessed via the Office for Student Success and Student Life 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 support the exploration and preservation of knowledge through its creation of physical and digital spaces in which the WesternU community can utilize and access information for educational and professional success.

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 offers individual and collaborative study spaces with available Wi-Fi throughout the building.

Librarians and staff provide assistance with locating, evaluating and effectively using print and electronic information sources. Librarians are assigned as liaisons to all WesternU colleges to work closely with and address specific needs. Reference staff provide research assistance via phone, email, chat, and web conferencing. The library also offers in-class instruction, research guides, tutorials, book checkout, software training, copyright guidance, citation assistance and more.

Pumerantz Library's collection of electronic resources provides 24/7 ready access to a wide variety of full-text and multimedia information, both on-campus and off-campus. Access the library's online catalog to renew books and place holds on books for pickup. The library offers Interlibrary Loan and Document Delivery services and maintains partnerships with other academic libraries which provide access to additional materials not currently 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 assist qualified individuals with disabilities to successfully pursue careers in the health professions at WesternU. We support the University's commitment to humanism 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.

About HFCDHP

The Harris Family Center for Disability and Health Policy (HFCDHP) values the uniqueness of each student as an integral member of our diverse WesternU community and is the designated office for determining and approving reasonable academic modifications or accommodations. WesternU does not discriminate on the basis of disability and complies with Section 504 of the Rehabilitation Act of 1973 (Section 504), the Americans with Disabilities Act (ADA), and applicable state laws.

HFCDHP serves students with disabilities at both the Pomona and Lebanon campuses. HFCDHP accepts requests at any time. To request accommodations and start the interactive process at WesternU, students are encouraged to visit the HFCDHP webpage at <https://www.westernu.edu/cdhp/> to learn more about

the registration process, requirements for disability documentation, and to complete the Student Intake Form. All inquiries are handled confidentially, and students are welcome to obtain general information without registering.

^{HF}CDHP's role in the accommodation process is to engage in an individualized, interactive process and to provide students with disabilities with the legally mandated and necessary support to afford equal access to the University's programs and activities. Only accommodations approved through ^{HF}CDHP constitute reasonable accommodations under the ADA and Section 504. Instructional personnel may, at their discretion, provide temporary or informal academic flexibility; however, such measures do not replace or supersede the formal accommodation review and approval process administered by ^{HF}CDHP.

A student's disclosure of a disability or health-related condition alerts the University to a potential need for accommodation; however, students must complete the ^{HF}CDHP registration process for accommodations to be formally reviewed, approved, and implemented. Disclosure of a disability or the submission of documentation in response to a process or procedure established by their respective college or program, does not by itself, constitute a formal request for accommodation.

Students must be able to perform all the essential functions of the program with or without reasonable accommodation. Essential functions are defined in the program's published Personal Competencies for Admission and Matriculation and are assessed on an individualized basis through the interactive process.

The University will provide reasonable accommodations but is not required to make modifications that would fundamentally alter the nature of essential requirements of a program, result in an undue burden, or pose a direct threat to the health or safety of others. A fundamental alteration of a course or program are not considered reasonable accommodations.

Students must adhere to the enrollment and documentation procedures established by ^{HF}CDHP to formally request accommodation. In the event a student discloses a disability to instructional personnel or administrators outside of ^{HF}CDHP, the student will be referred to ^{HF}CDHP for guidance on the accommodation request process. Requests for academic consideration related to circumstances other than the student's own disability (e.g., family bereavement or common illness) are not considered requests for reasonable accommodations under the ^{HF}CDHP Provision of Academic Accommodation(s) Policy and Procedure, the ADA, or Section 504 and are governed by separate institutional program policies.

Students may file a grievance with ^{HF}CDHP regarding the denial or implementation of disability accommodations or concerns about access or discrimination. Grievances should be submitted promptly, no later than 30 calendar days from the decision or activity being appealed. Filing a grievance will not result in retaliation. Information, including the right to file with the U.S. Department of Education Office for Civil Rights, is available at <https://www.westernu.edu/edhpHFCDHP/grievance-procedures/>.

Students who require reasonable accommodation are encouraged to contact ^{HF}CDHP as soon as practicable after they accept an offer of admission to the program as many reasonable accommodations require significant pre-planning and are reviewed on an individualized basis in accordance with applicable law.

Requests are reviewed on an individual basis in accordance with applicable law. Accommodations are implemented prospectively following approval by ^{HF}CDHP.

To schedule an appointment with ^{HF}CDHP, please email disabilityaccommodations@westernu.edu. For the Pomona campus, students may call (909) 469-5441, or visit in person at 309 E. Second Street, Building 390, Pomona CA, 91766. Center hours are Monday through Friday, from 8:00 a.m. to 5:00 pm. For students at the Oregon campus, please call (541) 259-0421 or visit 2665 S. Santiam Highway, #1066, Lebanon, OR 97355. Hours may vary so appointments are recommended.

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, as amended, 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 (^{HF}CDHP) as soon practicable after they receive an offer of admission. ^{HF}CDHP serves to coordinate disability accommodations and services. If you have questions or would like to schedule an appointment with ^{HF}CDHP, please email disabilityaccommodations@westernu.edu or phone (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. WesternU, in compliance with Section 504 of the Rehabilitation Act of 1973, as amended, 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 shall comply with Title III of Americans with Disabilities Act of 1990 and its implementing regulations, including the 2010 ADA Standards for Accessible Design. As a recipient of federal financial assistance, WesternU also complies with Section 504 of the Rehabilitation Act of 1973 and its implementing regulations and relevant state and local building codes. All construction shall conform to applicable state and local accessibility requirements and building codes..
- 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 Title III of the Americans with Disabilities Act of 1990 and its implementing regulations, including the 2010 ADA Standards for Accessible Design, as well as Section 504 of the Rehabilitation Act of 1973 and its implementing regulations. Renovations and alterations shall also conform to applicable state and local building and accessibility codes. The University recognizes that, with respect to existing facilities, neither Title III nor Section 504 necessarily requires structural modifications where other effective methods are available to ensure program accessibility.
- 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.

Department of Learning Enhancement and Academic Development

The Department of Learning Enhancement and Academic Development (LEAD) is a part of the Office for Student Success and Student Life. LEAD's goal is to help each WesternU student successfully complete their course of instruction and graduate. The Department assists students by providing one-on-one academic counseling, peer tutoring, the Summer Preparedness and Readiness Course, board exam preparation, and well-being support. 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. Additionally, LEAD may facilitate learning enrichment forums, workshops, on-campus exam reviews, or tutor-led large group reviews.

The Department of LEAD serves all WesternU students. LEAD personnel are available both virtually and in-person for academic counseling appointments, which can be made online through the LEAD website or by email. Additionally, LEAD personnel may be available for students on a walk-in basis dependent upon staff availability. Office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. For more information, please visit [LEAD website](#).

Summer Preparedness and Readiness Course (SPaRC)

In an interprofessional environment, the SPaRC prepares incoming students for the rigors of their program with an introduction to various shared curriculum topics including the skeletal system, gross anatomy, and pharmacology as well as program-specific content. Additional presentations are provided focusing on enhancing study, test taking, skills, mindset, time management and the development and maintenance of EQ skills. Collaboration, interpersonal communication, and building a network of support are emphasized. 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. For additional information, contact the Department of Learning Enhancement and Academic Development (LEAD).

Tutorial Assistance Program

A Tutorial Assistance Program (TAP) has been established to assist students experiencing academic difficulty or desiring content support. It is free to all students. Students can be recommended for this program by any faculty member or may self-identify to TAP to receive assistance by following LEAD protocol to obtain TAP support. Tutors are experienced students who are in good academic standing and are identified through an on-line interest form as well as faculty/staff recommendation. Group tutoring is the methodology most used by the TAP. To receive TAP services during a semester, students first must have a LEAD counseling appointment during the semester and then select from the courses/content the student would like tutorial support. TAP support is contingent upon availability of tutors and the support of the college program; LEAD does not offer tutorial services for all programs. For more information on academic counseling and the TAP program, contact the Department of Learning Enhancement and Academic Development (LEAD).

Emotional Wellbeing 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 partnered with Optum to provide confidential psychological counseling services for students and their families. This Emotional Wellbeing Solution (EWS) service provides support for students, and members of their household, that may include

but is not limited to personal, marital, family, stress, financial and legal concerns that may impair a student's ability to perform adequately in their professional training program. Services are available through multiple modalities, including in-person and virtual counseling, telephonic support, and secure app-based resources designed to promote emotional wellbeing and self-care. The service is accessible 24 hours a day, 365 days per year, allowing students to access support at a time and in a format that best suits their needs.

For more information visit: <https://www.westernu.edu/students/services/counseling/>.

WesternU CARES

The WesternU Crisis Assessment Response and Evaluation-Students (CARES) is a multi-disciplinary team, was created to best support a safe, inclusive, and supportive campus environment for all. The CARES team strives to intervene early and develop appropriate best practices to support referred students. The team's goal is to promote the wellbeing and success of each student while prioritizing community safety reporting up to the WesternU Threat Assessment Team (TAT) as needed.

The WesternU community can contact the CARES team through a few pathways. If you, or a classmate, are experiencing an urgent behavioral health situation, please contact your college's Student Affairs Professional, a trusted faculty member, or your college Dean. You can also send an email to CARES@westernu.edu. If the situation is a medical or safety emergency, please call 911 or contact University Security at 909-706-3000.

Office for International Students and Scholars

International students are required to adhere to U.S. Citizenship and Immigration Services (USCIS) /U.S. Immigration and Customs Enforcement (ICE) laws, regulations, and policies. Eligibility for participation in externships, rotations, and residencies may be contingent upon eligible immigration status. It is critical that all international applicants discuss these potential scenarios with their colleges and the Office for International Students and Scholars (OISS) prior to matriculation.

Veterans Benefits

WesternU 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. WesternU cannot assist you with determining your eligibility for benefits. To determine if you are eligible, please contact the [Department of Veterans Affairs](#) directly. Information is also available directly on the Registrar Office's Veterans Benefits webpage. (Link: <https://www.westernu.edu/registrar/veterans-benefits/>)

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®. WesternU 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®. The VA will then match the \$2,000 on top of what they are already paying out, per academic year. 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>. Please visit the VA Website to learn more about Yellow Ribbon Requirements ([Link: VA Website](#)).

Getting Started

If you have received a notification from the Department of Veterans Affairs that you are eligible to receive educational benefits, submit your **Certificate of Eligibility** to the School Certifying Official.

If you have used your educational benefits at another University prior to enrolling at WesternU, please also complete and submit the form listed below to the Department of Veterans Affairs.

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

Any student receiving GI Bill® education benefits while attending WesternU is required to obtain transcripts from all previously attended schools and military transcripts and submit them to the school for review of prior credit.

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 2-4 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.

Allowing Veterans to Attend or Participate in Courses Pending VA Payment

Section 103 of Public Law (PL) 115-407, 'Veterans Benefits and Transition Act of 2018,' amends Title 38 US Code 3679 by adding a new subsection (e) that requires disapproval of courses of education, beginning August 1, 2019, at any educational institution that does not have a policy in place that will allow an individual to attend or participate in a course of education, pending VA payment, providing the individual submits a certificate of eligibility for entitlement to educational assistance under Chapter 31 or 33.

Pending Payment Compliance

In accordance with Title 38 US Code 3679(e), WesternU adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post-9/11 G.I. Bill® (Ch. 33) or Vocational

Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from VA. WesternU will not:

- Prevent your enrollment;
- Assess a late penalty fee to you;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA Certificate of Eligibility (COE) by the first day of class;
- Provide a written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies

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 the Bursar's Office to discuss their emergency need for 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.

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, unless otherwise determined by the Return to Title IV process. 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 according to the tuition and fee charges approved by the Board of Trustees for the academic year. Depending on the program, tuition may be charged as a flat rate for the academic year or on a per-credit-hour basis each semester. Tuition charges may span one or more periods of enrollment within an academic year, as determined by the program's established academic calendar.

A refund policy for a withdrawal or a leave of absence has been established to address the receipt of Federal Title IV Student Aid funds and private payments.

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
\$475.00	Graduation Fee*
\$235.00	Annual Parking Permit (Auto)
\$118.00	Annual Parking Permit (Motorcycle)
\$40.00	Locker Key Replacement Charge
\$10.00	Student ID Replacement Fee
\$60.00	Background Investigation (Estimated Cost)
\$40.00	Drug Screening (Estimated Cost)

*Non-degree programs may not be assessed the \$475 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 30 days until your account is satisfied. In addition, students with past due accounts may be prohibited from attending classes until the 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. An accounts receivable hold prevents registration. Questions regarding accounts receivable holds should be directed to the Bursar's Office, either by email (bursarsoffice@westernu.edu) or by phone, 909-5403.

Collections

To the extent permitted by applicable law, any unpaid balances may accrue 10% interest per annum on the unpaid balance remaining from the date of transfer. Delinquent student accounts may be reported to one or more of the major credit bureaus, after any notice required by applicable law, 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, applicable 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 Bursar's Office at (909) 469-5403.

Financial Aid

Financial Aid is all about helping you find the resources you need from federal loans and work-study to private loans and scholarships so you can move forward in your program feeling supported.. Students should complete the Free Application for Federal Student Aid (FAFSA) each year if they are seeking financial aid. The information provided is used to create an analysis of each student's financial ability to contribute toward their educational costs. Students may complete the FAFSA application via the Internet at <https://studentaid.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 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.

Satisfactory Academic Progress (SAP Policy) for Federal Student Aid

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 charged tuition for the audited courses. Students that are required to repeat coursework are encouraged to meet with a financial aid counselor with respect to their financial aid eligibility.

Repeat Coursework and Federal Financial Aid Eligibility

Federal regulations governing repeat coursework apply to all students undergraduate, graduate, and professional under the definition of a full-time student in 34 CFR 668.2(b). For term-based programs (not subscription-based), a student’s full-time workload may include repeating previously passed coursework, but only one repetition of a previously passed course may be counted toward enrollment status and paid with Title IV aid.

For financial aid purposes, a course is considered “passed” if the student earns a grade of D or better, regardless of the institution’s academic standards. For example, while many graduate programs require a B or better to meet academic requirements, the Department of Education (ED) considers a D passing for Title IV eligibility. In addition to letter grades, the non-letter grades Credit (CR) and Pass (P) are also considered passing by ED for Title IV purposes.

Non-letter grades such as Unsatisfactory (U), Incomplete (I), No Pass (NP), No Credit (NCR), In Progress (IP), and Withdrawal (W) are not considered passing by ED and therefore do not count as successful completion for Title IV eligibility.

Once a course is considered passed, it may be repeated only once with federal aid. This policy does not require institutions to change their academic grading standards, but it does limit how many times a previously passed course may be included in enrollment status for financial aid purposes.

Students who are considering repeating a course should consult with the Financial Aid Office to understand how this may affect their aid eligibility and ensure compliance with federal guidelines.

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 (Student Performance Committee) or equivalent committee, 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 maybe 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.

Federal Direct Unsubsidized Loan

Federal Direct Unsubsidized Loans are available to graduate students through the U.S. Department of Education and guaranteed by the federal government. Interest rates on the federal unsubsidized loan have a fixed rate. The rate would be fixed until the loan is paid in full. Interest rates are established on July 1 of 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 Department of Education (ED).

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. The Grad PLUS loan has a fixed " rate. The rate is 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 Department

of Education. The Federal Direct PLUS loan is subject to origination fees. 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 Grad PLUS loan. The Grad PLUS loan is a credit-based loan.

Effective July 1, 2026, the Federal Direct Graduate PLUS Loan program will be discontinued for new borrowers. After this date, graduate and professional students will no longer be able to take out new Graduate PLUS Loans to cover education costs beyond standard federal loan limits.

A limited exception allows some students to continue borrowing from the Graduate PLUS program without being subject to the new Direct Unsubsidized annual, aggregate, and lifetime borrowing limits through their time to completion, for a maximum of three years. Students may qualify for the limited exception if:

- They remain continuously enrolled in the same program of study at the same institution as they were enrolled as of June 30, 2026, AND
- They had a Direct Loan disbursed (Direct Unsubsidized or Graduate PLUS) for that same program before July 1, 2026

Students affected by this change should consult the Financial Aid Office for guidance on federal loan options and planning for financing graduate or professional education after the Graduate PLUS program ends.

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. 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.

Aggregate Loan Limits for Direct Subsidized & Unsubsidized Loans

A borrower who has reached their aggregate borrowing limit may not receive additional loans. In the case of Consolidation loans, the outstanding amounts of any underlying Federal Direct loans are counted towards the loan limits.

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, and pharmacy 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 their parent's tax forms within the last three years

If you are determined to be 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 parents' income.

Students receiving PCL will need to practice as a primary care physician for a minimum of 10 years or until the loan balance is paid in full if repayment extends beyond 10 years..

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, is counted as a financial aid resource. For more information, please visit our list of [external opportunities](#).

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.

WesternU Tuition Refund Policy

WesternU 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 (LOA) during the academic year. For purposes of this policy, "withdraw" refers to ending enrollment prior to the end of the academic period for any reason, including dismissal. It is a universal policy that applies to all students, those receiving and not receiving financial aid. Students who elect to withdraw or take a LOA during the academic year must

submit prior written notification to the appropriate Academic Dean according to the procedures specified in this Catalog for their program. 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 unless the Department of Education mandates a regulatory change. 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, they are eligible to receive a post-withdrawal disbursement for the earned aid that was not received.

For the purposes of Return to Title IV (R2T4) and tuition refunds, students that are considered to be enrolled in module-based enrollment periods are able to take up to a 45-day break in enrollment without having to complete an R2T4 or considered to be on a LOA. A program offered in modules is defined by the Department of Education as a program that uses a standard term or nonstandard-term academic calendar, is not a subscription-based program, and has a course or courses in the program that do not span the entire length of the payment period or period of enrollment (34 CFR 668.22(I)(6)). However, the student must have been enrolled in one module, or one course, prior to the 45-day break and have completed a module, or a course, prior to the end of the academic term. WesternU students who would like more information on R2T4 and tuition refunds for module-based enrollment periods are encouraged to meet with the Financial Aid Office.

If the student does not meet the above criteria, the student will be considered on an 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.

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.

Return to Title IV Exemptions and Tuition Refund Exemptions

For Return to Title IV purposes, students who are enrolled in a program with module(s) are exempted from the Return to Title IV (R2T4) process and will not qualify for a tuition refund if they have successfully completed one of the following:

1. A student is not considered to have withdrawn if the student successfully completes one module that includes 49 percent or more of the number of days in the payment period, excluding scheduled breaks of five or more consecutive days and all days between modules.
2. A student is not considered to have withdrawn if the student successfully completes a combination of modules that when combined contain 49 percent or more of the number of days in the payment period, excluding scheduled breaks of five or more consecutive days and all days between modules.
3. A student is not considered to have withdrawn if the student successfully completes coursework equal to or greater than the coursework required for the institution's definition of a half-time student for the payment period.*
4. A student who completes all the requirements for graduation from their program before completing the days or hours in the period that they were scheduled to complete is not considered to have withdrawn. (This exemption applies to all types of programs, with or without modules).

*WesternU allows each College to establish their own half-time student definition, if applicable. Please review your College catalog for further information. This exemption will not apply to students enrolled in module-based programs that do not have a half-time student definition.

Successful completion refers to a student who earns a passing grade for the module(s). If the student earned a passing grade and the grade was confirmed within 45 calendar days, from the last date of attendance (LDA) determination date, the student is not considered a withdrawal and the R2T4 calculation process is not required. If the grade has not been confirmed within 45 calendar days, from the LDA determination date, the R2T4 calculation process will be required.

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.

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 Direct Stafford and Direct Graduate 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.

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

Withdrawal Type	Circumstance	Student's Withdrawal Date¹	Date of the Institution's Determination that the Student has Withdrawn
Leave of Absence Related	The student does not return from an approved leave of absence, or the student takes an unapproved leave of absence.	The date that the student began the leave of absence.	The earlier of the dates of the end of the leave of absence or the date the student notifies the school they will not be returning to that school. (In the case of an unapproved absence, the date that the student began the leave of absence.)
Withdrawal After Rescission of Official Notification	The student withdraws after rescinding a previous official notification of withdrawal.	The student's original withdrawal date from the previous official notification.	The date the school becomes aware that the student did not or will not complete the program period or period of enrollment.

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

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

Title IV Aid to be Returned

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

Amount of Unearned Title IV Aid due from the School

When a return of Title IV funds is due, the school and the student may both have a responsibility for returning funds. Funds that are not the responsibility of the school to return must be returned by the student. Although these requirements talk in terms of returning funds, a school is not required to 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
- Direct Graduate PLUS loans (applicable only to legacy students)

Any unearned tuition for alternative loans or Health Resources and Services Administration (HRSA) Title VII funds (Primary Care Loan, Health Professions Student Loans, Loans for Disadvantage Students, Student Nursing Loans) will be returned to the lender or HRSA. 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 2025-2026 Award Year.

Student Loan Deferment Processing

WesternU 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 their 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, submit a ticket to the Office of the Registrar through TeamDynamix. The Office of the Registrar will then forward all deferment forms to the Clearinghouse, which will verify the student's enrollment to the lender. WesternU 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

Admissions Policies

Application Requirements and Admissions

Application requirements for each respective program can be found in the respective catalog. Admissions decisions are final and not subject to appeal.

Reasonable Accommodations during the Admissions Process

Candidates seeking accommodations during the admissions process, including Interview Day, must contact the Office of Admissions with sufficient advance notice for HFCDHP to evaluate the request and arrange any approved accommodations. Certain accommodations, however, require scheduling through external vendors and cannot be arranged on short notice or the day of the event. Requests submitted without sufficient advance notice may limit WesternU's ability to provide some accommodations for that activity; although HFCDHP and Admissions will continue to explore reasonable alternatives whenever possible. The Office of Admissions coordinates accommodation requests with HFCDHP. The Office of Admissions does not evaluate disability status or review medical documentation; its role is limited to referring applicants to HFCDHP and implementing HFCDHP approved accommodations for specific admissions activities. All requests for accommodations will be handled in a manner that is consistent with the university's policies and in full compliance with the ADA, ADAAA, Section 504 of the Rehabilitation Act, and applicable state laws. For additional information regarding HFCDHP's registration process, please refer to <https://www.westernu.edu/cdhp/registration-process>, or review the Student Disability Accommodation Process section.

Standards/Competencies for Admission and Matriculation

A candidate for admission to each of our respective programs is required to possess, or be able to achieve certain intellectual, emotional, and physical abilities (sensory and motor functions) that would enable the individual to acquire the knowledge, technical, and clinical skills needed to successfully complete the curriculum, as detailed in the program's respective Catalog. Candidates or students who require reasonable accommodation to meet the competencies in a program's catalog are encouraged to immediately contact the Harris Family Center for Disability and Health Policy (HFCDHP) as many reasonable accommodations require significant pre-planning and are not retroactive. Failure to promptly enroll with HFCDHP may result in delays or compromise the availability of accommodations. Please contact HFCDHP at Disability Accommodations (disabilityaccommodations@westernu.edu) or (909)469-5441 or visit the HFCDHP website. Accommodations must be approved by HFCDHP and are not provided retroactively (if approved after the start of the program/semester). Reasonable accommodation is determined on an individualized basis and may not result in an undue administrative or financial burden. A fundamental alteration of a course or program is not considered a reasonable accommodation.

English Proficiency

Enrollment in a graduate program at Western University of Health Sciences requires demonstrated English language proficiency, including the ability to read and comprehend academic texts, follow lectures and participate in group discussions conducted in English, and express ideas clearly in written and spoken form. TOEFL may be required for all applicants who are not U.S. citizens and for whom English is a second language. Applicants must attain a minimum score of 72 out of 120, with no less than 18 points for each skill criteria (reading, listening, speaking, writing) on the Internet-based Test (iBT). Official TOEFL scores are valid for three years, and valid scores must be submitted at the time of application. EXCEPTION: The

TOEFL exam will be waived for students who are graduating with a confirmed baccalaureate or higher degree from an accredited United States institution of higher education at the time of application. Please refer to the respective program catalog for further information related to application requirements.

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 their 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).

Conflict of Interest and Educational Activities

WesternU's Conflict of Interest and Ethics policy, in pertinent part, states that a potential conflict of interest occurs when an individual's personal or private interests might lead an independent observer to reasonably question whether the individual's professional actions or decisions are influenced by considerations of significant personal interest, financial or otherwise, in any transaction or relationship involving the University, or which is being considered by the Board of Trustees (including any committee of the Board) or by University Officers or faculty (including any faculty committee) or other group of administrators.

This policy statement is intended to build upon the existing conflict of interest rule to help students and faculty avoid and manage conflict of interest that may arise in supervisory relationships that could unduly impact student grading in required activities, academic advancement, or the awarding of special awards such as scholarships or other special recognition ("Educational Activity"). Accordingly, it is important for students to understand the expectations regarding conflicts of interest for assessment and matriculation of students. Example relationships that may cause a conflict of interest include but are not limited to: 1) consensual intimate relationships 2) familial relationships (i.e. relatives), 3) individuals who share a close personal relationship, such as living in the same household, and 4) financial relationships.

Students are expected to disclose any relationship which may cause a real or potential conflict of interest related to an Educational Activity. In the event of a potential or actual conflict of interest, a conflict-of-interest management plan may be developed which may require the non-participation of the conflicted individuals in the Educational Activity. For further information related to this policy, including the disclosure/reporting process, please contact your respective College's Office of Academic Affairs.

Community Service Activities

Certain programs may require students to participate in community service activities that are not hosted, sponsored, or directly supervised by the University. These activities may take place at off-campus locations within the surrounding community. Students participating in such activities are expected to conduct themselves in accordance with all applicable University policies and professional standards. Because some of these activities occur outside of University-controlled environments and without University supervision, students should be aware that participation may involve inherent risks, including

those associated with travel, physical activity, and conditions at the service site and that the University assumes no responsibility or liability for any loss, injury, damage, or harm arising from or related to a student's participation in such activities. Students are encouraged to review any site-specific requirements or safety guidance provided by their program and to notify their program director of any concerns prior to participation. Questions regarding community service requirements should be directed to the students' respective college.

Plagiarism Audits

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 submitted papers may be subject to review and third-party verification by Turnitin (including through use of artificial intelligence or similar detection tools) for textual similarity review for detection of plagiarism, including writing that is likely generated by Artificial Intelligence (AI). Submitted papers may be included as source documents in the Turnitin reference database solely for the purpose of detecting plagiarism of such papers. Use of Turnitin products and services is subject to the Acceptable Use Policy posted on www.turnitin.com/acceptable-use-policy.

Any student alleged to have violated this policy may be subject to disciplinary proceedings under the Standards of Student Conduct, as set forth in this Catalog. For a full description of the hearing procedures applicable to alleged violations of the Standards to Student Conduct, including associated conduct policies and procedures, please refer to "Student Conduct Procedures".

Student Software End User Obligations

As related to any software used by students as part of their studies or related to their time with WesternU, students are responsible for reviewing any terms and conditions provided by all such software providers (including but not limited to end user licensing agreements, terms of use, and acceptable use policies). For the avoidance of doubt, use of any such software shall be construed as consent to abide by such software providers' terms and conditions.

Criminal Background Investigations or Live Scan Fingerprinting

To meet state and industry specific requirements, hospital facilities, school districts, and clinical sites, may require students to complete criminal background checks, including Live Scan fingerprinting, prior to beginning rotations/clinical experiences and/or during their enrollment at WesternU. 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. The University reserves the right to rescind an offer of admission based on the results of a criminal background check of an applicant or if it is not completed in a timely manner prior to matriculation.

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 their 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. Students have an affirmative obligation to report all arrests and convictions to their College administration to proactively identify solutions (if possible) and/or determine the impact on future licensure. For further information related to criminal convictions, please see the Standards of Student Conduct section.

Student Performance Committee

The College's Student Performance Committee reviews the overall academic progress of each student enrolled in the College. These standards and the operation of the College's Student Performance Committee are contained in the appropriate Program Specific section of each College Catalog.

Student Health and Safety

New students entering 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 must submit a health clearance from their healthcare provider that is no more than 6 months old and serum blood titers that is no more than 1 year old from the start of classes. New incoming students are required to submit all health documentations as described on the Student Health Clearance Packet. Student Health cannot release holds until all required documents have been received and accepted. Those students who are returning to WesternU after a lapse of enrollment of at least six (6) months are required to submit an updated health clearance from their healthcare provider, including a valid TB clearance before they will be cleared to resume classes. . Any form or documentation required by the Student-Employee Health Office can be submitted to stu-emphealth@westernu.edu no later than 30 days before class registration opens. For more information on this process, please go to the Student Immunizations website ([Link: Student Immunizations](#)). For registration date information, please visit the Registrar's Office website ([Link: Registration Dates](#)).

It is the new incoming student's responsibility to ensure all forms are submitted to stu-emphealth@westernu.edu.

Required Physical Exam, Immunizations and Tests

Since students will have some exposure to human and animal patients during their time at WesternU, incoming students are not allowed to register until they have submitted proof that they are current on the following: physical examination, serum blood titers, tuberculosis clearance and immunizations. Serum blood titers are valid within WesternU for 6 years

- Hepatitis B proof of completion of the vaccine series and serologic (blood) titers. Students with Hepatitis B infection must submit a Healthcare Provider's note confirming that student is clear to attend classes and must outline any future recommendations. In addition, the following tests must be obtained: Hepatitis B surface Ag; Hepatitis B Core Ab; Hepatitis Be Ag.
- MMR (measles, mumps, rubella) proof of completion of the age-appropriate immunization and serologic (blood) titers.
- Varicella (chicken pox) proof of completion of the age-appropriate immunization series and serologic (blood) titers. Note: "had the disease" is not accepted; a serum titer is required.
- Tdap Vaccination (Tetanus, Diphtheria, Acellular Pertussis) within the past 10 years.

Tuberculosis (TB) Clearance

TB clearance is required for all students annually.

Students with no history of a positive TB skin test, positive IGRA (Quantiferon) blood test, or TB disease must submit one of the following:

- TB skin test: (also known as a PPD): If the student has not had a TB (PPD) skin test completed within the past year, then 2 separate TB (PPD) skin tests are required. The 2nd TB (PPD) must be administered at least 7 days from the 1st TB (PPD) being administered. Tests must be read after read 48-72 hours after administration. The results must be a number, e.g., 0 mm,mm; the words "negative" or "positive" will not be accepted.

- IGRA: (e.g., Quantiferon or T-spot) serum blood test is preferred if the student has had a BCG vaccine in the past. A lab report and completed TB Symptoms Health Screening Checklist form <https://www.westernu.edu/media/health/pdfs/tb-symptoms-checklist-form.pdf>, signed/dated by your Healthcare Provider must be provided. This test must be done within 6 months of the start of classes. **The IGRA test is valid at WesternU for 4 years.**
 - If the student had the IGRA blood test performed prior to the start of classes, they are required to submit a completed [TB Symptoms Health Screening Checklist](#) annually.
- Students 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, signed/dated by a licensed Healthcare Provider. The chest x-ray must be done within 6 months of the start of classes. In addition, documentation showing that the student has a history of positive PPD and/or a positive IGRA must also be submitted. **The chest x-ray is valid at WesternU for 4 years.**
 - If student had a chest x-ray report prior to the start of classes, they are required to submit a completed [TB Symptoms Health Screening Checklist](#) form annually.

If the student has previously had negative results on prior TB screenings but is now newly positive on future TB clearance, e.g., PPD (TB skin test), IGRA, or chest x-ray after they have begun classes, they must be evaluated and cleared by a health care provider before returning to class or clinical rotations. The [New TB Converter Clearance Process](#) form and the [TB Symptoms Health Screening Checklist](#) form must be completed, signed, and dated by the student's healthcare provider and sent to the Student-Employee Health Office to determine if the student can be cleared to attend class or return to clinical rotations. Students entering the Veterinary Medicine program will be required to obtain the Rabies vaccine series (2 vaccines, received days 0 and 7) by September 30th. Veterinary Medicine Students who have already completed the series are required to provide documentation showing dates the vaccines series was received and must also submit a serum titer called RFFIT (Rapid Fluorescent Focus Inhibition Test) that shows the student's level of immunity to rabies. The RFFIT is the only lab result the University will accept and must be no more than 6 months old from the due date of September 30th.

The required immunizations, tests, and health clearance may require updates or follow-up more frequently. Students with health conditions that may be harmed by obtaining the required immunizations will have to submit a letter signed by their healthcare provider, duly registered, and licensed to practice in the United States. The documentation must state that in the healthcare provider's opinion, the immunization required would be harmful to the health and well-being of the student or any member of their family or household. Unless a lifelong contraindication is specified in this letter, the statement of facts or certificate is valid for only one (1) year from the date signed by the healthcare provider and must be renewed each year for the exclusion to remain in effect.

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) must be submitted to stu-emphealth@westernu.edu by November 30th of each calendar year, or a hold will be placed on the student's account. Please note that some colleges may have an earlier due date the student must follow.

COVID-19 Vaccinations

WesternU follows the recommendations from the local, state, and federal public health authorities, including the Centers for Disease Control and Prevention (CDC) and the US Food and Drug Administration (FDA) related to COVID-19 vaccines, boosters, and testing. All Students are expected to comply with all applicable WesternU policies and procedures.

Annual Health Clearance Requirements

All students are required to submit the following to stu-emphealth@westernu.edu on a yearly basis:

- Tuberculosis clearance
 - If the student submitted an IGRA blood test or chest x-ray prior to the start of classes, they are required to submit a completed [TB Symptoms Health Screening Checklist annually](#).
 - If the student submitted skin tests (PPD) prior to the start of classes, they are required to submit one skin test. If the last skin test has passed the yearly mark, students are required to obtain 2 separate skin tests at least 7 days apart from each other. Students can also obtain an IGRA (Quantiferon) blood test in lieu of the skin test/tests.
- Influenza vaccine
 - Must be administered between August 1 and November 30 of the current calendar year and submitted to stu-emphealth@westernu.edu by November 30 (Note: student must comply with their college's due date if it is earlier). 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 was and whether it is contraindicated for the student to receive the current year's flu vaccine

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 classes, 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. Students are encouraged to make notes in their calendars when these requirements are due.

Drug Testing: WesternU students who are required to complete clinical rotations as part of their program of study may be subject to drug testing as a condition of placement at clinical rotation sites. In accordance with the [Drug and Alcohol on Campus Policy](#), students who receive a positive drug test result will be required to take affirmative steps to validate that result by submitting appropriate documentation within the timeframe and manner specified by the Student and Employee Health Office (SEHO). The illegal or unauthorized 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. Any failure to comply with a validation directive from SEHO may result in a referral to the Office of Student Conduct and Professionalism. Further, any failure to appropriately validate a positive drug test may be considered a violation of the [Drug and Alcohol on Campus Policy](#) and will be referred for to the Office of Student Conduct and Professionalism. Any student who violates this policy will be subject to disciplinary action, up to and including dismissal from their program of study.

Clinical Rotation Sites Requirements

Additional tests, vaccines, and a recent physical examination may be required by clinical rotations sites. It is the student's responsibility to confirm and comply with what is needed to get cleared for rotations.

Bloodborne Pathogen Exposure

Should a student be exposed to blood or body fluids while on clinical rotations, they should see a Healthcare Provider immediately. The [Bloodborne Pathogen Exposure Labs form provides a list of the labs that should be ordered](#). The lab tests and recommendations from the student's healthcare provider must be sent to [Student Health Office](#) and an [Incident Report](#) should also be completed as soon as it is safe to do so.

Student Release of Information

For all programs which require clinical placements and/or experiences, all incoming students will be required to sign a release of information form authorizing WesternU to release the student's health and immunization status, criminal background check results, BLS verification, health insurance coverage, and other relevant information to any requesting agency or clinical site that enters into a clinical partnership with the University.

Injuries or Illnesses during Clinical Experiences

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

- Students are to immediately notify their preceptor and their College's Clinical Rotations Office as soon as possible; students are to submit an Incident Report (https://webapp.westernu.edu/incident_report).
- Obtain medical treatment (e.g., blood draw). It is the student's choice where they obtain medical treatment. They can do so, if possible, at the clinical site, Urgent Care, local hospital, or from their primary care provider.

Students 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 must make it clear that the service is **NOT** to be processed as a worker's compensation injury. Students are not employees of the clinical site or WesternU while injured during a clinical rotation. Students are to advise the site's Employee Health Clinic/Department that the student's personal health insurance is primary coverage and must be billed first for medical expenses they incur as a direct result of the incident.

If the student chooses or cannot get the baseline 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 health insurance carrier. If a bill is sent to the student after their health insurance carrier has paid the bill, the student is advised to contact [University Risk Management](#) at risk@westernu.edu for additional information.

If students are enrolled in the Student Health Insurance Plan (SHIP) and need a copy of their insurance card, they can obtain a copy from the following link: www.aetnastudenthealth.com. Questions regarding the University's sponsored health insurance plan, contact the Registrar's Office at 909-469-5491.

Complete an [Incident Report as soon as possible](#). Any questions regarding this section should be directed to the student's clinical experience coordinator.

Communicable Diseases Return to Campus Requirements

Students diagnosed with communicable diseases that pose a risk to the campus community may be restricted from attending campus or clinical rotations. A written health clearance from a Physician, Physician Assistant (PA), or Nurse Practitioner (NP), signed and dated is required before returning. The clearance must confirm that the student is medically fit and poses no risk of disease transmission.

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.

WesternU students not attending full-time, 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 2026 premium for the student health insurance plan during fall 2026 registration. The fall 2026 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 2026 premium, and your student account will automatically be assessed the applicable spring 2027 premium during registration for the spring 2027 term.

Enrolling in the Student Health Insurance Plan

If you wish to enroll in the student health insurance plan for the 2026/2027 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 be able to retrieve your plan materials (e.g., 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 2026/2027 academic year is offered through [Aetna Student Health](#) and administered by [Health Sciences Assurance Consulting](#) (HSAC). Plan details include:

Deductible	\$250
Co-Insurance	80% – Preferred Provider Organization (PPO), 60% – Non-PPO
Out of Pocket Maximum (Individual)	\$6,350 (PPO), \$10,000 (Non-PPO)
Out of Pocket Maximum (Family)	\$12,700 (PPO), \$20,000 (Non-PPO)
Office Visit	\$20 Copayment, 100% (PPO), 60% (Non-PPO)
Urgent Care Visit	\$20 Copayment, 100% (PPO), 60% (Non-PPO)
Emergency Room Visit	\$350 Copayment (Waived if Admitted)
Prescription Drugs	\$25/\$50/\$75/\$100 Specialty Tier

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 2026/2027 academic year are listed below:

Insurance Coverage Period	Summer 2026B Charge	Fall 2026 Charge	Spring 2027 Charge	Total 2026/2027 Premium
06/01/2026 – 07/31/2027 (MSMS 2027)	\$813.00	\$2,709.00	\$2,665.00	\$6,187.00
06/01/2026 – 07/31/2027 (DPM-AS 2028)	\$813.00	\$2,709.00	\$2,665.00	\$6,187.00
06/01/2026 – 07/31/2027 (ISAC 2030 – DO, DONW, DPM)	\$813.00	\$2,709.00	\$2,665.00	\$6,187.00
07/01/2026 – 07/31/2027 (PIP 2028)	\$413.00	\$2,709.00	\$2,665.00	\$5,787.00
08/01/2026 – 07/31/2027 (All Other Student Groups)	N/A	\$2,709.00	\$2,665.00	\$5,374.00
01/01/2027 – 07/31/2027 (Spring 2027 Starts)	N/A	N/A	\$3,121.00	\$3,121.00
02/01/2027 – 07/31/2027 (DMD-IDP 2029)	N/A	N/A	\$2,665.00	\$2,665.00

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 2026 registration, and the second payment is assessed during spring 2026 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 may 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 email the Office of Financial Aid at finaid@westernu.edu.

Students enrolling in the WesternU student insurance plan from 06/01/2025 – 07/31/2025 will be enrolled on the 24-25 policy year until 07/31/2025. Your enrollment will continue in the 25-26 Policy year effective 08/01/2025. Deductibles and Out-of-pocket Max requirements for care received from 06/01/2025 - 07/31/2025 will apply to the 24-25 Policy year. Deductibles and out of Pocket Max reset effective 08/01/2025 and care received from 08/01/2025 – 7/31/2026 will apply to the 25-26 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 2025-2026 Policy year if 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 \$2,500 individual annually, **NO** Exceptions.
 - Unlimited major medical coverage
 - 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 California or Oregon 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 2025 premium, and your student account will automatically be assessed the applicable spring 2026 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 2027	06/30/2026
DPM-AS 2028	06/30/2026
ISAC 2030 (DO, DONW, DPM)	06/30/2026
PIP 2028	07/31/2026
All Other Programs/Class Years	08/28/2026
Spring Semester Start – New Students	01/29/2027
DMD-IDP 2029	02/26/2027

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 \$5,000.00 deductible requirement. The health savings account must be in your name or you must be listed on the statement.

Instructions and deadlines for submitting your waiver appeal will be provided in your waiver denial email.

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 email 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 14 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, but 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 WesternU.

University Credit Hour Policy

WesternU 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.

WesternU 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 Provost.

Transcripts

Enrolled students may view their unofficial transcript online via the Student Portal, the [MyWesternU Portal](#). Instructions on how to review an unofficial transcript can be found on the [Registrar's Office website](#). 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's Office 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 their permanent record. Drops processed after 20% of the course is completed will automatically receive a 'W' (Withdrawal) grade on their 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 University Registrar and the seal of the University. Transcript requests will be processed within 5 business days. Rush transcripts are available to be processed within 1 business day. The most common official transcript delivery method is electronic delivery; however, students can request paper official transcripts as well. Rush transcripts can be sent via First Class Mail or via Federal Express (Federal Express cannot mail transcripts to PO Boxes). Rush transcripts ordered by 5 p.m. will be available for pickup after 9 a.m. the following business day. Refunds will not be processed for Rush or Federal Express orders once they are processed.

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

Students' class ranking can be requested on the Student Authorization Forms page of the [My Portal](#). Students will receive an electronic class rank memo with their class rank and grade point average. Class ranking is the relative numerical position of a student's academic performance based on cumulative grade point average. The following student groups are ineligible for class ranking:

- Inactive Students (Leave of Absence, Suspension, Withdrawal, Dismissal, etc.)

- Transfer Students
- Non-Degree Students
- DO 3rd Year Osteopathic Manipulative Medicine Fellows
- MSHS Students

Transferability of Courses Taken at WesternU

Whether WesternU course credits transfer to another institution is at the complete discretion of the institution to which you may seek to transfer. Acceptance of the degree or certificate you earn at WesternU is also at the complete discretion of the institution to which you may seek to transfer. If the credits, degree, or certificate that you earn at WesternU are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at WesternU will meet your educational goals. You are solely responsible for such due diligence. WesternU does not make any promises, representations or guarantees that course credits, degrees or certificates completed at WesternU will transfer to another institution.

Diplomas

Diplomas will be issued approximately six to eight weeks after the Registrar's Office 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

Voluntary 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 other academic programs in the midst of their studies at WesternU.

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 medical emergency or illness for which the leave is requested, and the estimated length of time-off from school. If a student does not submit the appropriate medical documentation supporting the need for a medical leave of absence, the request will be altered to reflect a leave approved based on personal/financial reasons. Students will have 30 calendar days from the start of leave to submit the appropriate medical documentation to convert the personal/financial leave to a medical leave.

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 their 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 (see below).

Percent of Course Completion	Course Registration Modification
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. A student cannot retroactively receive a 'W' grade once the course has been completed.

- If the Leave of Absence is greater than 30 calendar days in duration (45 days for students enrolled in modular 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. Per Department of Education regulations, any LOA greater than 180 days is considered a withdrawal for the purposes of Title IV funding. Students who are on an approved leave for a period of time greater than 180 days will be reported as withdrawn to the National Student Clearinghouse (NSC) and the National Student Loan Database System (NSLDS) as well as subject to student loan repayment. It is the responsibility of the student to contact their loan servicers with questions regarding their loan status. Please note that upon successful return from a University approved leave of absence greater than 180 days, students will be reinstated effective the agreed upon return date and an update will be provided to both the NSC and NSLDS. While on LOA, students retain limited access to University Services, including the library, University email, 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.

Pregnancy Leaves of Absences: Any pregnant student may request a Pregnancy Leave of Absences. Alternately, a pregnant student may choose to remain enrolled and to request a childbirth Accommodation. In order, to request a leave of absence or childbirth accommodation, pregnant students should contact OTIXEO.

Military Leave: A student may request a leave of absence for military deployment. When a student in the Reserves or in the National Guard is called to active duty, the student must notify their College, the Registrar’s Office, as well the VA School Certifying Official and provide proof of deployment prior to being deployed. Proof of deployment may be submitted electronically or in-person. When a student is activated for military duty during an academic term, WesternU will (1) excuse tuition for that academic term, any payment made will be credited to the student’s account, (2) expunge the student’s record of registration so that the student is not penalized for being called to active duty, unless (3) a student is called to active duty near the end of the academic term, in which case it may be determined that incomplete (I) grades are more appropriate. In this case, tuition will not be waived. Students with questions regarding Military Leaves of Absence should contact the Registrar’s Office for more information, registrar@westernu.edu.

Special Note Regarding Academic or Conduct Hearings: Generally, a request for a leave of absence will not be allowed or approved after an academic or conduct hearing process has been initiated. The University/College reserves the right to proceed with the academic or conduct hearing process regardless of a student’s request for a leave of absence from the University.

Voluntary 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., academic difficulty, 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 their 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:

Percent of Course Completion	Course Registration Modification
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. A student cannot retroactively receive a 'W' grade once the course has been completed.
---	---

- 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.

Special Note Regarding Withdrawal and Conduct Matters: Generally, a student may not request withdrawal from the University after the Office of Student Conduct and Professionalism (OSCP) receives a report of an alleged violation of the Standards of Student Conduct. The University reserves the right to proceed with the conduct proceedings regardless of a student’s request for a withdrawal from the University. In cases where the University permits a student to withdraw from the University after the OSCP receives a report of an alleged violation of the Standards of Student Conduct (including while the conduct proceedings are pending), this withdrawal may be considered permanent, and the student’s academic transcript may be held or noted “withdrawal pending conduct factfinding and/or hearing”. Even if a student withdraws from the University, the University may decide to proceed with the conduct proceedings. At the conclusion of the conduct proceedings, the student’s transcript will be updated with the appropriate notation or removal of notation.

Administrative Withdrawal from University/Program

Students who leave the University/Program without notifying the Office of the Dean, and/or 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;
- 2) Failure to register and/or return to WesternU as directed; and
- 3) Students who do not complete their academic programs by the maximum time frame outlined in the college catalog, subject to the student being referred to their college’s Student Performance Committee.

Administrative Withdrawals are not subject to appeals.

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. For purposes of readmission, good academic standing is defined as withdrawing without academic or conduct probation status. 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 reapply through the University's Admissions process unless otherwise stipulated. For the purposes of readmission, students are deemed "not in good academic standing" if they withdraw while actively on academic or conduct probation.

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

The Standards of Student Conduct encompass three components: the Standards of Academic Integrity, the Standards of Professionalism, and the Standards of Student Conduct. Collectively, these three components are referred to as the Standards of Student Conduct. Students are expected to make themselves aware of and abide by the expectations contained in the Standards of Student Conduct and related policy statements. Ignorance is not a justification for violating the Standards of Student Conduct.

Because of the professional nature of a graduate health degree program, WesternU expects a higher standard of student conduct. The Standards of Student Conduct articulates violations that are most common and/or readily identifiable. Conduct violating the Standards of Student Conduct that are not specifically mentioned may still be subject to disciplinary action. Any questions regarding interpretation of the Standards of Student Conduct should be referred to the Office of Student Conduct and Professionalism.

Scope of the Standards of Student Conduct: The Standards of Student Conduct applies to conduct that occurs on University premises, at University sponsored activities, and to off-campus conduct that adversely affects the University community and/or the pursuit of its objectives (inclusive of behavior online or conducted through electronic means). The Office of Student Conduct and Professionalism will decide whether the Standards of Student Conduct will be applied to conduct occurring off campus, on a case-by-case basis.

Off-Campus Activities: It is expected that WesternU students display conduct and behavior that reflect favorably on them, the University, their College, and the WesternU community. Although the University is not responsible or liable for student off-campus events or behavior, it does reserve the right to take disciplinary action in response to behavior off campus that violates University expectations and the Standards of Student Conduct or adversely affects the University community and/or the pursuit of its objectives.

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. Deliberate misrepresentation of work product produced by machine-based tools (a.k.a. artificial intelligence, chatbot, neural language model, natural language model) as one’s own without appropriate attribution in connection with academic work (graded or otherwise).
3. Falsification, fabrication, or misrepresentation of data, information, or citations in connection with academic work (graded or otherwise).
4. Engaging in conduct related to academic work, quizzes or examinations, whether graded or not, including but not limited to the following:
 - a. Using unauthorized materials and methods (i.e., phones, electronic devices, notes, outlines, textbooks, electronic, 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.

5. 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.
6. Forging, falsifying, or misusing University or College documents, records, identification cards, computers, or other resources to violate requirements regarding academic integrity.
7. 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.
8. Assisting or aiding another to engage (or attempt) in acts of academic dishonesty prohibited by this policy.
9. Any act that gains or is intended to gain an unfair academic advantage.
10. Violating other University or College policies that are designed to assure that academic work conforms to requirements relating to academic integrity.

Any student alleged to have violated this policy may be subject to disciplinary proceedings under the Standards of Student Conduct, as set forth in this Catalog. For a full description of the hearing procedures applicable to alleged violations of the Standards to Student Conduct, including associated conduct policies and procedures, please refer to “Student Conduct 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. The University recognizes that professional behavior extends beyond the classroom and clinical environment and is reflected in all aspects of a student’s conduct including behavior in public and social settings. For further information pertaining specifically to social settings, including but not limited to social media, please review the Social Media policy and the Off-Campus activities section below. Additionally, each College may establish supplemental professionalism expectations specific to the demands of their discipline, which shall be considered jointly enforceable with this University-wide standard.

Where a student's conduct implicates professionalism concern **that is tied** to an assessed component of an academic course, clinical rotation, or program requirement (i.e. including but not limited to evaluations of professional behavior during clinical placements, attendance and participation standards with graded consequences, and faculty or preceptor assessments of professional competency) the matter shall be addressed by the applicable College Student Performance Committee as a possible violation of academic standards, policies, or procedures. Such matters involve an academic judgment and are therefore within the academic authority of the College.

Where a student's conduct implicates professionalism concerns **that are not tied** to an assessed academic course, clinical rotation, or program requirement (i.e. including but not limited to evaluations of professional behavior during clinical placements, attendance and participation standards with graded consequences, and faculty or preceptor assessments of professional competency), the matter may be treated as a possible violation of the Standards of Student Conduct and addressed through the centralized student conduct process administered by the Office of Student Conduct and Professionalism.

Where a student's conduct implicates professionalism concerns that are tied to an assessed academic course, clinical rotation, or program requirement **AND University and/or College conduct-based standards**, the Office of Student Conduct and Professionalism shall determine the appropriate order and manner of handling; that is, whether the matter shall proceed first through the conduct process or through the College Student Performance Committee process as a potential violation of academic standards, policies, or procedures.

Standards of Student Conduct

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.

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. Students are expected to respect and adhere to University policies and procedures as well as applicable local, state, and federal laws or regulations. For purposes of clarity, students should be aware that they might be subject to sanctions for acts (or attempted acts) of misconduct, including but are not limited to the misconduct below or outlined in the Standards of Academic Integrity and/or Standards of Professionalism. Conduct that is not specifically mentioned below may still be subject to disciplinary action:

1. Failure to comply with a University or College policy or procedure;
2. Failure to comply with a University or College directive;
3. Fighting or related conduct that unreasonably endangers or inflicts physical injury upon another in the university community or at university-sponsored activities;
4. Unauthorized possession of a weapon, ammunition, explosives, flammable substance or other weapon, whether carried openly or concealed;
5. Misuse, abuse, or theft of property or services, including but not limited to University computer, audio visual equipment or network systems or access to those systems;
6. Exhibiting recklessly dangerous, disorderly, unethical, or obscene conduct affecting University or College interests, students, or other personnel;
7. Exhibiting behavior or conduct that demonstrates a substantial lack of integrity and/or accountability;
8. Engaging in conduct that substantially disrupts or interferes with the academic environment;
9. Forgery, falsification, fabrication, or misuse of a document, record, identification card, computers, data, library materials, or other resource created, maintained, requested by, or used by the University/College or members of the University community; including any document submitted in connection with academic coursework, evaluation, or associated document;
10. Accessing, altering, or using unauthorized information in the university community or in relation to university-sponsored activities;
11. Falsification, distortion, dishonesty, and/or misrepresentation of submitted application materials;
12. Falsification, distortion, dishonesty, and/or misrepresentation of information to the University/College;
13. Using the name of the University or the names of members or organizations in the University community without authorization and /or misrepresenting oneself as a representative of the University/College;

14. Failure to comply with the requirements and/or procedures of academic or conduct proceedings or the terms or conditions of any sanction or action imposed pursuant to such proceedings;
15. Failing to participate fully or truthfully in any university fact-finding or investigations;
16. Engaging in conduct that endangers the health or safety of oneself within the university community or at university sponsored or related events;
17. Engaging in conduct that endangers the health or safety of other members or visitors within the university community or at university sponsored or related events;
18. Unauthorized entry, presence in or use of university premises, facilities, or property;
19. Destroying, damaging or defacing the property of others, whether in the university community or at university-sponsored activities;
20. Behavior which disrupts or interferes with normal university or university sponsored activities;
21. Assisting or aiding another to engage in acts of misconduct;
22. Unauthorized use, possession or dissemination of alcohol or tobacco products in the university community or at university-sponsored activities (See Drug-Free Workplace policy section);
23. Use, possession or dissemination of unauthorized or illegal drugs, or drug related paraphernalia in the university community or at university-sponsored activities (See Drug-Free Workplace policy section);
24. Any act chargeable as a violation of local, state, or federal law, whether or not charges are brought by civil authorities, when such act(s) occur on university premises, or at university sponsored activities or events, or when such conduct adversely affects the university community and/or the pursuit of its objectives; and
25. Any action, inclusive of off-campus behavior or conduct, that would grossly violate the mission of the University and/or significantly impacts the rights of those who comprise the University.

Sanctions may include but are not limited to a written warning, conduct agreement, conduct probation, and summary or conduct suspension, dismissal from the University and/or revocation of a conferred WesternU degree. Further, the University reserves the right to reverse any passing grade awarded to a student upon a finding of Standards of Academic Integrity violation. Students suspected of committing any violation of University or College student conduct policies and/or the Standards of Student Conduct are accorded procedures consistent with fairness typically before any disciplinary action is imposed (See Student Conduct Procedures for further information). However, in appropriate circumstances, students may be placed on summary suspension prior to the implementation of a conduct hearing (See Summary Suspension for further information). Student conduct outcomes and/or sanctions are protected as part of a student's education record under the Family Educational Rights and Privacy Act (FERPA), which prohibits disclosing personally identifiable information (PII) to third parties without consent. For further information on FERPA, please see the Family Education Rights and Privacy Act (FERPA)/Confidentiality of Student Records section of the University Catalog.

Criminal Proceedings and/or Alleged or Actual violations of the Law: When a student is accused, arrested, charged, or indicted for a crime, the University may elect to initiate student conduct hearing procedures chargeable under the Standards of Student Conduct. Additionally, the University reserves its right to exercise its authority to implement a summary suspension upon notification that a student is facing criminal investigations and/or charges. Furthermore, the student conduct process will go forward notwithstanding any criminal charges/investigations involved. WesternU's process is independent of the court or other administrative proceedings. WesternU may issue sanctions against a Student who is also charged in a civil or criminal courts based on the same facts that constitute the alleged violations of the Standards of Student Conduct.

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.

Office of Student Conduct and Professionalism

The Office of Student Conduct and Professionalism (OSCP) serves as the University's central administrative unit responsible for the oversight, administration, coordination, and enforcement of the Standards of Student Conduct, as well as all related conduct hearing policies and procedures applicable to WesternU students.

Reports of alleged violations of the Standards of Student Conduct may be submitted through the [**WesternU Student Conduct and Professionalism Incident Report Form**](#). If the OSCP determines that the facts stated in the report, if true, would violate the Standards of Student Conduct, the student will be notified of the allegations and supporting evidence and the matter will be heard through an administrative hearing or a hearing before the Student Conduct Hearing Panel. For further information related to the student conduct procedures, please review the Student Conduct Procedures below.

Reporting Alleged Violations of the Standards of Student Conduct

Any member of the academic or College community who witnesses or receives a report of a possible student conduct violation, has a professional obligation to report violations of College and University conduct policies, such as the Standards of Student Conduct.

Anyone may report an alleged violation of the Standards of Student Conduct by submit using the [**WesternU Student Conduct and Professionalism Incident Report Form**](#). The reporter should provide sufficient detail, such as the section of the Standards of Student Conduct allegedly violated and a summary of the facts deemed to constitute a violation. Reports should be submitted as soon as possible after the event takes place. The University reserves the right to take action against an individual for violating the Standards of Student Conduct regardless of how much time has passed since the incident. Please note that the OSCP is unable to receive anonymous reports at this time. Anonymous reports presents challenges, as the absence of an identifiable complainant can limit the ability to gather additional context or corroborating information in order to establish evidence essential to proceeding with a formal conduct process . If you or anyone you know is in immediate danger, please call 911 followed by 909-706-3000 for emergency assistance.

Information about reporting allegations of sexual misconduct by WesternU students, employees, or third parties can be found in the Sexual and Gender-Based Harassment, Interpersonal Violence, and Other Sexual Misconduct (SIM) Policy. Please refer to [**WesternU's Title IX Resource**](#) page for further information.

Information about reporting allegations of discrimination and harassment by WesternU students, employees, or third parties can be found in the Equal Opportunity and Civil Rights (EOCR) Policy. Please refer to [**WesternU's Title IX Resource**](#) page for further information.

Information about reporting allegations of hazing can be found in the Anti Hazing Policy. Please refer to [**WesternU's Title IX Resource**](#) page for further information.

Initial Review of Alleged Violations of the Standards of Student Conduct

Upon receipt of a report of alleged violations, the OSCP will conduct an initial review to determine whether the reported conduct falls within the jurisdiction of the Standards of Student Conduct.

Reports that are deemed academic in nature (i.e. failure to meet the Standards of Academic Progress), will be referred to the respective College for handling under their respective academic policies and procedures. Further, the OSCP reserves the right to refer reports to the appropriate College for educational intervention and advisement in lieu of an administrative hearing or review by the Student Conduct Hearing Panel; provided that the reported conduct does not rise to the level of a serious violation under the Standards of Student Conduct. For purposes of this policy, educational intervention or advisement means a non-disciplinary, developmental response to a concern that does not result in a finding of misconduct or the imposition of a formal sanction. Formal sanctions may include but are not limited to conduct probation, conduct suspension, dismissal from the University and/or revocation of a conferred WesternU degree. Educational intervention or advisement is appropriate where the conduct at issue is not of a serious nature and does not warrant conduct probation, conduct suspension, dismissal, or other significant disciplinary sanction.

Reports that fall within the jurisdiction of another University office or department shall be referred accordingly, including but not limited to OTIXEO, where applicable. Reports that fall under the Standards of Student Conduct and rise to the level of a serious violation may be subject to an administrative hearing or review by the Student Conduct Hearing Panel, as further detailed below. Any identified immediate threats to the safety or well-being of individuals requiring urgent intervention will be addressed in accordance with established campus safety protocols.

Fact-finding of Alleged Violations of the Standards of Student Conduct

Information about a student's alleged violation of the Standards of Student conduct may come from a variety of sources including, but not limited to, reports from faculty, staff, students, department, law enforcement agencies, or community members. Other sources of information may include, but are not limited to electronic communications, photographs, social media, and audio or video recordings.

In instances where the OSCP deems it is necessary to conduct fact-finding in order to refine the scope of the report; members of the campus community are expected to cooperate and comply with all efforts to enforce University or College requirements regarding student conduct; including but not limited to participating in fact-finding meetings and providing written affidavits. Furthermore, if a student fails to supply pertinent information and/or knowingly providing false information during fact-finding, it may result in an additional violation of the Standards of Student Conduct. Notwithstanding the foregoing, the University is not required to conduct fact-finding prior to referring a matter to an administrative hearing or Student Conduct Hearing Panel, nor is it required to notify the student of any intent to conduct, or completion of, fact-finding.

Status of Student Pending Action

Pending a determination by the appropriate unit, the status of the student will not be altered except for reasons of their physical and emotional well-being or for reasons relating to the safety of other students and University personnel. Notwithstanding that a decision has been rendered, the status of the student will not be altered pending determination of a timely appeal by the student, except that the Provost 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/Conduct Hearing Panel. 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

Student Conduct Procedures

Western University of Health Sciences expects all students to adhere to the policies that embody its Standards of Student Conduct. Any allegation that a student has violated these standards may be referred to an Administrative Hearing or for hearing before the Student Conduct Hearing Panel. The Office of Student Conduct and Professionalism (OSCP) has sole and complete discretion to determine whether a matter will be resolved through an administrative hearing or referred to the Student Conduct Hearing Panel, and that determination is final and not subject to appeal or challenge. A finding of a violation of College and/or University conduct policies or procedures does not require proof of intent. If applicable, allegations of misconduct that bear a nexus to patient safety may result in the immediate suspension of student clinical privileges by the College pending the completion of the student conduct process. Please review the Temporary Suspension of Student Clinical Privileges policy for more information. *For purposes of this procedure, all references to students refer to a student accused of alleged violations of the Standards of Student Conduct.*

Administrative Hearing

When the alleged violation of the Standards of Student Conduct is of a less serious nature and the misconduct would not result in suspension, dismissal, or other significant disciplinary sanction, a student may be notified to attend a mandatory administrative hearing with a OSCP Director or designee to discuss the incident and any steps that must be taken or sanction imposed to resolve the matter. The OSCP Director or designee conducting the administrative hearing has the authority to make the final decision on the matter. Before the administrative hearing, the student will be sent a notification letter briefly summarizing the behavior that allegedly violates the Standards of Student Conduct along with the date and time of the hearing. Students are not permitted to have a conduct hearing mentor present during an administrative hearing. The administrative hearing will be followed by an official letter summarizing the decision and the basis for it, a copy of which will be shared with the College. Sanctions imposed as a result of an administrative hearing are final and cannot be appealed. If a student fails or refuses to participate in the Administrative Hearing process, the matter shall be referred to the Student Conduct Hearing Panel, which retains the authority to proceed and render a determination regardless of the student's participation. Students who wish to preserve the right to appeal may, prior to the administrative hearing, request instead to appear before the Student Conduct Panel, which is subject to the appeal procedures described below.

Student Conduct Hearing Panel

If, after reviewing a report of alleged violation of the Standards of Student Conduct, the OSCP determines that the incident is deemed sufficiently serious, the incident will be submitted for hearing by the Student Conduct Hearing Panel. The Student Conduct Hearing Panel will include a quorum of three faculty members from colleges other than the college in which the student respondent is enrolled. The Panel will be chaired by an OSCP Director or designee, who serves in a non-voting, facilitative capacity and is not a voting member of the Panel. The Student Panel has full authority to adjudicate all matters submitted for their handling, including the authority to determine whether a violation of the Standards of Student Conduct has occurred and to impose appropriate sanctions.

The student conduct hearing panel process is divided into two distinct phases: (1) Determination of Violation and (2) Sanctions. For purposes of this policy, both phases are referred to herein as *student conduct proceedings*. This bifurcated structure is intended to ensure fairness by separating the determination of responsibility from the consideration of disciplinary consequences.

Determination of Violation Hearing: During the first phase, the Student Conduct Hearing Panel considers the evidence presented and makes a determination based on a preponderance of the evidence standards

(i.e. whether it is more likely than not that the student violated the Standards of Student Conduct). At this hearing, the student is invited to present evidence and relevant information for the Panel's consideration. Following deliberation, the student will receive written notice of the Student Conduct Hearing Panel's decision. This notice is typically issued within three (3) to ten (10) business days from the scheduled Determination of Violation hearing, with a copy being shared with the College. A finding of a violation of College and/or University conduct policies does not require proof of intent.

Sanctions Hearing: If, and only if, the Student Conduct Hearing Panel determines that a violation of the Standards of Student Conduct have occurred, the Student Conduct Hearing Panel will convene a second hearing for consideration of the appropriate sanction(s), if any. The findings of the Determination of Violation Hearing will be presented to the College Dean. The College Dean will be provided an opportunity to provide input on recommended sanctions, which will be included in the Notice of Sanctions Hearing packet. The student is invited to present evidence and information relevant to the question of sanctions during this phase. In their determination of appropriate sanctions, the Student Conduct Hearing Panel may consider the totality of the student's record, including but not limited to any prior disciplinary history, coaching or counseling, college-level interventions, prior record of discipline, and any other information that is pertinent to determining sanctions. Following deliberation, the student will receive written notice of the Panel's sanctioning decision, a copy of which will be shared with the College. This notice is typically issued within five (5) to fifteen (15) business days from the scheduled Sanctions hearing. A student may appeal the decision of the Panel to the Provost, in accordance with the Student Appeal Process specified in the University Catalog.

Notice of Hearing: At the onset of a conduct matter and before meeting with the Student Conduct Hearing Panel, the student accused of the alleged violation will be provided with a Notice of Hearing. The Notice of Hearing will contain the summary of the allegations, proposed student conduct policy violations, supporting evidence, date of the Determination of Violation hearing, list of all witnesses, names of the Student Conduct Hearing Panel members, and other pertinent details. Upon receipt of a Notice of Hearing, a student may accept responsibility for all alleged violations, thereby waiving the Determination of Violations hearing and advancing directly to the sanctions phase. Students who accept responsibility for all alleged violations and waive the Determination of Violations hearing are prohibited from filing an appeal on the basis of procedural error arising from such waiver.

Student Rights and Responsibilities: In the student conduct proceedings, and in addition to the Student Conduct Hearing Panel Procedures below, the student has the following rights and responsibilities:

- The student must receive written notice of the specific allegations and the date, time, and location of the student conduct proceedings.
- The written notice must specify whether dismissal from the University is being considered as a potential sanction.
- The student has the right and responsibility to appear and answer questions of the Student Conduct Hearing Panel.
- The student has the right to ask relevant questions of witnesses, subject to the reasonable control of the Chair.
- Determination of Violations Hearing:
 - The student has the right and responsibility to present any evidence they deem relevant to the Student Conduct Hearing Panel. This information must be submitted at least 3 business-day before the scheduled student conduct proceeding. The Student Conduct Hearing Panel may or may not consider any documents received after the 3 business-day deadline subject to the discretion of the Chair.

- The student has the right and responsibility to present any witnesses relevant to the allegations at the Determination of Violation hearing. Students must present a list of witnesses and purposes of their statements to the Chair at least 3 business days in advance of the scheduled student conduct proceeding.
- Sanctions Hearing:
 - The student has the right and responsibility to present any mitigating evidence at the Sanctions hearing. This information must be submitted at least 3 business days before the scheduled student conduct proceeding. The Student Conduct Hearing Panel may or may not consider any documents received after the 24-hour deadline subject to the discretion of the Chair.
 - The student has the right and responsibility to present any character witnesses as mitigating evidence at the Sanctions hearing. Students must present a list of witnesses and purposes of their statements to the Chair at least 3 business days in advance of the scheduled student conduct proceeding.
- The student has the responsibility to request and confirm their witness's participation in the student conduct proceedings.
- The student has the responsibility to inform the Student Conduct Hearing Panel as soon as the circumstances permit should there be any deviation from the specified procedures, to afford the Student Conduct Hearing Panel an opportunity to take appropriate corrective action.
- The student has the right to waive any procedural requirement, and no such deviation shall be grounds for appeal, unless the student has timely called the error to the attention of the Student Conduct Hearing Panel and the Panel failed to correct any such error.

Conduct Hearing Advisor: The student may request permission for a conduct hearing advisor of their choosing to attend the student conduct proceedings for support. A conduct hearing advisor may observe, consult with, and provide support to the student but may not speak on the student's behalf or otherwise participate in the student conduct proceedings. The conduct hearing advisor may not be a witness or individual with relevant information regarding the allegations. It is the student's responsibility to make a written request for a conduct hearing advisor to the OSCP to identify the proposed advisor. The OSCP will determine whether to grant the student's request.

Conflicts of Interest or Bias: Any Student Conduct Hearing Panel member who has a known conflict of interest or bias shall not participate in the student conduct proceedings. A student who believes that a panel member has a conflict of interest or bias must notify the OSCP, in writing no later than 2 business days after receipt of the Notice of Hearing, and provide a sufficient and substantive basis for that belief. The OSCP will review the submission and make the final determination as to whether a conflict or bias exists. If a conflict or bias is found, the OSCP will replace the Panel member or take other appropriate corrective action to ensure the integrity and fairness of the student conduct proceedings.

Student Conduct Hearing Panel Procedures: Student Conduct proceedings are not required to adhere to formal rules of procedure or technical rules of evidence followed by courts of law. Student conduct proceedings will be conducted according to the following guidelines and in alignment with the Student's Rights and Responsibilities section:

- All procedural questions are subject to the final decision by the Chair of the Student Conduct Hearing Panel.
- Student Conduct proceedings will be conducted in private; however, the Office of Student Conduct and Professionalism reserves the right to accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the student and/or other witness during the student conduct proceedings by providing separate facilities, and/or by permitting participation by telephone, video

conferencing, written statement, or other means. Such decisions are made at the sole discretion of the Office of Student Conduct and Professionalism.

- Students may be assisted at conduct hearing proceedings by an advisor (see the Conduct Hearing Advisor section for further information).
- Student conduct proceedings will proceed in the following manner:
 - Reading of the charges.
 - The student's denial or admission of the alleged violation(s).
 - Presentation of information and/or witnesses supporting the alleged violation(s).
 - Presentation of information and/or witnesses by the student charged that rebuts the alleged violation(s).
 - Closing statement by the accused student.
- The Chair and the student may call witnesses. Witnesses may only be present while giving testimony. The chair may, at his or her sole discretion, exclude any witness from attending the hearing if the witness's testimony is duplicative or irrelevant.
- All participants are expected to maintain confidentiality of the student conduct hearing proceedings.
- Formal rules of evidence do not apply. The Conduct Hearing Panel may consider all information reasonably relied upon in serious matters. Hearsay may be considered and given appropriate weight.
- Unduly repetitive or irrelevant information may be excluded, at the discretion of the Chair.
- If, during the course of the student conduct proceedings, additional policy violations are discovered, the student will be notified of the new alleged policy violation(s) and will be granted additional time, if needed, to prepare a defense of the new alleged violation(s). The student may waive the additional time and the student conduct proceedings can proceed with the new alleged violation(s) taken under consideration by the Panel. A record will be made in the student conduct proceedings notes of additional alleged violation(s) and whether or not the student desires additional preparation time.
- Information about the misconduct of other students shared at the hearing may be used as the basis for disciplinary action.
- The Student Conduct Hearing Panel shall make an official recording of the hearing. The recording is University property and will be retained in accordance with FERPA records retention requirements. No other recording is permitted.
- If the student fails to appear at any of the Student Conduct proceedings the Panel may proceed and make a decision based on the available information. The student may not be found responsible for the alleged violations solely for failure to appear. If the Chair determines that good cause exists for the student not appearing at the hearing, a new date may be set for the hearing.
- The Student Conduct Hearing Panel may consider affidavits or written evidence. In such instances, the student shall receive copies of any written evidence the Student Conduct Hearing Panel intends to consider at least three (3) business days prior to any scheduled student conduct proceeding, unless waived.
- The Chair is responsible for maintaining order and ensuring a fair process and may exclude any individual (including the student and/or the student's conduct hearing advisor) whose behavior materially disrupts the hearing.

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 their 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).

Academic Progression

Academic progression is defined as progression within an academic year or program phase.

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", "NCR", or any grade that does not result in the successful completion of a course, on their 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 catalog).

When considering a student for promotion, their 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.

Academic Probation

Academic Probation is defined as a period, specified by the appropriate College Dean (or designee), during which the student's progress will be closely monitored by the respective Student Performance Committee and the respective Dean (or designee). To monitor a student on academic probation closely during clinical training, the individual program reserves the right to assign their remaining clinical rotations/assignments. A student will be placed on academic 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.

The terms of academic probation will be specified at the time the student is placed on probation. When a student is placed on academic probation, they will be notified in writing by the appropriate College Dean (or designee) and the reasons will be stated. Notifications must be sent (1) electronically to the student's

WesternU email address or (2) 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 educational record and distributed to the Chair 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 (or designee) that probation can be rescinded.

A student on academic 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 academic 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 academic probation until the program specific minimal acceptable academic standards are met again. A student will be removed from academic probation when the specified terms of probation are met. The student will be notified in writing.

Conduct Probation

Conduct Probation is defined as a period, specified by the Office of Student Conduct and Professionalism, during which the student's conduct will be closely monitored due to a violation of the Standards of Student Conduct.

The terms of conduct probation will be specified at the time the student is placed on conduct probation. When a student is placed on conduct probation, they will be notified in writing and the notification will be sent electronically to the student's WesternU email address. Copies of the letter will be placed in the student's educational record and distributed to the Chair of the Student Performance Committee, the College Dean, and the student's Faculty Advisor. The Office of Student Conduct and Professionalism will consider when the terms of the conduct probation have been satisfied and recommend rescission of the conduct probation. A student on conduct 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.

Remediation and Repeating Courses/Academic Year

Every effort will be made to provide each student with opportunities to demonstrate competency in each area of the academic program. Students who are required to remediate coursework and/or repeat courses or the academic year must contact a Financial Aid Counselor with respect to their financial aid eligibility. Please see the appropriate Program specific section for remediation and/or repeat policies and procedures.

Temporary Suspension of Student Clinical Privileges

The University recognizes that student participation in clinical education occurs within environments where patient safety, clinical integrity, and professional standards are paramount. Accordingly, a College Dean or designee is authorized to immediately suspend a student's clinical privileges where there exists a reasonable basis to believe that the student's continued presence in a clinical setting poses a risk to patient safety.

A suspension of clinical privileges is an interim administrative action and does not constitute a final disciplinary determination or academic sanction. The suspension shall take effect immediately upon the decision of the Dean or designee and is not subject to appeal. This action shall remain in place pending referral to and resolution by the appropriate body (i.e., the College SPC for academic matters or the Office of Student Conduct and Professionalism for conduct matters), whose determination shall supersede and replace the temporary suspension. In the event a student appeals the outcome reached by the appropriate body, the temporary suspension may remain in effect pending the resolution of that appeal.

The College shall provide the student with written notice of the suspension as soon as practicable, which shall include a brief statement of the basis for the suspension and the anticipated next steps (i.e. referral to the College Student Performance Committee for academic matters or referral to the Office of Student Conduct and Professionalism). A suspension of clinical privileges may affect a student's ability to satisfy program requirements, complete required clinical hours, or progress within their program. The College shall make reasonable efforts to advise the student of the potential academic impact of the suspension and any available options for remediation or make-up, subject to program requirements and accreditation standards. The University makes no guarantee that suspended clinical hours or experiences can be recovered within a student's originally anticipated program timeline. A temporary suspension of clinical privileges will remain in place until the conclusion of the academic or conduct process and any related appeals.

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, they are also on academic probation and remain 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 their conduct with concern for other individuals and for the entire University community. The President, Provost, or appropriate College Dean, or Dean's designee, has the authority to implement a summary suspension when there is a reasonable belief, based on the information available at the time, that a student poses a substantial threat:

- i) to the safety or well-being of anyone in the University community; or
- ii) to the property within the University community; or
- iii) of disruption or interference with normal University life, operations, or functions

In assessing whether a substantial threat exists, relevant considerations include the seriousness of the alleged conduct, such as aggravated assault, possession of weapons, threats of violence, the level of fear for the safety or well-being of any member of the University community caused by the reported individual, and the degree of disruption to campus activities or operations.

A summary suspension is a temporary exclusion from the University premises and/or denial of access to all activities or privileges for which a student might otherwise be eligible, imposed while formal student conduct procedures are pending. A student placed on summary suspension is not permitted to remain in class or participate in clinical rotations/assignments during the pendency of the suspension.

Summary Suspension Procedures: When a student is placed on summary suspension, the student shall be notified in writing of the specific conduct giving rise to the action and the provision(s) of the Standards of

Student Conduct allegedly violated. Such notice shall be delivered within forty-eight (48) hours of the imposition of the summary suspension, either personally or via the student's WesternU email address.

Following imposition of the summary suspension, the matter shall be promptly referred to the Office of Student Conduct and Professionalism (OSCP) for a summary suspension hearing. The student is entitled to request and have a prompt hearing at which time the student has a right to respond regarding the imposition of the summary suspension or the alleged misconduct. The student may also be accompanied by an advisor of their choice in a support capacity only. The student's advisor is prohibited from actively participating in or speaking during the hearing. Every effort will be made to conduct the hearing as promptly as possible in order to minimize disruption to the student while preserving fairness to all parties.

Within two days of the conclusion of the summary suspension hearing, the OSCP shall issue a determination to: (1) lift the summary suspension; (2) modify the summary suspension; or (3) maintain the summary suspension in place pending the resolution of the formal student conduct process. There is no appeal process following a decision to lift, modify or keep a summary suspension in place. While in place, the OSCP will normally review summary suspensions each quarter and determine whether the summary suspension should be retained, modified, or overturned.

The student retains all rights under this policy to any student conduct proceedings involving the allegations for which the summary suspension was issued, as outlined in the Student Conduct Procedures in this Catalog. The summary suspension shall remain in place pending referral to and resolution by the OSCP, whose determination shall supersede and replace the summary suspension. In the event a student appeals the outcome reached by OSCP, the summary suspension may remain in effect pending the resolution of that appeal. A student may not receive financial aid during any period of suspension.

Dismissal

The University may dismiss a student at any time it deems necessary to safeguard its standards of scholarship, conduct, and orderly operation. Furthermore, conviction of a felony while a matriculant at WesternU may also be grounds for dismissal. Unless a student has filed a timely appeal and is awaiting such decision, a dismissed student may not enter University premises or University-related premises without securing prior approval from the Dean or Dean's designee. 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 their enrollment maintained in that program, provided that the student's conduct which resulted in their 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 following decision-makers have authority over student status determinations, and their decisions are subject to appeal as provided in this policy:

- **The appropriate College Dean (or designee)** has authority to make decisions regarding a student's academic progression (academic movement towards completion of your program), promotion (academic progression to the subsequent academic year), promotion, academic suspension, academic dismissal, administrative withdrawal, and graduation.
- **The Office of Student Conduct and Professionalism (OSCP)** has authority to make decisions resulting from an administrative hearing.
- **The Student Conduct Hearing Panel (SCHP)** has authority to make decisions resulting from a formal student conduct hearing.

Notwithstanding the above, the following decisions are **not** appealable under this policy: grades, administrative withdrawals, summary suspensions, temporary suspensions of clinical privileges, and the imposition of academic probation and its associated terms and conditions.

Appeals are permitted only on the following grounds:

1. Bias;
2. New Information;
3. Procedural Error

For purposes of this policy, the following definitions apply:

- Bias is a substantiated prejudice in favor of or against one party or position, that materially impacted the fairness of the decision-making process and/or outcome. A generalized concern about the personal or professional backgrounds, viewpoints, beliefs, or interests of a decision-maker does not constitute bias under this policy.
- New Information is evidence that is new, material, and documentable, that was not available at the time of the decision rendered and that would likely alter the outcome. Information that was available to the student but not presented does not qualify as new information.
- Procedural Error is deficiency or omission in the hearing process or procedure that materially impacted the fairness of the decision-making process and/or outcome. A deviation from the designated hearing process or procedure will not sustain an appeal unless it resulted in a significant and demonstrable impact on the outcome.

Within five (5) working days following written notification to the student of the action of the respective College Dean (or Dean's designee) or the SCHP, the student may appeal the decision in writing to Provost by submitting their appeal through the online [WesternU Student Appeals Form](#). 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 (or modification) of the decision of the College Dean (or Dean's designee) or the SCHP

Failure to appeal or comply with the appeal procedures will render the original Dean's (or Dean's designee's) or the SCHP's decision final. In the event of extenuating circumstances, an extension of time may be requested by submitting a written request to the Provost within the five (5) working days following written

notification of the action of the respective College Dean or the SChP, stating good reasons for the request of additional time to file the request for appeal.

Appeals are not intended to be full re-hearings of the underlying matter but a limited review of the decision-making process and outcome. In most cases, appeals are confined to a review of the applicable hearing process, the student record, and pertinent documentation relevant to the request for appeal. Upon receipt of the request for appeal, the Provost shall review the matter and, within fifteen (15) working days, issue a decision in writing to the student. The Provost's decision 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 Information; or
6. Modify the sanctions/original decision.

The decision of the appeal may be made with or without meeting with a student. Appeal decisions will be based on input from appropriate sources that may include the following: individual instructors, faculty, staff, administration and hearing recordings/notes of appropriate committees. Additionally, the Provost reserves the right to issue a notice to the student informing them of the need for additional time to adjudicate the appeal. The Provost's decision will be the final decision of the University; further appeals are not permitted. All notices sent from the Provost related to an appeal, including the decision, shall be sent to the student (via their WesternU email), designated Dean, and other appropriate University parties, as necessary.

While the appeal is being reviewed by the Office of the Provost, the student may remain in class or on clinical rotations/assignments pending the outcome of the appeal. This general rule does not apply, however, where a summary suspension or a temporary suspension was previously imposed by the Dean or designee or where the Provost has otherwise determined that continued participation in class or clinical rotations/assignments is inappropriate.

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. Questions about appeals may be sent to StudentAppeals@westernu.edu. Lastly, this appeal policy does not apply to sanctions issued under the Equal Opportunity and Civil Rights or Title IX: Sexual and Gender-Based Harassment, Interpersonal Violence, and Other Sexual Misconduct (SIM) policies/procedures.

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 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 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 Resources 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, including the specific college-level parties who must be included in the requirements above.

Modification of Academic Policies and Procedures under Extenuating Circumstances

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